



2024 WSDOT Space Use Study

Response to Request for Qualifications
Submitted by Jones Lang LaSalle Americas, Inc.

Packet B

Transmittal Letter, Response to Criteria 6 and 7, Required Forms

May 15, 2024



WASHINGTON STATE DEPARTMENT OF TRANSPORTATION



2024 WSDOT SPACE USE STUDY

Response to Request for Qualifications

Due: May 15, 2024 by 4:00 PM

Packet B

Prepared for:

State of Washington

Department of Transportation

Email: CSOSubmittals@wsdot.wa.gov

Prepared by:



Contact:

Kelly Smith, Managing Director
Jones Lang LaSalle Americas, Inc.

Phone: (312) 228-3530

Email: Kelly.McDermott-Smith@jll.com

Matt Do, Managing Director
Jones Lang LaSalle Americas, Inc.

Phone: (858) 410-1219

Email: Matt.Do@jll.com

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May 15, 2024

State of Washington
Department of Transportation

Re: Response to Request for Qualifications for WSDOT 2024 Space Use Study

Dear WSDOT Representatives,

JLL is pleased to provide our qualifications to the State of Washington Department of Transportation (“WSDOT”) to deliver the WSDOT 2024 Space Use Study (“Study”). We recognize that WSDOT seeks a trusted partner to provide a detailed space study, supported by an implementation plan, that builds off the previous Telework Impact Study. The desired outcome of this Study is a set of recommendations that will allow WSDOT to more strategically make decisions around the 49 buildings included in the 2022 study aligned to the Department’s mission.

Following on our success delivering on the 2022 Telework Impact Study, JLL stands ready to deliver this next phase of work in support of the Department’s goals. We are an industry leader at the forefront of addressing the needs of a changing workplace and we are uniquely qualified to provide the expert skills and analysis necessary to support this scope of work. We will leverage our extensive expertise coupled with our direct knowledge from the prior study to efficiently, effectively deliver success on this project.

We understand the critical importance of this initiative to WSDOT, and we bring an experienced, integrated team with a proved history of managing large, complex real estate portfolios directly with WSDOT as well as for numerous other public entities including the State of Oregon, the Commonwealth of Virginia, the U.S. General Services Administration (GSA) Public Buildings Service, the County of Westchester, NY, and others locally and nationally. Our team includes some of the same team members that were involved in the 2022 study but now includes additional subject matter experts in portfolio strategy and cost estimating who bring their experience with similar engagement to this engagement.

We are excited about this opportunity and look forward to the opportunity to continue working with you. If you have any questions on our submittal or qualifications, please do not hesitate to reach out to me, Kelly Smith, directly by phone at (312) 228-3530 or via email at Kelly.McDermott-Smith@jll.com.

Sincerely,

Kelly Smith

Kelly Smith, Managing Director
JLL Consulting



Matt Do, Managing Director
JLL Public Institutions



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Jones Lang LaSalle

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Response to Scoring Criteria 6: Contractor Certification

We provide the completed Contractor Certification form following this page.

CONTRACTOR CERTIFICATION
EXECUTIVE ORDER 18-03 – WORKERS’ RIGHTS
WASHINGTON STATE GOODS & SERVICES CONTRACTS

Pursuant to the Washington State Governor’s Executive Order 18-03 (dated June 12, 2018), the Washington State Department of Transportaion is seeking to contract with qualified entities and business owners who certify that their employees are not, as a condition of employment, subject to mandatory individual arbitration clauses and class or collective action waivers.

Solicitation Title: 2024 WSDOT Space Use Study

I hereby certify, on behalf of the firm identified below, as follows (check one):

NO MANDATORY INDIVIDUAL ARBITRATION CLAUSES AND CLASS OR COLLECTIVE ACTION WAIVERS FOR EMPLOYEES. This firm does NOT require its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.

OR

MANDATORY INDIVIDUAL ARBITRATION CLAUSES AND CLASS OR COLLECTIVE ACTION WAIVERS FOR EMPLOYEES. This firm requires its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.

I hereby certify, under penalty of perjury under the laws of the State of Washington, that the certifications herein are true and correct and that I am authorized to make these certifications on behalf of the firm listed herein.

FIRM NAME: Jones Lang LaSalle Americas, Inc.
Name of Contractor/Bidder – Print full legal entity name of firm

By: 
Signature of authorized person

Matt Do
Print Name of person making certifications for firm

Title: Managing Director
Title of person signing certificate

Place: San Diego, CA
Print city and state where signed

Date: 5/14/2024

Response to Scoring Criteria 7: References / Past Performance

We provide completed past performance evaluations for the following projects:

WSDOT | Phase 1 Telework Impact Study

GSA Public Buildings Service | Portfolio Strategy for the National Capital Region (NCR)

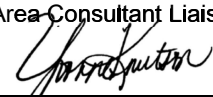

State of Oregon | Real Estate Brokerage and Advisory Services



Consultant Name Jones Lang LaSalle Americas, Inc.		Evaluation Type <input type="checkbox"/> Interim <input type="checkbox"/> Subconsultant <input checked="" type="checkbox"/> Final	
Consultant Address 200 East Randolph – 44th Floor Chicago, Illinois 60601		Project Title WSDOT Telework Impact Study	
Type of Work <input checked="" type="checkbox"/> Study <input type="checkbox"/> Design <input type="checkbox"/> R/W <input type="checkbox"/> PS&E <input type="checkbox"/> Other (Specify Below):		Agreement Number K3647	
Complexity of Work <input type="checkbox"/> Difficult <input checked="" type="checkbox"/> Routine		Date Agreement Approved 01/20/2022	
Amount of Original Agreement \$ 250,00		Total Amount Modifications \$ NA	Total Amount Agreement \$ 250,00
Completion Date Including Extensions 08/01/2022		Actual Completion Date 08/01/2022	Actual Total Paid \$ 250,00
Type and Extent of Subcontracting Task 1, Portfolio Strategy, Task 2 Workplace Strategy, Task Occupancy Strategy (Space Audit and Benchmarking)			

Performance Rating Scale (From Average Score Below)				
S Superior	AR Above Std.	MR Meets Std.	BR Below Std.	P Poor
Standard Criteria	Comments (Justify Above & Below Ratings)			Rating
1. Negotiations Cooperative and responsive Adhered to WSDOT guidelines on fee. Met negotiation schedule. Open and honest communications. Willingness to negotiate in good faith	Jones Lang LaSalle was exceptional negotiating in good faith with a willingness to clarify when needed			S
2. Cost / Budget Finished within agreed budget, including all supplements Appropriate level of effort (Cost commensurate with work) Reasonable direct, non-salary expenses (Approx. xx% -yy%)	Jones Lang LaSalle brought in numerous experts and met beyond schedule to ensure product scope was met			S
3. Schedule Complete within agreement schedule including supplements. Achieved schedule (Including all supplements). Prompt response to review comments Adapted to changes by WSDOT Notified WSDOT early regarding schedule issues	Jones Lang LaSalle met complex scheduling needs and was able to adapt to needs of the business while analysis a massive data set. Resolved issues as the occurred, no surprises.			AR
4. Technical Quality Work products meet WSDOT design policy & standards Performed appropriate quality control and assurance Responds to review comments in subsequent submission Pursued innovative design solutions Delivered “compatible” electronic files Implemented principles of practical design	Jones Lang La Salle met the standards of State of Washington and the proviso intent. Worked with team to find innovative solutions to data challenges. Responded promptly to all risks along the way.			AR

<p>5. Communications Clear and concise communication (Oral, written, drawings). Demonstrates an understanding of oral and written instructions Communicated at intervals appropriate for continual progress</p>	<p>Jones Lang La Salle met the standards of State of Washington in regards to communication both oral and written</p>	<p>AR</p>
<p>6. Management Provided creative cost control measures Submitted appropriate, periodic, accurate progress reports Accurate and timely invoicing Conducted meetings efficiently Limited the number of consultant-initiated contract modifications / supplements Collaborated effectively with WSDOT Responsive Managed subconsultants effectively</p>	<p>Jones Lang La Salle went out of the way to meet our cost limitation and timelines. The state was impressed at the continued support after delivery of the final product offering to supply additional trend updates to Legislative committees as support to the Washington States continues space learning efforts</p>	<p>S</p>
<p>7. Other Criteria (As agreed)</p>		
<p>Overall Rating</p>	<p>Office of Financial Management endorses Jones Lang La Salle based on the successful delivery of the WSDOT Telework Impact Study</p>	<p>S</p>

<p>Rated By (Project Manager Name and Title) Yvonne Knutson on behalf of Brooke Gore, Analyst</p>	<p>Project Manager Signature</p>	<p>Date 05/13/2024</p>
<p>Rated By (Area Consultant Liaison Name and Title) Yvonne Knutson OFM Budget -Facilities Oversight SBA</p>	<p>Area Consultant Liaison Signature </p>	<p>Date 05/13/2024</p>
<p>Executive Review (Name and Title) Robyn Williams OFM Budget Deputy Asst Director</p>	<p>Executive Signature  Robyn Williams (May 14, 2024 09:54 PDT)</p>	<p>Date 05/14/2024</p>







Perf-Eval-WSDOT-Projects -2024

Final Audit Report

2024-05-14

Created:	2024-05-14
By:	Yvonne Knutson (yvonne.knutson@ofm.wa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAB6s_aCQjIIQM2LILo4FuhL-oTTog4I6F

"Perf-Eval-WSDOT-Projects -2024" History

-  Document created by Yvonne Knutson (yvonne.knutson@ofm.wa.gov)
2024-05-14 - 0:53:54 AM GMT
-  Document emailed to robyn.williams@ofm.wa.gov for signature
2024-05-14 - 0:54:30 AM GMT
-  Email viewed by robyn.williams@ofm.wa.gov
2024-05-14 - 4:53:37 PM GMT
-  Signer robyn.williams@ofm.wa.gov entered name at signing as Robyn Williams
2024-05-14 - 4:54:43 PM GMT
-  Document e-signed by Robyn Williams (robyn.williams@ofm.wa.gov)
Signature Date: 2024-05-14 - 4:54:45 PM GMT - Time Source: server
-  Agreement completed.
2024-05-14 - 4:54:45 PM GMT

**Washington State
Department of Transportation**

**Performance Evaluation
Completed by Reference**

Consultant Name: Jones Lang LaSalle Americas, Inc. (JLL)
Consultant's Project Manager: Bob Hunt
Project Name to be Evaluated on: (Work must have been completed within the last 3 years or is currently being performed.) Portfolio Strategy for the National Capital Region (NCR)

Type of Work:

Roadway Design
 Plans Specs & Estimates
 Transportation Study
 Right-of-Way
 Other

Contract Information: (Work must have been completed within the last 3 years or is currently being performed.)

<input checked="" type="checkbox"/>	Prime	Start Date 09/01/22	End Date 05/31/23	Dollar Amount of Services 779,348.00
<input type="checkbox"/>	Sub			

Performance Evaluation	
Rating Criteria	Score
Please rate each criteria on a scale of 1 to 10. 1 being low and 10 being high.	1 - Low to 10 - High

1. Was the firm cooperative and responsive during any negotiations whether they were budget related or work element related?	10.00
2. Did the firm complete the project within the total budgeted amount?	10.00
3. Did the firm complete the project within the contract schedule(s)?	10.00
4. Did the firm meet all of your technical standards and quality expectations?	8.75
5. Was the firm's communication, both oral and written, clear and concise?	10.00
6. Was the firm's project management system effective?	9.00
Total Score (Total the score by adding the scores for criterias 1 through 6.)	57.75
Average Score (Average the score by dividing the total score by the total number of criteria that was rated.)	9.63

Evaluator Information:		
Firm/Company Name: GSA / Public Buildings Service		
Evaluator's Name: Richard Sedwick	Evaluator's Title: Asset Manager, Strategic Analysis	
Firm/Company Address: 1800 F Street NW, Washington DC 20006		
Phone: (202) 527-5610	Fax:	Date: 05/14/24

Distribution: Original: Return to Consultant being evaluated; and
 Copy: Fax to WSDOT at 360-705-6838 or email to wsdotco@wsdot.wa.gov

**Washington State
Department of Transportation**

**Performance Evaluation
Completed by Reference**

Consultant Name: Jones Lang LaSalle Americas, Inc. (JLL)
Consultant's Project Manager: Bob Hunt
Project Name to be Evaluated on: (Work must have been completed within the last 3 years or is currently being performed.) Real Estate Brokerage and Advisory Services

Type of Work:

Roadway Design
 Plans Specs & Estimates
 Transportation Study
 Right-of-Way
 Other

Contract Information: (Work must have been completed within the last 3 years or is currently being performed.)

	Start Date	End Date	Dollar Amount of Services
<input checked="" type="checkbox"/> Prime	12/15/14	12/15/29	750,000.00
<input type="checkbox"/> Sub			

Performance Evaluation	
Rating Criteria	Score
Please rate each criteria on a scale of 1 to 10. 1 being low and 10 being high.	1 - Low to 10 - High

1. Was the firm cooperative and responsive during any negotiations whether they were budget related or work element related?	10.00
2. Did the firm complete the project within the total budgeted amount?	9.00
3. Did the firm complete the project within the contract schedule(s)?	10.00
4. Did the firm meet all of your technical standards and quality expectations?	9.00
5. Was the firm's communication, both oral and written, clear and concise?	9.00
6. Was the firm's project management system effective?	9.00
Total Score	56.00
(Total the score by adding the scores for criterias 1 through 6.)	
Average Score	9.33
(Average the score by dividing the total score by the total number of criteria that was rated.)	

Evaluator Information:		
Firm/Company Name: State of Oregon, Capital Planning & Enterprise Asset Management		
Evaluator's Name: Jeremy Miller	Evaluator's Title: Deputy Administrator	
Firm/Company Address: 155 Cottage Street NE Salem, OR 97301		
Phone: (971) 374-3383	Fax:	Date: 05/13/24

Distribution: Original: Return to Consultant being evaluated; and
 Copy: Fax to WSDOT at 360-705-6838 or email to wsdotco@wsdot.wa.gov

Consultant Information Form

We provide the completed Consultant Information Form following this page.

Consultant Information Form

Firm Name: Jones Lang LaSalle Americas, Inc.		FYE Date: 12/31	Number of Employees: 34000
Address: 601 Union Street, Suite 2800			
City: Seattle	State: WA	Zip Code: 98101	County: King
Phone: (206) 607-1700	Fax: (206) 607-1701	Company Web Site: us.jll.com	
Remit to Address: 33832 Treasury Center			
City: Chicago	State: IL	Zip Code: 60694	County: Cook
Phone: (312) 782-5800		Fax: (312) 782-4339	
Statewide Vendor Number (SWV) for Remit to Address: SWV0192914		Federal Tax ID Number or Social Security Number: 36-4160760	
Unified Business Identifier Number (UBI): 601 792 514		Date Universal Numbering System (DUNS) Number: 933709685	
Year Firm Established: 1997	UDBE/SBE/MSVWBE Certification Number: : N/A	NAICS Code & Code Name: 541611 Admin Mgt & Consulting	
Proposed Project Manager: Kelly Smith (Client Relationship Manager)		Email: Kelly.McDermott-Smith@jll.com	
Financial Contact: Jeffrey Holland		Email: jeff.holland@jll.com	

Firm Type:

- Sole Proprietor
 Partnership
 C – Corp.
 Limited Partnership
 Subchapter S Corp.
 Limited Liability Company

Annual Gross Receipt:

- \$0 to \$1 Million
 \$1 Million to \$5 Million
 \$5 Million to \$10 Million
 \$10 Million to \$15 Million
 Over \$15 Million

Note:

Firm Name: Please *do not* use: dba’s – doing business as; combination names when two firms are working together, unless the combination name is the formation of a legally registered new company such as a joint venture; derivatives of your legal name; acronyms; etc. The firm name shown must be your firm’s legal name.

Federal Tax ID Number: Your Federal Tax ID number must be that number registered to your legal firm name. If you do not have a Federal Tax ID number, please use your social security number.

Unified Business Identifier (UBI) Number: Your firm will be **REQUIRED** to acquire a UBI Number prior to execution of an agreement and/or being approved as a Sub-consultant to an existing agreement. This is a Washington State Business license and can be acquired by contacting the Washington State Department of Revenue web site at www.dor.wa.gov

Statewide Vendor (SWV) Number: The Statewide Vendor (SWV) Number is **REQUIRED** for vendors to receive payments. If your firm doesn’t already have an SWV number, your firm will be required to acquire a SWV number prior to execution of an agreement. For additional information, please visit the Office of Financial Management (OFM) at <https://www.ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services>

FYE Date: Your firm’s fiscal year end date.

UDBE/SBE/MSVWBE Certification: If your firm is certified as a UDBE/SBE/MSVWBE enter your firm’s certification number. Federal Certifications: Underutilized Disadvantaged Business Enterprise (UDBE), Small Business Enterprise (SBE). State Certifications: Minority, Small, Veteran, Women Business Enterprise. For additional information go to the Washington State Office of Minority & Women’s Business Enterprises web site at www.omwbe.wa.gov

It is critical that your firm name is your legal firm name and that it is the same name assigned to your Federal Tax ID number and is the same name utilized for your SWV number.