

REQUEST FOR PROPOSALS

REAL ESTATE BROKER

REQUIRED BY

MISSOURI HOUSING DEVELOPMENT COMMISSION



Strength, Dignity, Quality of Life

MISSOURI HOUSING

DEVELOPMENT COMMISSION

ISSUANCE DATE:

December 15, 2014

DUE DATE:

February 28, 2015

4:00 P.M. Central Standard Time

SECTION I: INTRODUCTORY INFORMATION

About MHDC: The Missouri Housing Development Commission (MHDC) was established in 1969 in order to increase the availability of decent, safe and sanitary housing at prices within the means of low- and moderate- income persons. MHDC is a governmental instrumentality of the state of Missouri and a body corporate and politic with authority derived from Chapter 215.030 *et seq.*, of the Revised Statutes of Missouri, as amended and supplemented.

The Commission currently maintains its St. Louis office at 4625 Lindell Blvd., St. Louis, Missouri, 63108. The Commission is approaching the end of its existing lease (termination date July 31, 2016) in St. Louis and needs to explore options pertaining to its office needs in the St. Louis area. The Commission currently has roughly 39 employees in the St. Louis office. The Commission operates largely as a financial institution. The current St. Louis office has one level with roughly 13,226 square feet of office space and 532 square feet of storage space in addition to covered parking for its employees.

Purpose of RFP: The purpose of this Request for Qualifications and Proposals (“RFP”) is to obtain statements of qualifications and proposals from qualified real estate brokers interested in serving as the Commission’s broker during the search and selection of office space in St. Louis (the “Response(s)”).

Term of Engagement: It is anticipated that the selected firm will be retained by the Commission for a period of time sufficient to allow for successful placement of the MHDC in a long term office arrangement in St. Louis.

Proposal Due Date: The parties interested in serving the Commission in the role of Real Estate Broker in the selection and placement of their St. Louis office space (the “Respondent(s)”) shall provide their Responses on or before February 28, 2015, at 4:00 PM Central Standard Time.

Submission of Responses: Three copies of the Response, along with one electronic copy on a CD-ROM, must be submitted by the Response Due Date noted above to:

Marian Campbell
Director of Asset Management
Missouri Housing Development Commission
4625 Lindell, Suite 300
St. Louis, MO 63108
mcampbell@mhdc.com

RFP Timeline:	Release of RFP	12/15/2014
	Responses Due	02/28/2015
	Staff Recommendation to the Commission	03/15/2015
	Commission Consideration of Recommendation	03/30/2015

SECTION II: PROCEDURES AND INSTRUCTIONS

Questions: Questions regarding this RFP should be directed to:

Marian Campbell
Director of Asset Management
Missouri Housing Development Commission
4625 Lindell, Suite 300
St. Louis, MO 63108
V 314 877 1354 | F 314 877 1360
mcampbell@mhdc.com

**Standards of
Conduct:**

This RFP is considered a “Competitive Matter” as that term is defined in Commission’s “Standards of Conduct” Policy (the “Standards of Conduct”). Further, every Respondent, including, but not limited to, their respective principals, key employees and agents acting on their behalf are considered “Interested Parties” (as defined in the Standards of Conduct). As a result, every Respondent (including, but not limited to, its principals, key employees and agents) under this RFP is obligated to abide by the rules and restrictions imposed by the Standards of Conduct, including the rules governing contact with Commissioners and MHDC employees. Therefore, you are strongly encouraged to review and familiarize yourself with the Standards of Conduct. Standards of Conduct are available on MHDC’s website at www.mhdc.com/about/commission/policies/standards_of_conduct.htm.

Furthermore, pursuant to the Standards of Conduct, any Response under this RFP shall disclose the name of the individual, entity and/or entities having ownership interests in the Respondent. All entities identified in this disclosure shall be reduced to their human being level irrespective of the number of entity layers which may be present for any disclosed entity. Questions regarding this requirement or any other requirements or restrictions imposed by the Standards of Conduct may be directed to the Commission’s General Counsel, Weylin Watson, by phone at 816-759- 6624 or email at wwatson@mhdc.com.

Modifications to Proposals:	Respondents may not modify or correct its Proposal any time after the Proposal Due Date except in direct response to a request from MHDC for clarification.
Revisions to this RFP:	In the event that it becomes necessary to revise or clarify any part of the RFP, MHDC will provide an addendum on MHDC's website at www.mhdc.com/rfp . This addendum will also be sent to each firm provided a copy of this RFP.
Expense of Preparation of Proposals:	MHDC is not responsible for any expense incurred in preparing and submitting a Proposal or taking any action in connection with the selection process, or for the costs of any services performed in connection with submission of a Proposal.
Reservation of Rights:	MHDC reserves the right to conduct any investigation of the qualifications of any firm that it deems appropriate; negotiate modifications to any of the items proposed in the Proposal; request additional information from any respondent; reject any or all Proposals; and waive any irregularities in any Proposal.
Review and Selection Process:	All responses to this RFP will be reviewed by MHDC staff. MHDC staff will make a recommendation on the merits of the Response(s) to the Commission pursuant to the timeline identified herein. The Commission shall make a final determination regarding the approval of any Response. All Respondent(s) will be notified of the result of the review process.
Public Records:	Respondents to this RFP should be aware that responses received become public records under state law once the evaluation process has been completed.

SECTION III: SCOPE OF SERVICES

Description:

The Scope of Services under this RFP is to assist the Commission staff in all facets of the process of preparing for and securing satisfactory office space for its employees in the greater St. Louis, Missouri area. It should be noted that MHDC will look to the selected Respondent to provide comprehensive service in assisting in the structuring of an office placement plan and in determining what opportunities are available in the current commercial real property market. MHDC is open to all opportunities which may be currently available. The scope of services includes, but may not be limited to, the following: providing professional guidance in the current office space usage efficiency level, the selection of St. Louis office space by identifying properties that meet the needs of the Commission; analyzing the financial and physical issues of each identified property; providing detailed market analysis used in valuation of either a long term lease or property purchase option; identifying public and private incentives which may be available; assisting in the negotiation of any lease agreement; showing the Commission any building which we identify an interest in regardless of the sellers representation. Information regarding post-transaction services such as assistance with coordination of needed construction and moving should be included.

The Scope of Services requires that the Respondent has substantial experience working in the St. Louis real estate market and experience in securing large commercial office space. This may be done by demonstrating that a given Respondent has a certain number of years of experience in the St. Louis market, has completed a certain number of transactions in the St. Louis City market, or by providing a summary of similarly situated prior projects in the St. Louis market. In any regard, Respondents shall describe the last five similarly situated broker engagements and provide contact information of the clients which were represented. This information must be included, irrespective of whether or not the client was successfully placed.

The Scope of Services requires that the Respondent has a working knowledge of the public and private incentives which are being made available to similarly situated commercial tenants/buyers in the current real estate market. The Commission expects to see an analysis of such incentives in any Response.

SECTION IV: RESPONSES TO THIS RFP

- Responses should be in a consistent and easily comparable format as established in this RFP. Responses not organized as set forth in this RFP may, at the Commission's discretion, be considered non-responsive. Do not refer to other parts of your Response in lieu of answering a specific question. Do not provide references to filings or forms publicly available, including on the Respondent's website, in lieu of providing specific information in the Response.
- Each Response shall include a transmittal letter signed by an authorized representative of the firm. In the transmittal letter, the Respondent shall certify (i) that no elected or appointed official or employee of the Commission is financially interested, directly or indirectly, in the performance of the services specified in the RFP, (ii) that the information included in the Response is true and correct to the best of its knowledge, and (iii) that the person signing the transmittal letter is authorized to execute the Response on behalf of the Respondent.
- Responses should be organized in the same manner as the individual information request contained in Section VI: Response Details. Responses to each lettered question shall begin on a separate page (e.g., answers to Question B should begin on a separate page from the response to Question A).
- Exhibits containing additional information may be attached to provide a more detailed response to a question, but only if clearly identifiable as a response to a specific question.

SECTION V: EVALUATION CRITERIA

The criteria used in evaluating the Responses will include, but are not limited to, the following (in no particular order of importance):

- The location, extent and capabilities of the firm(s) represented by the Respondent in terms of offices and employees in Missouri.
- Relevant experience providing similar services to commercial tenants.
- The Respondent's ability and willingness to provide the services desired by the Commission and a demonstrated understanding of the requirements of the Commission in order to present a work product of excellent quality in the desired timeframe.
- The Commission's prior experiences, if any, with the Respondent and any other factors the Commission believes would be in its best interest to consider.
- The rationale for selection provided by the Respondent.
- Proposed fee percentages including any creative approach which will result in a net savings to the Commission. Due to the size of the placement and the unique real estate market, MHDC expects discounting beyond the traditional broker rates associated with a real estate placement of this kind. The Commission requires that all fees due to the successful Respondent will be due from the seller or landlord and payable only upon successful consummation of the transaction.
- The inclusion of minority and women participation by the Respondent's firm(s), including the employees and/or any participation with a minority or woman-owned firm.

SECTION VI: RESPONSE DETAILS

Firms responding to this RFP should prepare clear and complete responses to each of the following questions and information requests. Brevity and clarity of responses will be appreciated.

- **Team Personnel and Location.** Provide the name, telephone number, fax number and email address of the Respondent and identify a primary contact person regarding the Response. Please attach relevant resumes or give brief descriptions of the relevant experience of the individuals who would be responsible for providing these services. Any response shall include evidence that the point person assigned is a licensed real estate broker in the State of Missouri. Describe the modes of communication and times the Respondent, in particular the assigned point of contact will be available to the Commission. List the location of the main office(s) and locations of offices in the State of Missouri (and specifically in the greater St. Louis area) for the Respondent.
- **Overview of the Respondent.** Provide an overview of the Respondent's organization, including the full legal name of the institution and the state of organization. Is the Respondent a minority- or woman-owned business? Describe Respondents' inclusion of minority and women participation, including the firm's employees and/or any participation with a minority or woman-owned firm.
- **Other Clients and References.** List the commercial tenants for which the Respondent has provided similar services. Please provide the contact information for the last five clients of equal or greater office placement size for which the Respondent has served as broker. Please list any governmental agencies or instrumentalities which the Respondent has represented in a similar manner.
- **Experience.** Provide examples of projects with similar scopes of services.
- **Scope of Service.** Respond to all items identified in the Scope of Services in Section III and describe how the Respondent would carry out each task.
- **Litigation.** The Respondent should provide a description of all prior litigation in which the Respondent either settled prior to and/or suffered a ruling or judgment, of any kind, from a court of competent jurisdiction where the Respondent agreed to pay or was caused to pay a client (or agent or assign thereof) \$25,000.00 or more.

- Each Respondent shall indicate in a detailed timeline a plan for the placement of Commission into a new lease or ownership arrangement. Please indicate significant process steps and how long each step typically takes in a similarly situated commercial placement. This may require a separate timeline for both the property lease and a property purchase scenarios.
- Proposed Fees. Proposed fee percentages including any creative approach which will result in a net savings to the Commission. Due to the size of the placement and the unique real estate market, MHDC expects discounting beyond the traditional broker rates associated with a real estate placement of this kind. The Commission requires that all fees due to the successful Respondent will be due from the seller or landlord and payable only upon successful consummation of the transaction. The proposed compensation schedule/broker rates, including discounting, will serve as the maximum rate which will result from any further negotiation.
- Rationale for Selection. Present the case for the selection of your Response as the most qualified. Include any relevant information not already provided.
- Disclosure. Disclose any entities or individuals which are clients of the Respondent and which participate in Missouri Housing Development Commission financed transactions, at any level.
- Insurance. Provide evidence that the Respondent carries appropriate insurance coverage.

SECTION VII: FEDERAL WORK AUTHORIZATION PROGRAM

Pursuant to *Mo.Rev.Stat.* §285.530.2, firm(s) selected pursuant to this RFP shall provide MHDC with an affidavit stating that the firm does not employ any person who is an unauthorized alien in conjunction with the contracted services, and that the firm is enrolled in and participating in a federal work authorization program with respect to the employees working in connection with the contracted services. Prior to execution of any agreement contemplated herein, the firm shall provide evidence of participation in a federal work authorization program. Questions regarding this requirement may be directed to the Commission's General Counsel, Weylin Watson, by phone at 816-759-6624 or email at wwatson@mhdc.com. In your proposal, please indicate whether your firm is currently enrolled in and participating in a federal work authorization program such as E-Verify.