



Hallandale Beach
PROGRESS. INNOVATION. OPPORTUNITY.

**REQUEST FOR PROPOSALS
(RFP) # FY 2017-2018-002**

COMMERCIAL REAL ESTATE BROKERAGE SERVICES

EXHIBIT I - SCOPE OF WORK

**PREPARED BY:
CITY MANAGER'S OFFICE
AND
PROCUREMENT DEPARTMENT**

INTRODUCTION / INFORMATION

PURPOSE AND PROJECT SCOPE

The City of Hallandale Beach invites all interested and qualified firms (“Proposer”) to submit a proposal for Commercial Real Estate Brokerage Services to sell the City’s property asset located at 310 Ansin Boulevard, Hallandale Beach, hereinafter referred to as the “Property”.

The City requires that the Proposer be a licensed commercial real estate broker with demonstrable expertise in the sale of industrial properties. All necessary commercial real estate brokerage services that are required to accomplish the sale of the Property are requested through this RFP.

The Property is currently a vehicle storage facility. The Property is 2.74 acres. As of July 2017, the assessed value of the Property per the Broward County property appraiser website is \$1,028,650. From a land-use perspective, the Property is located in an industrial area. Currently, the zoning on the property is I-L, Light Industrial and Manufacturing District.

The City requires an all cash sale.

The selected firm will be responsible to:

- Prepare for and conduct interviews with City Administration, and advise the City Project Manager in matters regarding the offers, claims, counteroffers, discussions, and issues pertaining to the sale of the Property.
- Provide advice regarding the Property valuation and appraisal to determine the sale price.
- Provide a strategic plan for the sale of the Property, including marketing and advertisement.
- List the Property for sale.
- Perform all functions of Real Estate Commercial agent to keep transaction flowing, meeting requirements of lender, title companies, and City.
- Provide biweekly reports to the City Project Manager for all activities performed related to the Property.
- Oversee escrow for sale

MINIMUM QUALIFICATION REQUIREMENTS:

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 must provide a section with your firm's response labeled **"Minimum Qualification Requirements" addressing all items stated below by #.**

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.

NON-MANDATORY PRE-PROPOSAL CONFERENCE:

For this RFP, the City is holding a Non- Mandatory Pre-Proposal Conference. The Pre-Proposal Conference is held to explain in detail Exhibits I-III, which makes up the RFP for this project. The Pre-Proposal Conference presents the opportunity for firms to clarify anything within the RFP and to ask questions directly to City Staff. The Procurement Department strongly urges that firms attend the Pre-Proposal Conference as a tool to be successful in responding to this RFP.

All exhibits for this Bid are found on the City's website at www.cohb.org/solicitations

BACKGROUND INFORMATION FOR THE CITY OF HALLANDALE BEACH:

The City of Hallandale Beach is a City Manager/City Commission form of government. It serves an area of approximately 4.4 square miles with a population of approximately 39,000 off –season with an increase in population to approximately 50,000 during season. The City's fiscal year begins October 1 and ends September 30.

The City provides the following services to its residents:

- Police, Fire and Rescue;
- Construction and maintenance of streets, bridges, sidewalks, storm drainage, parks, community and recreational facilities;
- City planning, zoning, subdivision and building code regulation and enforcement;
- Supervised recreation programs;
- Redevelopment of commercial and residential neighborhoods; and
- Water, Sewer, Sanitation and municipal cemetery services.

The City of Hallandale Beach is a Commission-Manager form of government, consisting of five elected officials: a Mayor, a Vice-Mayor and three Commissioners who establish legislative policies; which are then carried out by the City Manager. The Commissioners and Mayor are elected at-large during municipal elections that are held the first Tuesday of November in even numbered years. Commission members select the Vice-Mayor from their own membership following each election.

COMMISSION PERCENTAGE PROPOSAL:

Firm’s proposed percentage must be inclusive of all related expenses to provide the services as defined in this RFP.

Each Firm’s percentage will be evaluated by comparing it mathematically to the other percentages received. The lowest cost will receive the maximum score.

The City reserves the right to reject all proposals that have contingencies. Any contingencies must be listed on the Variance Form found in Exhibit II.

The maximum Proposed Percentage the City will accept is 5%.

No cost increases will be accepted during the contract term.

	PROPOSED PERCENTAGE %
PROPOSED COMMISSION PERCENTAGE FOR SALE OF PROPERTY BELOW \$2,150,000	%
PROPOSED COMMISSION PERCENTAGE FOR SALE OF PROPERTY ABOVE \$2,150,000	%

I, _____,
Name of authorized Officer per Sunbiz and/or legal documentation Title

of _____
Name of Firm as it appears on Sunbiz and/or legal documentation

hereby attest that I have the authority to sign this notarized certification and certify that the above referenced information is true, complete and correct.

Signature

Print Name and Title

EVALUATION PROCESS:

The Evaluation Committee may select proposers to conduct oral presentations.

Oral presentations may be scheduled with the firm(s) as requested by the Evaluation Committee. The oral presentations are exempted from the public meeting requirements of s. 286.011 F.S., however will be recorded for public record purposes in accordance with sec. 119.07(1) F.S. as amended.

Oral presentations are to support what has been provided in the proposals by each firm and to exhibit and otherwise demonstrate and clarify and expand on the information contained therein. The City reserves the right, where it may serve the City of Hallandale Beach's best interest, to request additional information and clarification from Proposers. Sufficient time will be provided to submit this information.

After oral presentations, proposals will be evaluated and ranked by the Evaluation Committee to obtain the results for recommendation to award the Contract.

All firms that are submitting a response to this RFP, either through Joint Venture, a Joint Collaborative Proposal, etc., must submit a single response proposal. If the Proposal/Response is from more than one (1) firm, firms responding must meet all requirements as detailed in the RFP.

All proposals must be submitted in accordance with the Request for Proposals (RFP) document which may be obtained online at www.cohb.org/solicitations.

REFERENCES:

References are required as a component of due diligence to determine the capability of firms to be able to perform the requirements of the project.

Your firm must send the Reference Check Form provided on pages 24-26 of Exhibit II to the number of references requested and submit with your firm's response.

Firms must provide three (3) verifiable references each for engagements of similar scope as outlined in this RFP.

Your firm must send and obtain a completed Reference Check Form as found on pages xxx of Exhibit II for each of your firm's three (3) references. Your firm must include the completed three (3) Reference Check Forms within your firm's Proposal on the thumb drive.

Do not provide more or less than three (3) references.

The City will send the references provided a request for verification via email within no later than two (2) business days from receipt of proposals. 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. This will cause your firm to lose points awarded for this criteria. Therefore, 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 references which were submitted with the firm's response.

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.

DEFINITIONS

“Award” means the acceptance of a bid, offer or proposal by the proper authorized designee. The City Commission must approve all awards over the purchasing authority of the City Manager, with the exception of emergency purchases.

“City” the City of Hallandale Beach (COHB) or the City Commission, a municipal corporation of the State of Florida.

“City’s Project Manager” means the City’s representative duly authorized by the City Manager to provide direction to the Contractor regarding services provided pursuant to this RFP and the Contract.

“Contract” and “Contract Documents” means the Agreement for this Project to be entered into between the City and the Successful Proposer/Contractor.

“Contractor” the individual(s) or firm(s) to whom the award is made and who executes the Contract Documents.

“Notice to Proceed” means the written notice given by the City to the Consultant of the date and time for work to start.

“Property” means 310 Ansin Boulevard, Hallandale Beach FL 33009.

“Proposal” means the proposal or submission submitted by a Proposer. The terms “Proposal” and “Bid” are used interchangeably and have the same meaning.

“Proposer” means one who submits a Proposal in response to a solicitation. The terms “Proposer” and “Bidder” are used interchangeably and have the same meaning.

“Proposal Documents” the Request for Proposals, Instructions to Proposers, Technical specifications, plans and attachments and the proposed Contract Documents (including all Addenda issued prior to the opening of Proposals).

CONTRACT TERMS

The initial contract period shall be for six (6) months with a six (6) month renewal at the City's sole discretion, commencing upon award by the City Commission and execution of the Agreement.

Contract may be cancelled by the City within thirty (30) days with a written notice by the City of Hallandale Beach.

The Contractor shall not assign, transfer or sub-contract any work either in whole or in part, without prior written approval of the City.

The submittal responses shall be valid until such time as City Commission awards a contract as a result of this RFP.

City reserves the right, where it may serve the City of Hallandale Beach's best interest, to request additional information or clarification from Proposers.

Notwithstanding anything to the contrary contained herein, the City of Hallandale Beach reserves the right to waive formalities in any proposal and further reserves the right to take any other action that may be necessary in the best interest of the City. The City further reserves the right to reject any or all proposals, with or without cause, to waive technical errors and informalities or to accept the proposal which in its judgment, best serves the City of Hallandale Beach.

CONTRACT COST

No fee increase will be accepted during the contract term.

CONFLICT OF INTEREST

If you are an employee, board member, elected official(s) or an immediate family member of any such person, please indicate the relationship on the Conflict of Interest Notification Requirement Questionnaire provided in the Form's Section, Exhibit II. Pursuant to the City of Hallandale Beach Standards of Ethics, any potential conflict of interest must be disclosed and if requested, obtain a conflict of interest opinion or waiver from the City Commission prior to entering into a contract with the City of Hallandale Beach.

<http://fiche.hallandalebeach.org/WebLink/0/doc/5274/Page1.aspx>

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 # 13.

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 13, must be included. Items 1-13 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.

9. 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.

10. 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.

11. 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?

12. 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

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

PROPOSAL EVALUATIONS:

Criteria. Proposals will be evaluated as stated below.

The recommendation(s) for award shall be made to the City Commission, by the City Manager, to the responsible responsive Proposer(s) whose proposal is highest ranked by the Evaluation Committee.

NUMBER	Evaluation Criteria	MAXIMUM Potential Points
1.	MINIMUM QUALIFICATION REQUIREMENTS (MQRs) – this criteria has no points. If your firm does not provide all the required MQRs information, your firm’s proposal will not be reviewed/evaluated and your firm’s submission will be disqualified.	Ensure your firm provides all the MQRs within your firm’s submittal
2.	Firm’s Qualifications and Experience	10
3.	Lead Agent’s Experience/Qualifications	25
4.	Past Performance (References)	20
5.	Approach to the Project	25
6.	Commission Percentage Proposal	10
7.	Local Vendor Preference (See Exhibit III)	2.5-10
	TOTAL POINTS	100

The criteria stated above will be utilized to rank proposer(s).

Oral Presentations may be scheduled with the firms the Evaluation Committee determines to invite to this process.

SUBMITTAL DUE DATE:

RESPONSES ARE DUE: DECEMBER 4, 2017 NO LATER THAN 11:00AM.

RESPONSES MUST BE SUBMITTED IN A SEALED ENVELOPE AND MUST BE MAILED OR HAND DELIVERED TO THE ADDRESS IN THE BOX BELOW. SEALED ENVELOPES MUST BE LABELED AS FOLLOWS:

CITY OF HALLANDALE BEACH
OFFICE OF THE CITY CLERK – EXECUTIVE OFFICES
PLACE THE NAME OF YOUR FIRM HERE
400 SOUTH FEDERAL HIGHWAY – 2ND FLOOR
HALLANDALE BEACH, FL 33009
TITLED: RFP # FY 2017-2018-000
COMMERCIAL REAL ESTATE BROKERAGE SERVICES

LATE PROPOSALS WILL NOT BE ACCEPTED

Non-Mandatory Pre-Proposal Conference:

For this RFP the City is holding a non-mandatory pre-proposal conference. The Pre-Proposal Conference is held to explain in detail Exhibits I-III, which makes up the RFP for this project. It is strongly encouraged that firms interested in proposing to this RFP attend the Pre-Proposal Conference. The Conference will explain the scope of work, and documentation. The Pre-Proposal Conference presents the opportunity for firms to clarify anything within the RFP and to ask questions directly to City Staff. The Procurement Department strongly urges that firms attend the Pre-Proposal Conference as a tool to be successful in responding to the City's projects.

Non-Mandatory Pre-Proposal Conference is being held **November 9, 2017 at 11:00 am**, City Hall, City Commission Chambers, 400 S. Federal Highway, Hallandale Beach, FL 33009.

This meeting will be recorded and available as a public record if requested.

Last Day for Questions:

Any questions are to be submitted via email to tcamai@cohb.org no later than **November 13, 2017 at 11:00 am.**

Answers to questions received before the deadline will be released via addendum.

REQUEST FOR PROPOSAL (RFP) TENTATIVE SCHEDULE

THE DATES SHOWN BELOW ARE TENTATIVE AND ARE NOT BINDING AND MAY BE SUBJECT TO CHANGE.

RFP DOCUMENT RELEASED	OCTOBER 30, 2017
NON-MANDATORY PRE-PROPOSAL CONFERENCE	NOVEMBER 9, 2017 11:00 AM COMMISSION CHAMBERS
QUESTIONS	ALL QUESTIONS MUST BE EMAILED BY NO LATER THAN NOVEMBER 13, 2017 BY NO LATER THAN 11:00 AM
RFP DEADLINE FOR RECEIPT OF PROPOSALS	<u>DECEMBER 4, 2017</u> <u>BY NO LATER THAN 11:00 AM</u>
EVALUATION OF PROPOSAL/SELECTION OF FIRMS	DECEMBER 2017/JANUARY 2018
ORAL PRESENTATIONS – (IF REQUIRED)	JANUARY, 2018
CONTRACT AWARD BY CITY COMMISSION – ESTIMATED	FEBRUARY, 2018
PROJECT START DATE – ESTIMATED	TBD, 2018

QUESTIONS REGARDING RFP:

For information pertaining to this Request for Proposals (RFP), contact Tom Camaj, Contracts Coordinator, at the Procurement Department, (954) 457-1373 or tcamaj@cohb.org. Such contact shall be for clarification purposes only. Changes, if any, to the scope of the services or proposal procedures will be transmitted only by written Addendum.