

**NOTICE AND REQUEST FOR QUALIFICATIONS
FOR
REAL ESTATE BROKERAGE SERVICES
FOR THE CITY OF TOLLESON**

The CITY OF TOLLESON requests Statements of Qualifications from qualified, licensed firms interested in providing professional services for the marketing, sale or leasing of designated City-owned commercially zoned properties. The City desires to have a prequalified list of real estate brokerage firms to assist the City with selling or leasing properties as the need arises.

Go to www.tollesonaz.org to download this Request for Qualifications (RFQ) and related form contract from the City of Tolleson website. Click on Quick Links, select RFP/RFQ/Bid Documents from the menu on the far left, then click the link to access the RFQ documents. **IMPORTANT:** You must register with the City of Tolleson to become a Request for Statement of Qualifications holder of record. If you download the RFQ without registering, there will be no record that you are interested in this solicitation, and you will not be sent any addendums to this RFQ. Copies of the RFQ are only available via the City of Tolleson website.

The Statement of Qualifications (SOQ) must be received by the City of Tolleson staff via email at fcavines@tollesonaz.org no later than 4:00 p.m. on July 29, 2015. It is the respondent's responsibility to confirm the City's receipt of their SOQ.

LATE STATEMENTS OF QUALIFICATIONS WILL NOT BE ACCEPTED.

DIRECT CONTACT WITH SELECTION COMMITTEE MEMBERS OR ANY CITY EMPLOYEE CONCERNING THIS RFQ AT ANY TIME IS STRICTLY PROHIBITED.

If you have any questions about obtaining the RFQ or to register as a RFQ holder of record, please contact Freddy Cavines at (623) 936-2714 or via e-mail at fcavines@tollesonaz.org.

Notice Given By: Crystal Zamora
 Tolleson Deputy City Clerk
 Thursday, July 16, 2015

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**REQUEST FOR
STATEMENTS OF QUALIFICATIONS
FOR
REAL ESTATE BROKERAGE SERVICES
FOR THE CITY OF TOLLESON**

City of Tolleson
9555 West Van Buren Street
Tolleson, Arizona 85353

SOLICITATION INFORMATION AND SELECTION SCHEDULE

Solicitation Number:	ED 15-01
Solicitation Title:	Real Estate Brokerage Services
Release Date:	July 16, 2015
Advertisement Dates:	July 16, 2015 and July 23, 2015
Final Date for Inquiries:	July 28, 2015
SOQ Deadline:	July 29, 2015 by 4:00 p.m. (local time, Phoenix, Arizona)
SOQ Reviews/Evaluations Completed	July 30, 2015
Recommendation to City Manager:	July 31, 2015

* The City of Tolleson reserves the right to amend or cancel the solicitation as necessary.



REQUEST FOR STATEMENT OF QUALIFICATIONS

REAL ESTATE BROKERAGE SERVICES

TABLE OF CONTENTS

	PAGE NO.
SECTION I – PROJECT DESCRIPTION	1
SECTION II – PROJECT SCOPE	1
SECTION III – STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA	2
SECTION IV – SUBMITTAL REQUIREMENTS	3
SECTION V – SELECTION PROCESS AND SCHEDULE	3
SECTION VI – GENERAL INFORMATION	4



REQUEST FOR STATEMENT OF QUALIFICATIONS REAL ESTATE BROKERAGE SERVICES

SECTION I – PROJECT DESCRIPTION

The CITY OF TOLLESON requests Statements of Qualifications from qualified, licensed firms interested in providing professional services for the marketing, sale or leasing of designated city owned commercially zoned properties. A qualified vendor list (QVL) will be the result of this solicitation. The City will select from the QVL for the performance of commercial real estate brokerage services on an individual basis. All qualified firms that are interested in providing these services to the City of Tolleson are invited to submit their Statement of Qualifications (SOQ). All SOQ's must comply with the requirements specified in this Request for Statement of Qualifications (RFQ). Upon review of all responsive submittals, the City will select the most qualified firms from the pool of respondents to establish the QVL.

SECTION II - PROJECT SCOPE

The City of Tolleson will utilize the QVL to select firms to perform commercial real estate brokerage services that will include but is not limited to the following:

- Providing the city with project specific proposals when requested,
- Performing commercial real estate market analyses,
- Advising city representatives on local and regional commercial real estate trends,
- Consulting with city representatives to establish desired, targeted tenants/uses,
- Developing strategies for the lease or sale of properties,
- Providing property listings and showing properties to prospects,
- Providing periodic prospect contact information to city representatives,
- Negotiating with tenants and buyers on behalf of the city,
- Coordinating real estate transactions and closings,
- Making presentations at executive sessions and public meetings when requested.

Qualified firms will provide commercial real estate brokerage services on an individual project basis.

SECTION III – STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA

Each SOQ will be evaluated according to the following criteria:

A. General information. (10 points)

Provide a general description of the company, team and/or broker that is proposing to provide the services. Provide an organization chart showing key personnel. For each key person, provide the following information:

1. Percentage of time that each person will be committed to the project

2. Length of time with the firm
3. Applicable professional registrations

B. Experience and qualifications of the firm/team and key personnel. (30 points)

Provide a list of similar projects on which the project team has experience. For each reference project, please provide the following information:

1. Description of the project, including project name and location
2. Project owner and/or client information
3. Role of each key team member who worked on the project and the percentage of time spent by each key team member on said project
4. Approximate dates services were provided
5. Reference information (two contacts including current telephone numbers per project)

C. Principal office location and local participation. (10 points)

Identify the location of the firm's principal office and the home office location of key staff on this project. Identify local vs. non-local staffing of your team along with the total estimated percent of work expected to be done locally.

Total SOQ Evaluation Points Possible (50 points)

The City reserves the option to conduct interviews of the 3 highest scoring respondents based upon the initial SOQ evaluation. No interviews are currently planned. In the event the City chooses to conduct interviews, the interview evaluation criteria will be provided to the respondents selected for interview. If interviews are conducted, the ranking of the final list of respondents will be determined by combining the scores of the SOQ and interview evaluations.

SECTION IV – SUBMITTAL REQUIREMENTS

The SOQs shall include a one-page cover letter, plus a maximum of **five (5) pages** to address the SOQ evaluation criteria. Please provide the **Statement of Qualifications by July 29, 2015 at 4:00 pm**. The City reserves the right to accept or reject any and all SOQs. No contract is formed with the City on the submittal of a SOQ. The City is an equal opportunity employer.

All submittals shall be delivered via email to Ms. Freddy Cavines at:

fcavines@tollesonaz.org

Please be advised that failure to comply with the following criteria may be grounds for disqualification:

- Submittal by the specified cut-off date and time
- Adherence to maximum page requirement
- Adherence to the maximum page criterion is mandatory; each page side (maximum 8 1/2" x 11") with criteria information will be counted. Pages that have project photos, charts, and graphs will be counted towards the maximum

number of pages. Table of Contents pages and tabbed divider pages will not be counted if they do not contain submittal information.

SECTION V – SELECTION PROCESS AND SCHEDULE

A Selection Committee will evaluate each SOQ according to the criteria set forth in this RFQ. In the event no interviews are conducted, a final list of respondents will be ranked from the SOQ evaluations. If interviews are conducted, the final list shall be ranked by a combination of the SOQ and interview evaluation scores. The firms receiving the highest evaluations from the selection panel will be recommended to the City Manager to be placed on the QVL.

The following tentative schedule has been prepared for this selection process.

SOQ's Due	July 29, 2015 by 4:00 pm
Evaluation & Scoring of SOQ's	July 30, 2015
Recommendation to City Manager	July 31, 2015

SECTION VI – GENERAL INFORMATION

RFQ Lists. This RFQ will be listed on the City's web site. The address is: www.tollesonaz.org.

Instructions. Respondents may not rely on any oral instructions. Any changes to this will be in the form of an addendum, which will be furnished to all registered Request for Statement of Qualifications holders.

Firms who submit an SOQ packet to the City will be included on the RFQ Holders List. Other firms desiring to be included on the RFQ Holder's list may contact Freddy Cavines via telephone at (623) 936-2714, or e-mail at fcavines@tollesonaz.org.

City Rights. The City of Tolleson reserves the right to reject any or all SOQs, to waive any informality or irregularity in any SOQs received, and to be the sole judge of the merits of the respective SOQs received. No binding contract will exist between the submitter and the City until the City and successful respondent execute a written contract, after approval by the City Council.

Contact with City Employees. All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and sub-consultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process. This policy is intended to create a level playing field for all potential firms, assure that contract decisions are made in public and to protect the integrity of the selection process. All contact on this selection process should be addressed to the authorized representative identified below.

Questions. Questions pertaining to the selection process should be directed to Ms. Freddy Cavines via telephone at (623) 936-2714, or e-mail at fcavines@tollesonaz.org.

Protest Rights. Any respondent may protest this RFQ issued by the City, the ranking of the Respondents and proposed award of a Contract, or the actual award of a Contract. All protests will be considered in accordance with the City Procurement Code, and the protest policy and procedures of the Arizona Department of Administration, pursuant to A.R.S. Section 34-603(J). The City's Procurement Code is on file with the City Clerk's office.