



MEMORANDUM

AGENDA ITEM #IV.E

DATE: JUNE 26, 2017

TO: COUNCIL MEMBERS

FROM: STAFF

SUBJECT: NOMINATION OF SELECTION COMMITTEE – BROKERAGE SERVICES

The Council's corporate office has been at its present location since 1983. The Council's lease at the Venture Corporate Center is the highest fixed, recurring monthly expense of the Council outside of staff salaries. Pursuant to the lease which expires in February 2018, the Council pays \$16,070.27 per month. This sum includes base rent (\$10,377.59), operating expenses (\$3,950.38), and estimated tax (\$1,742.30) for 7,112 square feet at a rate of \$17.51 per square foot. This rate is well below the current asking rate of approximately \$21 per square foot. The current terms of the lease were negotiated in February 2014.

The Council has issued a Request for Qualifications for real estate brokerage services to assist in an immediate renegotiation of the Council's current lease including a reduction in rate, square footage, and/or relocation within the current office park. Relocation to an office space outside of the Venture Corporate Center is firmly on the table. The RFQ was advertised in the Miami Herald in print on June 4th and 5th and is available online until July 3rd. In addition to being accessible through the Council's home page, (<http://sfregionalcouncil.org/announcements/>) notice of the RFQ was distributed via Constant Contact to the Council's mailing list. The RFQ response date has been extended to June 30th from the original date of June 23rd. The RFQ is attached for your information.

Recommendation

Appoint a Selection Committee to interview candidates and recommend a firm to the full Board in advance of the July 24 Council meeting.

PUBLIC NOTICE

REQUEST FOR QUALIFICATIONS FOR REAL ESTATE BROKERAGE SERVICES FOR SOUTH FLORIDA REGIONAL PLANNING COUNCIL ("SFRPC") OFFICES

Notice is hereby given that all materials requested herein must be received by the South Florida Regional Planning Council (hereinafter referred to as "SFRPC") no later than 6 PM on June 23, 2017.

Copies of this Request for Qualifications (RFQ) may be obtained from the SFRPC at the above address or via the internet, www.sfregionalcouncil.org. The SFRPC reserves the right to accept or reject any and all proposals and/or any portions of proposals.

NEW PROPOSAL SUBMISSION DEADLINE: June 30, 2017

1. Overview:

The SFRPC is a state agency created to address regional planning issues within the tri-county area consisting of Miami-Dade, Monroe, and Broward counties. The SFRPC currently leases its offices at Venture Corporate Center, 3440 Hollywood Blvd., Suite 140, Hollywood, FL 33021. Its current lease is set to expire in February 2018.

2. Services to be provided:

The SFRPC is seeking a real estate brokerage service to assist in an immediate renegotiation of the SFRPC's current lease including a reduction in rate, square footage, and/or relocation within the current office park. Relocation to an office space outside of the Venture Corporate Center is firmly on the table.

3. How to respond:

At a minimum, all responses should include the following:

- **Respondent Contact Information and Background:** Please indicate whether you are an individual, are acting as a sole broker or agent on behalf of a company, or are acting as multiple brokers/agents on behalf of a company. Please provide a brief overview of your organization and biographies of the primary individual(s) who will be working on this project.
- **Relevant Experience and References:** Please provide examples of similar work done in the past and/or any current real estate brokerage experience throughout the South Florida Region. Please include three professional references within the last three years who can comment on their experience working with you or your company.
- **Unique Experience:** Please provide any additional information you believe makes you (or your company) uniquely qualified to provide these services.

All inquiries concerning this RFQ should be directed to:

Karen Chang, Director of Administration
Email: sfadmin@sfrpc.com

South Florida Regional Planning Council
3440 Hollywood Blvd., Suite 140
Hollywood, FL 33021

All inquiries will be received and responded to in writing, and posted on the Council's website for access by all interested parties.

4. Evaluation Criteria and Qualifications for Proposals:

Minimum Qualifications are:

- Licensed by the Florida Real Estate Commission.
- Have experience handling commercial lease negotiations

5. Evaluation of Proposals:

Proposals will be evaluated based upon the following factors:

- **Prior Property Brokerage Experience:** Respondents should indicate how many years of experience they have in real estate brokerage and how many transactions they complete in a typical year.
- **Prior Experience with Commercial Leasing:** Respondents should demonstrate how they and/or their managing brokers have successfully negotiated leases for tenants at commercial buildings

6. Format of Submissions and Deadlines:

Respondents may submit responses to the RFQ electronically or in hard copy.

Hard copy: Respondents may submit hard copy responses to the offices of the SFRPC, 3440 Hollywood Boulevard, Suite 140, Hollywood, FL 33021. Hard copy submissions should include three copies of all materials, bound, and in 8-1/2" by 11" format. Boilerplate, glossy and unnecessarily elaborate proposals are neither expected nor desired. All proposals shall be typewritten.

Electronic: Respondents may submit electronic responses to kchang@sfrpc.com as one .pdf document.

Proposals must be received by the SFRPC no later than 6 PM on June 23, 2017. It is the sole responsibility of the respondent submitting the proposal to assure it is delivered on time. All materials should be properly identified by name of respondent and marked with "SFRPC Real Estate Brokerage Services". The emphasis of the proposals should be on responding to the requirements set forth in this document.

7. Evaluation Process:

All proposals submitted in response to this RFQ will be reviewed for their relative strengths and weaknesses in conjunction with the criteria contained in Section 5. Selections will be based on the completeness and quality of responses to this solicitation. Respondents must provide accurate contact information and attest to the validity of the information supplied. SFRPC staff may contact references and industry sources, investigate previous projects and current commitments, interview some or all of the proposed respondent team members, and take any other information into account in its evaluation of the responses. The SFRPC reserves the right to request clarification or additional information and to request that proposed respondents make presentations to the SFRPC Board of Commissioners. The SFRPC also reserves the right to accept or reject any and all proposals and/or any portions of proposals. Further, the SFRPC reserves the right to waive submission irregularities on a case by case basis.

8. Selection:

SFRPC representatives will review and rank the responses to the RFQ, and recommend a broker/agent to the full SFRPC board. Pursuant to the action taken by the SFRPC Board, the SFRPC will then enter into a listing agreement with the selected broker/agent that will specify the Broker's and SFRPC's obligations as well as the applicable compensation.

9. Publication and Promotion:

This RFQ shall be available upon request in the SFRPC's offices, advertised in the Miami Herald, and posted on the web at www.sfregionalcouncil.org.

10. Additional Requirements:

The SFRPC reserves the right to amend and revise the instructions, requirements, general and special conditions, scope of work, and specifications of this RFQ up to the time that the SFRPC Board authorizes the execution of a contract with the successful proposer. Copies of such amendments shall be furnished to all prospective proposers who have submitted proposals, and shall also be posted the SFRPC's website. Where such amendments require significant changes in the scope of the program, the date set for proposals may be postponed by such number of days as in the opinion of the SFRPC shall enable prospective respondents to revise their proposals.

11. Conflict of Interest:

All bidders agree to disclose any, direct or indirect, current or potential future, conflicts of interest between themselves and the SFRPC, and the employees of either entity. If questions arise about potential conflicts of interests, please contact the SFRPC prior to submitting a proposal.

12. Ownership of Proposal:

All materials submitted in response to this request shall become the property of the SFRPC. Selection or rejection of a proposal does not affect this right.

13. Errors and Omissions in Proposal:

The SFRPC shall not be liable for any errors in proposals. The SFRPC at its option, has the right to request clarification or additional information from the respondents. The selected respondent shall be expected to enter into a listing agreement with the SFRPC. Contract negotiations may begin with the announcement of the selected respondent(s).

14. Compliance with All Applicable Laws:

Any work completed pursuant to a response to this RFQ shall be governed and/or construed in accordance with the laws and jurisprudence of the State of Florida. At the time of respondent's submission of its RFQ response, the respondent shall be in compliance with all applicable laws of the State of Florida, the United States and local ordinances, including licensure requirements.