

REQUEST FOR QUALIFICATIONS/PROPOSALS (RFQ/P)

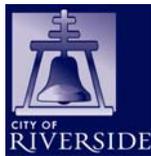
FOR

**COMMERCIAL REAL ESTATE BROKER /
LEASING AGENT SERVICES**

**FOR 3737 MAIN STREET
GROUND FLOOR COMMERCIAL**

ISSUED: JUNE 21, 2016

PROPOSALS DUE: AUGUST 22, 2016



**CITY OF RIVERSIDE
COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT**

Request for Proposals

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1. INTRODUCTION

The City of Riverside as Successor Agency to the former Redevelopment Agency of the City of Riverside (Successor Agency) is seeking qualifications and proposals from qualified State of California licensed real estate brokerage firms ("Firm") with proven experience in commercial retail and office leasing services for the ground floor space in the California Tower Building, which is located at 3737 Main Street, Riverside, CA (Property - Exhibit "A").

The Successor Agency will review and may select one respondent, based on submitted qualifications. The Successor Agency reserves the right to accept or reject any or all submittals, and waive technicalities or irregularities if such action is believed to be in the best interest of the Successor Agency.

2. BUILDING DESCRIPTION

The California Tower Building, located at 3737 Main Street, contains approximately 143,266 square feet including offices of the State of California as the principal tenant, as well as other office, fine dining, and restaurant tenants on the ground floor. **The Firm's area of primary responsibility will be the approximately 23,000 square feet of ground floor space that is operated by the Successor Agency.** The ground floor space is in overall good condition and is effectively 100% leased (excluding one small 200 square foot office space in the rear of the Property); however, the Successor Agency will need assistance with future lease renewals or vacant space as existing leases expire.

3. SCOPE OF SERVICES

The selected broker or firm will provide the Successor Agency with a range of commercial leasing services consistent with established local and state law guidelines. All such services shall be performed in accordance with the scope of work defined in a Professional Consultant Services Agreement (Agreement). Under this Agreement, the selected Firm will provide the services as outlined in the scope of work. The successful Firm's responsibilities shall include but not be limited to:

1. Advertising, marketing, placing signage on the property, and online marketing to include a virtual tour, photo gallery, and promotional video as deemed necessary;
2. Listing the office or retail space in available MLS database;
3. Physically showing the office or retail space to prospective tenants;
4. Advising prospective office or retail space tenants on proposal submission to the Successor Agency;
5. Advising the Successor Agency on negotiations and lease terms as appropriate;



6. Advising the Successor Agency about tenant improvements that the Successor Agency should consider providing;
7. Delivering lease proposals for consideration by the Successor Agency;
8. Negotiating leases with prospective tenants;
9. Conducting as appropriate, credit reports, bank reference checks for potential tenants, and
10. Initiating contacts with brokers and potential principals.

4. CONTRACT TERMS

a. Contract terms:

The proposed contract for service shall be initially for 5 years with one 5-year extension granted at the sole discretion of the Successor Agency. The proposed contract will be subject to the Successor Agency Board, Oversight Board and the State Department of Finance (DOF) approvals.

Contract terms applicable to the Firm will include but are not limited to the following:

- Business Tax Registration and City Business license requirements;
- Liability insurance requirements;
- Errors and Omissions liability insurance requirements;
- Workers' Compensation insurance requirements;
- Scope of work;
- Schedule of listing commissions;
- Identification of personnel and contractors; and
- No substitution of key personnel without prior written approval by the Successor Agency.

b. Method of Compensation:

Method of compensation will be in accordance with terms and conditions of a successfully negotiated Agreement for Exclusive Authorization to Lease for commercial leasing services.

c. Contract Award:

The contract, if awarded, will include the Scope of Work and an approved listing commission fee schedule as negotiated between Successor Agency and the selected Firm.



5. PROPOSAL CONTENT

Each item in this Section 5 should be specifically addressed in the respondent's proposal. Otherwise, indicate why no response is given. Identify the item to be addressed in the introduction to each response. Proposals must identify which person or persons in the firm will be providing the services, and the information requested below should be provided for that person.

- Firm Qualifications – Briefly summarize your Firm's qualifications and experience for the proposed work and list staff that will be assigned to the contract. An officer of your Firm authorized to execute contracts, or other similar agreements, must sign the letter. Please also include documentation of licensing and standing to conduct business in California;
- Team Qualifications – Provide a statement of the individual qualifications of each team member specifically listing leasing experience (specifically within the Southern California region) and terms within the last 36 months. Responses should include listing locations, tenant representation, terms and contact information (name, phone & email) of the tenant and building owner/client;
- Team References – Provide a list of references (at least three) worked with in the last 36 months for each team member;
- Proposed work plan for marketing the office or retail space – Describe recommended signage, advertising, listing and other work proposed to market and lease the property. Please also include recommended Landlord tenant improvements and proposed rental rate(s); and
- Proposed Commission and Fees - Identify costs for all reimbursable expenses, proposed commission schedule for proposed lease term, and any other instances for which the respondent would expect to be paid or reimbursed. Please also include your firm's listing agreement.

6. INSTRUCTIONS AND SCHEDULE FOR SUBMITTAL OF PROPOSALS

The Successor Agency shall not be liable for any expenses incurred by any proposer in relation to the preparation or submittal of Proposals. Expenses include, but are not limited to, expenses by proposer in: preparing a Proposal or related information in response to RFQ/P; negotiations with Successor Agency on any matter related to this RFQ/P; and costs associated with interviews, meetings, travel or presentations. Additionally, Successor Agency shall not be liable for expenses incurred as a result of Successor Agency's rejection of any Proposals made in response to this RFQ/P.

Proposals are due before 5:00 PM on **August 22, 2016**. This time and date is fixed and extensions will not be granted. The Successor Agency does not recognize the U. S. Postal Service, its postmarks or any other organization as its agent for purposes of dating the Proposal.



All Proposals received after the deadline shown will be rejected, returned to sender and will not receive further consideration. Furthermore, the Successor Agency reserves the right to reject any and all Proposals and to waive information and minor irregularities in any Proposal received.

Mail by (or hand-deliver) Proposal to:

Attn: Nathan Freeman
City of Riverside – Community & Economic Development Department
3900 Main Street, 2nd Floor
Riverside, CA 92522

7. RFQ/P INQUIRIES

All requests for clarifications, general questions, potential site tours, changes, exceptions, deviations to the terms and conditions set forth in this RFP/Q should be submitted to nfreeman@riversideca.gov.

To ensure fairness and avoid misunderstandings, **all communications must be in written format** and addressed only to the individual set forth above. Any verbal communications will not be considered or responded to. Written communications should be submitted via e-mail to the address provided above. All questions received by the due date will be logged and reviewed and if required, a response will be provided via an addendum to the RFP/Q. **Any communications, whether written or verbal, with any City Councilmember or staff other than the individual indicated above (specific to this Request for Proposals/Qualifications), prior to award of a contract, is strictly prohibited and the proposer shall be disqualified from consideration.**

8. PUBLIC RECORDS

All Proposals submitted in response to this RFQ/P become the property of the Successor Agency and under the Public Records Act (Government Code § 6250 et. seq.) are public records, and as such may be subject to public review at least ten (10) days before selection and award.

If a proposer claims a privilege against public disclosure for trade secret or other proprietary information, such information must be clearly identified in the Proposal.

Personal information should be labeled as confidential and will remain so. Note that under California law, price proposal to a public agency is not a trade secret.

9. EVALUATION PROCESS AND SELECTION CRITERIA

The Successor Agency will conduct the selection process. The Successor Agency is the final decision-maker regarding this selection, and it reserves the right to reject any or all responses or to terminate development negotiations at any time. The Successor Agency reserves the right



to request clarification or additional information from individual respondents and to request some or all respondents to make presentations to Successor Agency staff, community groups, or others.

Selection Criteria: At a minimum, the Successor Agency commits to interviewing the top two responsive proposers. The following criteria will be used for initial scoring purposes and to determine a proposer interview list:

The Successor Agency will evaluate submittals as follows:

- A. Firm Qualifications.....15%
- B. Team Qualifications.....25%
- C. Team References.....10%
- D. Work Plan.....25%
- E. Cost of Services.....25%

After the interviews, the Successor Agency will re-score the interviewee’s proposals using the aforementioned scoring criteria. The subsequent re-scoring of proposals shall be the basis for the selection of the firm and a recommendation to the Successor Agency Board, Oversight Board and the State Department of Finance (DOF) for final approval.

Exhibit A

MARKET ST

UNIVERSITY AV

CALIFORNIA
TOWER

MISSION INN AV

MAIN STREET

