

**DISTRICT OF COLUMBIA HOUSING FINANCE AGENCY  
SPECIAL MEETING OF THE BOARD OF DIRECTORS**

**March 13, 2020**

**815 Florida Avenue, NW**

**Washington, DC 20001**

**11:00 a.m.**

**Minutes**

**I. Call to order and verification of quorum.**

District of Columbia Housing Finance Agency (“DCHFA” or the “Agency”) Board Chairperson, Mr. Buwa Binitie, called the meeting to order at 11:03 a.m. and asked the Interim Secretary to the Board of Directors (the “Board”), Mr. Christopher Donald, to verify a quorum. With five members present, the Board had a quorum and the meeting continued.

The following members were present telephonically: Mr. Buwa Binitie, Mr. Stephen Green, Mr. Bryan “Scottie” Irving, Mr. Stanley Jackson, and Ms. Heather Howard.

**III. Vote to close meeting to discuss the selection of the Jones Lang LaSalle team to provide Redevelopment Consultant, Project Management, and Relocation Services for the Agency’s Headquarters building.**

Pursuant to the District of Columbia Administrative Procedure Act, the Chairperson of the Board of Directors will call a vote to close the meeting in order to discuss, establish, or instruct the public body’s staff or negotiating agents concerning the position to be taken in negotiating **the selection of the Jones Lang LaSalle team to provide Redevelopment Consultant, Project Management and Relocation Services for the Agency’s Headquarters building**. An open meeting would adversely affect matters related to the Agency. (D.C. Code §2-575(b)(2)).

Mr. Binitie called for a motion to close the meeting. Mr. Jackson made a motion to close the meeting. The motion was properly seconded by Ms. Howard. The motion passed by a chorus of ayes.

The meeting was closed at 11:04 a.m. and re-opened at 11:24 a.m.

Mr. Binitie stated for the record that in the past he has had a financial relationship with Jones Lang LaSalle (“JLL”), however that financial relationship ended several years ago and currently he no longer is engaged financially or in any other way to JLL. As a result, Mr. Binitie did not recuse himself from the vote or discussion of the contract.

**IV. Consideration of DCHFA Resolution No. 2020-04 (G) regarding the selection of Jones Lang LaSalle to provide Redevelopment Consultant and Relocation Services for the Agency’s Headquarters building.**

Ms. Keami Estep, Senior Manager, Procurement and Corporate Resources, presented the following presentation to the Board:

**Background:**

The District of Columbia Housing Finance Agency (the “Agency” or “DCHFA”) initiated a competitive procurement for Redevelopment Consultant, Project Management & Relocation Services on December 29, 2019.

The objective of this procurement is to obtain the professional Real Estate Advisory services of a qualified firm for the “815 Florida Avenue Project” which includes, but is not limited to, recommendations for the strategic redevelopment of the Agency’s Headquarters, creating the required Request for Proposals (“RFP”) and/or Scope of Services to secure the necessary external resources for the strategic redevelopment of the Agency’s Headquarters, the possible relocation of the Agency, as well as to provide professional project management for the redevelopment and/or relocation of the Headquarters, if necessary, to ensure timely delivery.

**Procurement Process:**

In accordance with the Agency’s Procurement Guidelines, on December 29, 2019, the Agency initiated a competitive procurement for Redevelopment Consultant, Project Management & Relocation Consultant Services. An email invitation to participate in this procurement was sent to identified firms and a Request for Proposals (“RFP”) was published to the public in the following publications:

1. DCHFA Website
2. The Washington Post
3. The Washington Informer

Questions in response to the RFP were due to the Agency on January 17, 2020 and those questions and answers were posted to the Agency website and emailed to submitters (Round 1) on January 24, 2020. Answers to the questions received, initiated a modification to the original RFP. The Agency revised the requirements for the submission of pricing to allow for a fixed fee cost proposal and hourly billing with estimated level of effort to be proposed. The revised RFP was posted to the Agency website on January 24, 2020 (Round 2). A second round and a Q&A was conducted, and the final revised RFP was posted and released on February 19, 2020 with an extension of the response due date of proposals to March 4, 2020. No additional questions were received during Round 3. Final proposals were due and received by the Agency on March 4, 2020.

#### Proposal Evaluations:

The Agency received a total of three (3) proposals in response to the RFP. Upon receipt of the proposals, the Procurement Manager reviewed the proposal packaging to identify any local, small and disadvantaged business enterprises licensed by the D.C. Department of Small Local Business Development (“DSLDB”) as a Certified Business Enterprise (“CBE”). McKissack & McKissack was identified as a DSLBD certified firm and both Jones Lang LaSalle (“JLL”) and Alvarez & Marsal entered into teaming agreements with DSLBD certified firms. Therefore, all respondents received the full allotted DSLBD preference points for this procurement.

The three (3) proposals were evaluated based on the below evaluation criteria:

1. Cost to the Agency
2. Qualifications and Experience
3. Key Personnel
4. Past Performance
5. DSLBD Certification

Each offeror conducted an oral presentation of their proposals in person on Monday, March 9, 2020. The Agency further clarified the Scope of Services and focus areas for this engagement and requested each offeror submit its Best and Final Offer (“BAFO”) by Wednesday, March 11, 2020.

The Best and Final Offer (“BAFO”) from each firm was received by the Agency and the evaluation consensus meeting was held on March 11, 2020. The Evaluation Committee was comprised of three Agency Staff members and a meeting was held to discuss the individual evaluation scores of each proposal and to review pricing proposals.

Through proposal evaluations and discussions, the evaluation committee agreed that JLL, with teaming partners The Jarvis Company and Taylor Adams Associates, presented the most technically acceptable proposal. Additionally, the key personnel are comprised of D.C. residents whose experience and in-depth understanding of the dynamics of the District of Columbia real estate market will prove to be an added value to the Agency throughout the duration of this complex project. JLL’s oral presentation confirmed that they have a clear understanding of the Agency’s objective and how it aligns to the overall mission of the Agency and the District. JLL’s price proposal clearly outlined the costs and level of effort associated with each task which provided a certainty to the evaluators that JLL understands the Scope of Services and is extensively familiar with the steps required to bring the project to completion. JLL’s approach to monetizing the Agency’s Headquarters with a focus on community, collaboration, and communication directly aligns with the Agency’s goals. JLL and their partners have extensive experience managing projects of similar scope of size as a team. Their cohesive team brings a vast level of experience in both the private and public sector real estate markets delivers a total solution partnership to the Agency with the ability and scalability to deliver the project on-time and within budget.

**Recommendation for Award:**

As a result of the information summarized above, the evaluation committee determined that JLL was most responsive to the RFP and proposed the most technically acceptable solution for the Agency. The Agency recommends awarding a contract to JLL for Redevelopment Consulting, Project Management and Relocation Services with an estimated base contract amount of \$830,000 plus a 10% contingency (\$83,000) for a total not to exceed amount of \$913,000.

Ms. Estep concluded the presentation and opened the floor for questions.

There were no questions.

Mr. Binitie called for a vote to approve DCHFA Eligibility Resolution No. 2020-04 (G) regarding the selection of Jones Lang LaSalle to provide Redevelopment Consultant and

Relocation Services for the Agency's Headquarters building. Mr. Green made a motion on the resolution and Mr. Irving properly seconded the motion. Mr. Donald took a voice vote. The resolution was unanimously approved.

#### **VIII. Other Business.**

Mr. Donald informed the Board that the Agency's Continuity of Operations Planning ("COOP") is in force due to concerns amid the COVID-19 crisis. As a result, all Agency Board Meetings will take place telephonically until further notice. Mr. Binitie suggested the Agency conduct an assessment of any risks to the Agency's programs while the COOP is in place.

#### **IX. Interim Executive Director's Report.**

No Interim Executive Director's report was given.

#### **X. Adjournment.**

Mr. Binitie called for a motion to adjourn the meeting. Mr. Jackson made a motion to adjourn the meeting and that motion was properly seconded by Mr. Irving.

Mr. Donald took a voice vote. The motion passed by a chorus of ayes.

The meeting was adjourned at 11:32 a.m.

Submitted by Christopher E. Donald, Interim Secretary to the Board of Directors on March 20, 2020.

Approved by the Board of Directors on March 24, 2020.