April 14, 2016

RE: REQUEST FOR QUALIFICATIONS – FURNITURE SERVICES

You are invited to submit qualifications to provide Furniture Services to the Colorado Housing and Finance Authority (CHFA). As the Project Manager representing CHFA, Jones Lang LaSalle is seeking RFQ (request for qualifications) responses to identify furniture dealers who are interested, qualified and have the capacity to support the work. The second step will be show room tours with a short list of dealers. The invitation to participate in the showroom tours will be sent to the dealers who have demonstrated, through their RFQ response, a solid capability and plan to deliver the work.

As an overview, CHFA is a quasi-governmental entity created by the state of Colorado that strengthens Colorado by investing in affordable housing and community development. They offer financial resources to strengthen homeownership, affordable rental housing, and businesses. They work with lenders and community partners to help them deploy their resources statewide. Together with their partners, CHFA has invested more than $12.2 billion in Colorado’s economy.

In Denver, CHFA currently occupies approximately 63,863 USF at 1981 Blake Street in downtown Denver. The facility consists of a blend of office space functions with support space including a community room, training, board room, etc. The project will consist of the design and remodel of this existing facility incorporating the same functions, with the goal to increase efficiency, improve collaboration, incorporate more amenity spaces, and allow room for growth.

Please review the attached Request for Qualifications package, using it as an outline for your response. Please send an email within 24 hours of downloading the RFQ, noting your intent to provide a qualifications package to: cathy.harris@am.jll.com and laura.kucharczyk@am.jll.com.

Please submit any questions in writing to the same email addresses indicated above. All questions and responses will be shared with all participants in the RFQ process.

Your full response is due no later than 5:00 p.m. on Thursday, April 28th. Please submit a single electronic copy of your response to cathy.harris@am.jll.com and laura.kucharczyk@am.jll.com or via flash drive at 1225 17th Street, Suite 1900, Denver, CO.

Sincerely,

Laura Kucharczyk     Cathy Harris
Vice President      Senior Project Manager
Project & Development Services   Project & Development Services
1. Project Overview
   a) It is anticipated that the selected dealer shall participate with the project team in the evaluation of furniture solutions and options for the following:
      • Workstations
      • Private Offices
      • Task Chairs
      • Ancillary Furniture including conference rooms, training rooms, break areas, soft seating collaboration spaces, etc.

   b) Selected dealer will also assist CHFA in the evaluation of potential furniture reuse. Scope will include inventory of existing furniture for reuse and placement within new floor plan based on CHFA’s requirements. Items for reuse are expected to include the following:
      • Private Offices
      • Limited amount of ancillary furniture (some conference tables / chairs)
      • Storage pieces (files, shelving, etc.)

   c) Selected dealer will be responsible for the removal and disposition of all existing furniture that CHFA does not reuse in the new space. This process will include:
      • Removal of all furniture from CHFA’s existing space prior to construction
      • Disposition, recycling or sale of items not being reused
      • Storage / warehousing of all furniture to be reused in CHFA’s new space
      • Reinstallation of furniture that has been salvaged for reuse at completion of project

   d) It is anticipated that the selected dealer shall assist the organization as a whole to communicate the new furniture solutions and benefits. This may occur through mock ups, presentations, renderings and materials for distribution.

   e) It is anticipated that the selected dealer will establish an ongoing relationship with CHFA to provide long term furniture services including warranty service, moves / adds / changes, etc.

   f) Key Milestones are as follows:
      • Furniture Services RFQ: April 15 – April 28, 2016
      • Evaluate Responses: April 29 – May 13, 2016
      • Invitation for Showroom Tours Distributed: May 13, 2016
      • Showroom Tours: May 23 – May 27, 2016
      • Develop Workstation & Private Office Typicals: May 31 – June 10, 2016
      • Pricing Exercise by Dealers: June 13 – June 24, 2016
      • Evaluate Pricing: June 27 – July 8, 2016
      • Dealer Selection: July 8, 2016
      • Furniture Design: July – September, 2016
      • Final Design / Finish Selections: October, 2016
      • Furniture Specification & Order Entry: November, 2016
      • Furniture Production / Delivery: December, 2016 – February, 2017
g) Jones Lang LaSalle and our clients’ primary goals are:
   • Remodel the existing facility to meet the client’s programmatic requirements
   • Improve the company’s culture
   • Attract and retain top talent
   • Evaluate options within the design to encourage collaboration and alternate workplace strategies
   • The design and construction will be efficient and sustainable
   • The facility will be flexible to handle the future needs of the company

2. Specific Information for Applicants
   a) Only Furniture Dealers that have been pre-qualified under this procedure will be invited to participate in the showroom tour process.

   b) Applicants will be notified of their status of acceptance as a pre-qualified firm by Jones Lang LaSalle based upon their submittal and required documentation as outlined within this RFQ. Applicants will be advised in writing via e-mail or by phone.

   c) RFQ format should be in electronic format. All responses must be submitted in an organized manner, addressing distinct sections as listed within. All responses should have consecutively numbered pages.

3. Requirements of the Formal RFQ Response
   Your response to this RFQ should address, at a minimum, the following items listed below and follow this organization as your outline:

   a) Executive Summary
      This section should include a statement of your understanding of the proposed Scope of Services to be provided and why your firm is best suited to be considered for this project.

   b) Company Background
      Please provide the following information regarding your dealership:

      i. Brief company overview / history
      ii. Provide an organizational chart indicating your company’s structure and the lines of responsibility.
      iii. Briefly list your core competencies and elaborate on your strengths and weaknesses.
      iv. Identify each function or specialty area within your firm as well as the number of professionals employed in each area.
      v. Detail a minimum of (5) projects which demonstrate your relevant experience with office space remodels. Include the following:
A brief project description including size of project, location of project, date of completion, and high level scope
- Original furniture budget and final furniture budget
- Images / renderings / photographs
- Challenges and critical issues specific to the project and how your team addressed those issues.

c) Financials
i. Provide the volume of your revenues for the past two years, as well as your revenue projection for this year.
ii. Briefly describe how the current market conditions in Denver within the design, construction and furniture industries are affecting your business. How you will manage the requirements of this project as compared to how you may have managed a similar project in years past? How are pricing structures and schedules impacted by these conditions?

d) Best Practices & Project Process
i. CHFA intends to engage the selected furniture dealer in a collaborative process to assist with finalizing the furniture requirements and design. With that in mind, please address the following topics (at a minimum) regarding your process. Please feel free to include any additional information you think might be beneficial to CHFA relative to this topic.
   ▪ Programming / Visioning for furniture requirements
   ▪ How does your team interface with the Client and end user groups to determine specific needs for functionality, storage, collaboration, etc.?
   ▪ How does your team collaborate with the design team to integrate the furniture requirements within the overall design of the space?
   ▪ What specific tools do your team use that may be unique to your firm?
   ▪ How does your team address workplace trends, collaboration in the workplace, varying work styles and generational differences?
   ▪ How does your team integrate Change Management into this process?
   ▪ Design process:
   ▪ How does your team develop the workstation and private office design and how do you interface / communicate with the client throughout the process?
   ▪ Please provide information on any specific tools you use throughout this process.
   ▪ Order process: please define your internal order process, quality assurance/ spec check process, and order entry to avoid product delivery and installation issues.
ii. Long term customer service:
   ▪ Describe your firm’s philosophy and approach to ongoing customer service.
   ▪ How does your team address future moves/adds/changes?
   ▪ Who is the main point of contact for ongoing customer service?
iii. Disposition of Existing Furniture:
   ▪ What is your firm’s approach / strategy as it relates to the disposition of the existing furniture?
   ▪ What are your historic capabilities in this area?
iv. Identify quality and service controls your company has in place to ensure work is completed on time and to the highest quality standards.
v. What are your company’s competitive advantages and why should you be considered the best value for this project?
vi. How do you measure competitiveness and effectiveness for your company in the industry?
vii. Identify any recent trends in the market that are impacting service delivery, quality, and/or cost.

e) Proposed Staff

CHFA and JLL will place great emphasis on the strength and appropriateness of the proposed project team in its evaluation of the RFQs. Submit your proposed project organization chart identifying the proposed staff for this project and showing the relationships between your staff. The proposed staff should all have relevant experience appropriate for this scope of work. For each individual, please also provide the following information:

i. Their role within your firm and their primary responsibilities on this project. Also indicate their level of involvement through the duration of the work. Identify why you are proposing this person for this role and what you expect will be their contribution going forward.

ii. Resumes of each member of your proposed team.

iii. Length of employment with your firm

iv. Number of years in the industry

v. Academic training, professional licensing and other related honors or accolades

vi. Examples of similar or relevant project experience.

vii. Please indicate their other current project responsibilities and how those responsibilities will dovetail into the schedule proposed for this project.

viii. Three (3) current or relevant client references with contact. The designated reference should have worked directly with the individual. It is the intent of CHFA and/or JLL to contact these references directly as needed.

f) Manufacturer Information

i. Please list the main manufacturers that your company utilizes for workstations, private offices and task seating

ii. Provide any additional information or differentiators for these manufacturers

iii. Provide warranty information / statement for these manufacturers
4. Additional Requirements

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<td><strong>1. Open Records Act Request</strong></td>
<td>As part of the application certification, the applicant acknowledges that the application and all materials submitted by applicants constitute public records within the meaning of the Colorado Open Records Act (Colorado Revised Statutes Section 24-72-210 et seq.). The applicant further acknowledges and agrees, as part of the application certification, that CHFA will not treat any part of the application and submissions as a record that is not subject to release to the public, unless such material is segregated and clearly designated as falling within an exception to the Colorado Open Records Act. Otherwise, CHFA will make such material available for inspection and copying (for a charge of $0.25 per page) upon the request of any person. As part of the application certification, the applicant further acknowledges and agrees that even material which is so segregated and designated may become public subject to release upon a successful challenge by a member of the public. CHFA will provide the applicant with notice as soon as possible of any request for disclosure. The burden is solely on the applicant to take such actions as it deems necessary and appropriate to shield such material from disclosure. The applicant must agree to indemnify CHFA from any claims arising or related to CHFA’s disclosure or nondisclosure of materials submitted to CHFA related to the application.</td>
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<td><strong>2. Relationship with Owner</strong></td>
<td>Bidder should take note of the following policy statement and agrees that by submitting a bid response, Bidder accepts and will comply with the following: OWNER seeks and promotes an open, competitive process for the purchase of goods and services consumed by the Firm. Responders that may have a conflict of interest may propose however, they must disclose such conflicts, and provide information on how to mitigate this conflict. Responders are advised that the Client must make selections based on its determination of which suppliers can offer the optimum value proposition. This value proposition is a combination of price, terms, quality, functionality and service capability.</td>
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| **3. Terms and conditions of the RFQ** | All proposals and any other material submitted in response to this RFQ will become the property of OWNER. Acceptance of a proposal does not commit OWNER to award a contract to any Bidder, regardless of whether or not the proposal meets all the requirements stated in this RFQ, nor does it limit OWNER’s right to negotiate in its best interests. OWNER reserves the right to reject any or
all proposals and price quotations received for any reason whatsoever. Neither the receipt of any proposal, nor failure to reject any proposal shall impose any legal obligation on OWNER.

OWNER reserves the right to select and negotiate with those companies it deems qualified for competitive bidding and to terminate negotiations at any time without incurring liability.

OWNER reserves the right to enter into discussions and/or negotiations with one or more qualified Bidders at the same time.

OWNER reserves the right to terminate the entire RFQ process at any time without incurring any liability.

Bidder is not authorized to assign this RFQ to any other entity without OWNER’s prior written approval. Subcontractors, if any, must be clearly identified in the financial proposal.

Mandatory requirements, notices, and other critical information shall be designated as such and shall be displayed in this format.

Noncompliance with timelines, mandatory requirements or other critical elements will cause Bidder disqualification from this RFQ.

If a Bidder is unwilling or unable to meet any RFQ requirement, an explicit statement to that effect must be made in the proposal as an exception.

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<th>4. Incurred proposal expenses</th>
<th>Bidder shall be responsible for its costs of preparing and responding to this proposal and shall not be compensated for labor or materials costs.</th>
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<td>5. Jones Lang LaSalle roles and responsibilities</td>
<td>Jones Lang LaSalle shall act as the Client’s agent in negotiating real estate transactions and in providing project management support.</td>
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<td>6. Timing of the Validity of Proposals</td>
<td>This proposal shall be valid for a period of 90 days from the proposal date and may not be withdrawn once submitted.</td>
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<td>7. Silence of Specification</td>
<td>The apparent silence of the specifications as to any detail, or the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and only material and workmanship of the first quality are to be used. Proof of specifications compliance will be the responsibility of the Bidder. This RFQ is open to innovative and creative responses. Any ideas that would make attainment of OWNER’s stated objectives simpler, more efficient, and/or cost effective are expected and will be gladly accepted. Bidder is encouraged to respond to this RFQ with creative ideas</td>
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<td>Request for Clarifications and Addenda</td>
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<td>Changes to bidders proposals</td>
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<td>Contract Term/Duration</td>
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<td>Bidders Responsibilities</td>
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should any question arise concerning this RFQ, Bidder shall notify OWNER’s Representative of such findings. Should such matters remain unresolved by OWNER prior to Bidder’s preparation of its proposal, such matters must be addressed in Bidder’s proposal. It is the Bidder’s responsibility to be informed of the questions and responses e-mailed back to the Bidder.

All proposals must clearly set forth any restrictions or provisions deemed necessary by the Bidder to effectively service the proposed RFQ.

16. Exceptions and other Information

Identify any exceptions, conditions, liabilities, or limitations Bidder’s organization may have to any of the requirements of this RFQ. Bidder should also submit any other information that Bidder deems necessary or relevant in assisting OWNER in the evaluation of Bidder’s proposal.

17. Prime Contractor

Identify any part of the services described in Bidder’s response, which are not provided entirely by Bidder’s Company. Provide full operational documentation for any business partner, subsidiaries, subcontractors, affiliates, and sister companies and identify and explain any differences. The use of subcontractors may be accepted, at OWNER’s discretion, but only with the notification and advance written approval of OWNER. Explain the rationale for proposing a partner versus a single source provider. Identify the parent Company by name to the respective OWNER office(s).

18. Consortium Bidding

For consortium bidding, it is the Bidder’s responsibility to provide all information to its sub-bidders regarding the provisions of the bid documents and any other information the sub-bidders may require. Contact between OWNER and the sub-bidder shall be only through the Bidder, and the Bidder shall so inform the sub-bidders. OWNER reserves the right to approve the sub-bidders and third party bidders.

19. Diversity

Identify whether Company is an MBE (Minority Business Enterprise), WBE (Woman-owned Business Enterprise) or owned by a (DV) Disabled Veteran and provide date of certification.

Describe Company diversity policy, if any, that outlines specific goals to increase or maintain specific levels of hiring and business partnerships with an MBE, WBE, or DV. OWNER may require Bidder to provide certifications by the NMSDC (National Minority Supplier Development Council) and/or its local affiliates or by the WBENC (Women Business Enterprise Network Council), respectively. OWNER will not discriminate on the basis of race, sex, religion, age, handicap, color, creed, sexual orientation or national origin with regard to obligations, work or services performed under the terms of any contract ensuing from this proposal.

20. Record Keeping and Audit rights

Any Supplier providing goods or services under any contract shall maintain accurate accounting records for all goods and services provided there under, and shall retain all such records for a period of at least five
20. Access to Records and Audit Rights
(5) years following termination of the contract. Upon reasonable notice and during normal business hours, OWNER, or any of its duly authorized representatives, shall have access to and the right to audit any records or other documents pertaining to the contract. OWNER's audit rights shall extend throughout the term of the contract and for a period of at least five (5) years thereafter.

The Supplier shall permit OWNER to audit the Supplier’s records of orders and invoices to assure the validity of pricing and charges to OWNER are correct and accurate. If OWNER elects to perform on-site audits, OWNER will provide the Supplier advance notice to such audits and perform the audits during normal business hours with a minimum disruption to the Supplier’s activities.

21. Tax Exemption
CHFA is a nonprofit organization 501C3 organization and holds tax exempt status. The sales tax exemption applies to all federal, state and RTD tax. The exemption does not apply to City and County of Denver Sales Tax for materials used by construction contractors who may perform contracts for CHFA; they are a taxable consumer of all personal property purchased and used in the performance of contracts for others. In order to qualify for the Denver sales tax exemption, purchases must be billed direct to CHFA and payment must be made from CHFA funds. In the absence of purchase orders, CHFA is required to furnish the vendor / contractor with an authorization to purchase on CHFA letterhead. The vendor / contractor must retain the same in their files to support the exempt sales.

22. Undocumented Workers
All workers must be verified. No undocumented workers will be permitted to work on this project. All workers must be e-verified.