



Request for Qualifications

Real Estate Broker Services

Proposals Due:

February 26, 2021

Clovis Veterans Memorial District
REQUEST FOR QUALIFICATIONS

PURPOSE

Clovis Veterans Memorial District (the District) is seeking the services of California licensed Real Estate Brokers to provide Real Estate Services for leasing the 299 Clovis Ave., Clovis, CA 93612 property. Qualification under this RFQ does not guarantee any Real Estate Broker will be engaged to perform for Clovis Veterans Memorial District.

BACKGROUND

The District was formed on June 11, 1946, to recognize and serve the veterans of the Clovis area. The District boundaries are roughly equivalent to those of the Clovis Unified School District.

PROJECT

The District would like to lease the 299 Clovis Ave., Clovis, CA 93612 property to a single use tenant.

SCOPE OF WORK

The scope of the work shall be, but not limited to, the following:

- Provide market analysis and pricing guidance for the 299 Clovis Ave. Property
- Establish a marketing strategy that employs multiple types of advertising, including but not limited to, internet exposure, signs, alternate trade publication strategies, etc.
- Accurately list the property in MLS or other professional listing services generally listing
- Provide technical assistance on the presentation of the property for lease.
- Show the property.
- Forward offers to District staff for consideration of leasing.
- Assist the District with the lease agreement and negotiations for improvement work (if necessary)

MINIMUM QUALIFICATIONS

The following minimum qualifications are required in order for a Respondent to be evaluated:

- Respondent must be a licensed Commercial Real Estate Broker in good standing in the State of California.
- Respondent must have a minimum of five (5) years' experience working with commercial property.
- Respondent must have experience with providing comparative market analysis.
- Respondent must be insured in compliance with the District's minimum policy limits

of Commercial General Liability coverage of \$1,000,000 per occurrence/\$2,000,000 aggregate for bodily injury, personal injury, and property damage and Automobile Liability coverage of \$1,000,000 per occurrence for bodily injury and property damage.

Respondents to this RFQ are not required to be subject area experts in all desired areas of expertise.

PROPOSAL CRITERIA

Submittals should include the following information:

- **Brokerage Firm Information:** The proposal shall contain the legal name and address of the company, including the legal form of company (partnership, corporation, joint venture, etc.).
- **Experience of the Brokerage Firm:** The proposal shall include the firm background and at least three references.
- **Years of Experience:** The proposal shall include the total number of years the firm has been operating as a real estate broker.
- **Qualifications of the Project Team:** The proposal shall contain the names of the individuals and experience of each that will be directly involved with this project and the broker license number for each individual.
- **Detailed Scope of Work:** The proposal shall contain enough detail to demonstrate an understanding of the project and checklist of responsibilities; including any additional services that might be available.
- **Fee Proposal:** The proposal shall include a fee schedule to include the following: commission or hourly rate for the acquisition or disposition of real property and for real property leases. Hourly amount for general real property consulting not related to a pending transaction.
- **Conflict of Interest:** Documentation that personal or organizational conflicts of interest prohibited by law do not exist.

SCHEDULE

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| Request for Qualifications Issued: | February 12, 2021 |
| Proposals Due: | February 26, 2021 at 2pm |
| Board Review | March 4, 2021 |
| Notification of Qualified Brokers | March 5, 2021 |

EVALUATION

Each proposal will be analyzed by members of an evaluation team comprised of District staff. The evaluation team may choose to interview top firms. Factors to be used in evaluating the proposals will include, but are not limited to:

- Firm's ability to provide the requested services
- Qualifications, skills, applicable experience of firm's team members
- Demonstration of relevant experience in the applicable types of real property transactions in the local area consisting of part or whole service are of the District
- Proposed fees for services
- Quality and content of proposal
- Location of office
- Experience in working with similar organizations
- References

GENERAL

Reservation of Rights. District reserves the right to request additional information from Respondents prior to final selection and to consider information about a firm other than that submitted in the proposal or interview. District may select for contract negotiations the firm that, in District's judgment, will best meet the project's needs, regardless of the comparison of fees and costs estimated by the Respondents.

Disclaimers. District is not committed to any course of action as a result of its issuance of this RFQ and/or its receipt of a proposal from any Respondent in response to it. In particular, Respondents should note that the District may:

- Reject and not consider any proposal that does not conform to instructions and specifications which are issued herein, including but not limited to incomplete proposals or proposals offering alternate or non-requested services
- Not accept proposals after the stated submission deadline
- Waive any informality, irregularity, immaterial defects or technicalities in any proposals or other responses received
- Reject all proposals
- Cancel the RFQ at anytime
- Award a contract in connection with this RFQ at any time
- Make no award of contract

- Negotiate fees and/or agreement terms with the awarded Respondent at the District's discretion
- Appoint more than one firm to provide services on given portions of the project
- Terminate a contract awarded pursuant to this RFQ at any time for convenience upon 10 days' written notice to the selected Respondent
- Prohibit any further participation by a Respondent or reject any proposal submitted that does not conform to any of the requirements detailed herein

No Reimbursement. District will not reimburse any organization for proposal preparation costs or other work performed in connection with this RFQ, whether or not a Respondent is awarded a contract.

Proposal Records. Proposals (including accompanying materials) will become the property of District. Proposals will be held in confidence to the extent permitted by law. After award of a contract or after rejection of all proposals, the proposals will be public record subject to disclosure under the California Public Records Act (Government Code Section 6250 et seq.). The Proposal together with copies of all documents pertaining to any award, if issued, shall be opened to public inspection. All information submitted as a part of a Proposal will be open to public inspection (except items marked as trade secrets and considered a trade secret under the California Public Records Act) after the award has been made.

Proposal Validity Period. All Proposals shall remain valid offers open for the District acceptance for a minimum of 120 days following the RFQ due date.

Confidential Information. If your response contains any trade secrets that you do not want disclosed to the public or used by the District for any purpose other than evaluation of your approach the top of each sheet of such information must be marked with the following legend:

“CONFIDENTIAL INFORMATION”

Should a request be made to the District for information that has been designated confidential by the Respondent and, on the basis of that designation, the District denies the request for information, the Respondent may be responsible for all legal cost, necessary to defend such action if the denial is challenged in a court of law.

Addendum to the RFQ. Any changes, additions or deletions to the RFQ will be in the form of a written addendum issued by the District's Director of Operations and forwarded to all Respondents. Except as stated in this provision, no person is authorized to amend or revise any part of this RFQ, in any respect, either in writing or by oral statement.

Questions. Respondents are responsible for reading carefully and understanding fully the terms and conditions of this RFQ. Requests for clarification or additional information must be made to the proper contact referenced below. Only written communications relative to the project shall be considered. It is incumbent upon Respondents to verify District's receipt of their questions. To the extent that a question causes a change to any part of this RFQ, an addendum shall be issued addressing such.

SUBMITTAL REQUIREMENTS

The deadline for submitting clarification questions is 12:00pm on February 22, 2021.

Any questions please e-mail the Director of Operations, Amy Whitacre, at amyw@cvmddistrict.org. Any substantive clarifications requested by one Respondent will be shared with all known potential Respondents.

Completed submittals for the RFQ must be received by no later than 2:00 pm on February 26, 2021. All submittals must be clearly marked in the lower left hand corner “RFQ – Real Estate Broker Services”. E-mail one (1) PDF digital copy to amyw@cvmddistrict.org

Upon receipt, District staff will review the statements of qualifications for responsiveness, understanding of the work, and project team.