



ADDENDUM # 2

RFP # FY 2017-2018-002 COMMERCIAL REAL ESTATE BROKERAGE SERVICES

Please ensure you check the City's website for the latest addendum released for this project. Below find the link to the City's website: www.cohb.org/solicitations.

Firm must provide this form signed by an authorized officer of your firm to acknowledge receipt of ADDENDUM # 2 and provide with your firm's response.

PLEASE NOTE: REVISED - EXHIBIT I – PROPOSAL FORMAT – PAGES 15 – 26.

REVISED AS OF 11.21.17 - EXHIBIT I, PAGES 15-26 – PROPOSAL FORMAT. **DISCARD PREVIOUS RELEASED PAGES AND REPLACE WITH THE FOLLOWING PAGES:**

INSTRUCTIONS FOR SUBMITTAL OF RESPONSES

Firms are to submit responses only on a thumb drive that is searchable in adobe format (.pdf file). No hardcopy (paper) submittals nor CDs will be accepted. In order to ascertain that the RFP information provided on the thumb drive contains data that allows the reviewer to perform an “edit” “find” search function, your firm must ensure your .pdf files are enabled with this function.

Firms must make sure that the thumb drive is tested for this function before submission. Do not place password on the thumb drive. Provide one (1) thumb drive with your firm’s submittal.

Section below, Proposal Format, outlines the format to be followed for responses to this RFP.

PROPOSAL FORMAT:

The following format must be followed by firms submitting responses to the RFP.

The following criteria stated below is what the Evaluation Committee will utilize to rate your firm’s response. Your firm’s response must provide all information requested below items # 1 through # 12.

Firm’s non-compliance to the outline below will hinder the Evaluation Committee’s ability to find the responses to the RFP and could cost your firm points for information that is not easily found.

All the information listed below must be included in a thumb drive that is searchable as stated in the instructions above. No hardcopy paper submittals or CDs will be accepted.

In order to ascertain that your firm’s proposal information provided on the thumb drive contains data that allows the reviewer to perform an “edit” “find” search your firm must test the thumb drive before it is submitted. **Firm(s) must make sure that the thumb drive is tested before submission.** Do not place a password on the thumb drive. Provide one (1) thumb drive with your firm’s submittal.

Upon review of the proposals by the evaluation committee, oral presentations may be required. After ranking, the evaluation committee may select and short list of top ranked firms.

The purpose of the proposal your firm submits must demonstrate the qualifications, competence, and capacity of the firm seeking to undertake the work for the City in conformity with the requirements of the specifications in the RFP. As such, the substance of the proposals will carry more weight than their form or manner of presentation.

The proposal must address all points outlined in the specifications of this RFP. The proposal must be prepared simply and economically, providing straightforward, concise description of the proposer's capability to satisfy the requirements of the RFP.

While additional data may be presented, the information requested in items 1 through 12, must be included. Items 1-12 represent the criteria after which the proposals will be evaluated.

1. Title Page

Provide the RFP # and title, the firm's name; the name, address, telephone number and email of the contact person; and the date of the proposal.

2. Table of Contents

Include clear identification of the material by section and by page number.

3. Transmittal Letter

A transmittal letter must be provided briefly stating the proposers' understanding of the work to be done, the commitment to perform the work within the required time period, a statement why the firm believes they are the best qualified to perform the work and a statement that the proposal is a firm and irrevocable offer until such time as City Commission awards a contract as a result of this RFP.

The transmittal letter must be signed by a duly authorized officer(s) of your firm, as registered with the Florida Secretary of State through the Division of Corporations website at: www.sunbiz.org. Your firm must provide a copy your firm's Sunbiz following the transmittal letter in order to verify the duly authorized officers. If such officer is not listed in the Sunbiz for your firm, your firm must provide a legal document, such a Certificate of Resolution, naming the officer as authorized to execute on behalf of the firm.

Provide the names of the persons who will be authorized to make representation for the Proposer, their titles, addresses, telephone numbers and email addresses.

Provide the name of the Team Leader who will be the direct point of contact during the term of the Agreement.

4. Executive Summary

The Proposer shall submit an executive summary, which outlines its Proposal, including the manner in which the sale will be realized. The executive summary shall, at a minimum, include an identification of the proposed team, responsibilities of the team, and a summary of the proposed services. This section should highlight aspects of this Proposal, which make it superior or unique in addressing the needs of the City.

5. Minimum Qualification Requirements (MQRs)

All firms responding to this RFP must submit with firm's response all of the Minimum Qualification Requirements (MQRs) stated below. Please read the MQRs to ensure your firm meets these requirements prior to submitting to this RFP.

Firm(s) that do not comply with the outline below will be determined non-responsive and disqualified from the evaluation process.

All firms within your response being proposed to do the work for this project must provide and meet the (MQRs).

The firm awarded the contract will be required to maintain the Minimum Qualification Requirements #1 and #2 during the term of the contract and any contract renewals.

Minimum Qualification Requirement # 1: Licenses

The Proposer is required to possess a real estate broker license issued by the State of Florida Department of Business and Professional Regulation - <http://www.myfloridalicense.com/dbpr/>.

A copy of Proposer's license must be provided and must be valid.

Minimum Qualification Requirement # 2: Years in Business- Sunbiz:

Firms must be incorporated through Sunbiz with a status of "Active". Provide a copy of your firm's Sunbiz with your response showing a date filed of year 2012 or earlier.

Minimum Qualification Requirement # 3: Similar Properties Sold

Firm must have sold a minimum of ten (10) commercial properties of similar size and value in the South Florida region within the past two (2) years, 2016 and 2017.

Your firm **must** provide the information for MQR #3 on the following charts:

Location of Property Sold #1	
Date Property Sold was listed	
Date Property Sold was sold	
Name of Property Sold Owner	
Updated contact name, phone and email for Property Sold Owner	
Listing Price of Property Sold	
Appraisal Value of Property Sold	
Final Sale Price of Property Sold	
Firm's fee and/or % of Sale Price	
Duration of Closing Period	
Conditions of Sale and any issues that occurred during closing.	

Location of Property Sold #2	
Date Property Sold was listed	
Date Property Sold was sold	
Name of Property Sold Owner	
Updated contact name, phone and email for Property Sold Owner	
Listing Price of Property Sold	
Appraisal Value of Property Sold	
Final Sale Price of Property Sold	
Firm's fee and/or % of Sale Price	
Duration of Closing Period	
Conditions of Sale and any issues that occurred during closing.	

Location of Property Sold #3	
Date Property Sold was listed	
Date Property Sold was sold	
Name of Property Sold Owner	
Updated contact name, phone and email for Property Sold Owner	
Listing Price of Property Sold	
Appraisal Value of Property Sold	
Final Sale Price of Property Sold	
Firm's fee and/or % of Sale Price	
Duration of Closing Period	
Conditions of Sale and any issues that occurred during closing.	

Location of Property Sold #4	
Date Property Sold was listed	
Date Property Sold was sold	
Name of Property Sold Owner	
Updated contact name, phone and email for Property Sold Owner	
Listing Price of Property Sold	
Appraisal Value of Property Sold	
Final Sale Price of Property Sold	
Firm's fee and/or % of Sale Price	
Duration of Closing Period	
Conditions of Sale and any issues that occurred during closing.	

Location of Property Sold #5	
Date Property Sold was listed	
Date Property Sold was sold	
Name of Property Sold Owner	
Updated contact name, phone and email for Property Sold Owner	
Listing Price of Property Sold	
Appraisal Value of Property Sold	
Final Sale Price of Property Sold	
Firm's fee and/or % of Sale Price	
Duration of Closing Period	
Conditions of Sale and any issues that occurred during closing.	

Location of Property Sold #6	
Date Property Sold was listed	
Date Property Sold was sold	
Name of Property Sold Owner	
Updated contact name, phone and email for Property Sold Owner	
Listing Price of Property Sold	
Appraisal Value of Property Sold	
Final Sale Price of Property Sold	
Firm's fee and/or % of Sale Price	
Duration of Closing Period	
Conditions of Sale and any issues that occurred during closing.	

Location of Property Sold #7	
Date Property Sold was listed	
Date Property Sold was sold	
Name of Property Sold Owner	
Updated contact name, phone and email for Property Sold Owner	
Listing Price of Property Sold	
Appraisal Value of Property Sold	
Final Sale Price of Property Sold	
Firm's fee and/or % of Sale Price	
Duration of Closing Period	
Conditions of Sale and any issues that occurred during closing.	

Location of Property Sold #8	
Date Property Sold was listed	
Date Property Sold was sold	
Name of Property Sold Owner	
Updated contact name, phone and email for Property Sold Owner	
Listing Price of Property Sold	
Appraisal Value of Property Sold	
Final Sale Price of Property Sold	
Firm's fee and/or % of Sale Price	
Duration of Closing Period	
Conditions of Sale and any issues that occurred during closing.	

Location of Property Sold #9	
Date Property Sold was listed	
Date Property Sold was sold	
Name of Property Sold Owner	
Updated contact name, phone and email for Property Sold Owner	
Listing Price of Property Sold	
Appraisal Value of Property Sold	
Final Sale Price of Property Sold	
Firm's fee and/or % of Sale Price	
Duration of Closing Period	
Conditions of Sale and any issues that occurred during closing.	

Location of Property Sold #10	
Date Property Sold was listed	
Date Property Sold was sold	
Name of Property Sold Owner	
Updated contact name, phone and email for Property Sold Owner	
Listing Price of Property Sold	
Appraisal Value of Property Sold	
Final Sale Price of Property Sold	
Firm’s fee and/or % of Sale Price	
Duration of Closing Period	
Conditions of Sale and any issues that occurred during closing.	

Minimum Qualification Requirement # 4: List of Industrial Properties Sold:

Firms must provide a list of industrial properties firm has sold in Broward County and North Miami Dade County in the past five (5) years.

6. Exhibit II – Required Forms – Pages 14-26:

Please make sure all of the forms below are included in your proposal within the thumb drive.

- a. Proposal Submitted by Form
- b. Variance Form
- c. Legal Proceedings Form
- d. Public Entity Crime Form
- e. Domestic Partnership Certification form
- f. Conflict of Interest Notification Requirement Questionnaire
- g. Drug Free Workplace Form
- h. Reference Check Form

7. Firm's Qualifications and Experience

- a. Indicate the firm's number of years of experience in providing the required services. The proposal must demonstrate the qualifications and experience of the firm.
- b. Provide you firm's total commercial sales in dollars over the past three (3) years, including a list of commercial properties sold with details of size, location, listing price and sale price.
- c. Specify the firm's particular area(s) of expertise and how those strengths will benefit the City.
- d. Specify what unique circumstances sets the firm apart from others who perform the same or similar services.
- e. Provide resumes of key management personnel and support staff, including education, experience, and any other pertinent information for each member to be assigned to this project.

8. Lead Agent's Experience/Qualifications

- a. Provide the resume of the lead agent to be assigned to this project including their qualifications and experience.
- b. Please provide the agent's total commercial sales over the past three (3) years, including a list of commercial properties sold with details of size, location, listing price and sale price.

9. Past Performance (References)

The City will send the references your firm provides a request for verification via email within no later than two (2) business days from receipt of your firm's proposal.

If the reference is not available or unable to respond within two (2) business days from email request, the reference shall not be considered valid and the points for references will be affected.

Please make sure that the references listed in your firm's response are aware that they will be receiving a verification of reference email from the City of Hallandale Beach to confirm the reference which was submitted with your firm's proposal.

Each firm must also list the following information for each of the references provided.

- Name of company for which work was provided.
- Name of Reference charged with managing said project.
- Year sale started and when sale was completed.
- Total % of commission charged for services.
- Provide detailed information as follows:
 - a. How did broker successfully address and complete the sale.
 - b. How did broker apply specific strategies to complete the sale.
- Phone # for Reference.
- Updated email address for Reference.

10. Approach to the Project

- a. Firm must demonstrate in their Proposal the approach to the Project for the work required, including, but not limited to, staffing, proposed schedules, performance benchmarks and plans, marketing and advertisement strategy. Describe proposed methods for sale and a detailed schedule of activities and events for the sale.
- b. Address any issues you foresee with the sale of the Property.
- c. Explain your understanding of the current market conditions for commercial property sales and how that will affect your strategy in selling the Property.
 - i. At what price point would you list the property? Explain why.
 - ii. Would you list the property immediately or target a specific time? Explain why.
 - iii. How long do you estimate the Property to be on the market?

11. Commission Percentage Proposal

The Commission Percentage Proposal will be evaluated based on the sheet found on page 6.

The Commission Percentage Proposal Sheet must be utilized for the submission of your firm's commission percentage.

Proposal will be evaluated utilizing the equation seen in the example below:

- Lowest Commission Percentage Proposal receives Total Points = 10 points
- Example: Lowest Commission Percentage Proposal submitted is 3%
- Proposer's Commission Percentage Proposal being evaluated is 4%.
- $3/4 = .75$
- $.75 * 10 \text{ (points)} = 7.5$
- Proposer's Commission Percentage Proposal being evaluated receives 7.5 points

12. City of Hallandale Beach Local Vendor Preference (LVP) – See Exhibit III for further details

ADDENDUM # 2

PLEASE NOTE RECEIPT OF ADDENDUM # 2 BY SIGNING BELOW AND INCLUDE WITH YOUR FIRM'S SUBMISSION.

I ACKNOWLEDGE RECEIPT OF ADDENDUM # 2:

Company	
Name	
Title	
Signature	
Date	

Sincerely,



Andrea Lues, Director, Procurement Department