



May 18, 2023

## REQUEST FOR PROPOSALS (RFP)

### COMMERCIAL REAL ESTATE BROKERAGE SERVICES

The Northern Arizona Association of REALTORS® (NAAR) is requesting proposals from qualified and Arizona licensed commercial real estate brokerage firm(s).

This letter comprises the Request for Proposal (RFP) for the Commercial Real Estate Broker Tenant Representative Services. Responses should be submitted in accordance with the instructions set forth in this RFP.

**Proposal Due Date** Interested firms must submit one (1) original unbound containing original signatures and three (3) copies of their proposal, *by 5:00 pm, Tuesday, June 20, 2023*. Proposals received after that date and time will not be considered. Proposals shall be considered firm offers to provide the services described for a period of one hundred and eighty (180) days from the time of submittal.

**Point of Contacts** will be Michelle Linton (928) 600-3974 or [m.marielinton@gmail.com](mailto:m.marielinton@gmail.com) or Judy Jackson (928) 779-4303 or [judyj@nazrealtor.com](mailto:judyj@nazrealtor.com). **Submit proposals to Judy Jackson, Chief Executive Officer, at the address shown below.**

Northern Arizona Association of REALTORS®  
1515 E Cedar Ave, Suite #C4  
Flagstaff, AZ 86004

**Minimum Qualifications.** Proposals must demonstrate that the Broker(s) meets the following minimum qualifications to be eligible for consideration for this project:

1. The firm, organization or company must be a licensed real estate broker in the state of Arizona. The Managing Principal (Lead Broker) and other key real estate professional(s) assigned to the contract must be licensed real estate agents in the state of Arizona and a member of the Northern Arizona Association of REATORS®.
2. The Broker must have an office, which has been continuously operated for the last five (5) years, in the Flagstaff area.
3. The Managing Principal assigned to the contract and responsible for the coordination and execution of the work must have a minimum of five (5) years experience and a proven history of providing commercial real estate brokerage services
4. Each real estate professional assigned to this contract must have a minimum of five (5) years' experience in their respective area(s) of expertise.

**Scope of Work, Budget and Schedule.** A preliminary scope of work for the project is provided in Appendix A, Preliminary Scope of Work.

NAAR expects that compensation for the scope of services shall be through commercial real estate contractor commissions paid by third party associations (building owners or agents) contingent upon the close of escrow resulting from a real estate transaction. The Broker will be expected to disclose in their submittal any non-commission fees/compensation due to the Broker that the Broker would require from the Agencies and under what circumstances these fees might apply.

NAAR expects the work to commence on or about **August 1, 2023** and be completed no later than **January 28, 2024**. At NAAR's sole option, the contract may be extended for two additional one-year periods for work related to Appendix A, Preliminary Scope of Work.

Any requests for clarification of or exceptions to RFP requirements must be received by NAAR no later than **5:00 p.m., Wednesday, May 31, 2023**. to guarantee response or consideration.

**Proposal Evaluation.** Proposals will be evaluated in accordance with the evaluation factors listed in Section IV of this RFP. NAAR reserves the right to accept or reject any or all proposals submitted, waive minor irregularities in proposals, request additional information or revisions to offers, and to negotiate with any or all Brokers. Any contract award will be to the firm that presents the proposal that, in the opinion of NAAR, is the most advantageous to NAAR, based on the evaluation criteria located in **Appendix A, Section B4.**

Broker(s) Selection Timetable

5:00 p.m., Wednesday, May 31, 2023	Closing date/time for receipt of requests for clarification/exceptions
No later than three (3) working days prior to the date proposals are due.	Deadline for protesting RFP provisions
5:00 pm, Tuesday, June 20, 2023	Closing date/time for receipt of proposals
Week of July 3, 2023	Interviews/Discussions (if held)
July 12, 2023	NAAR Board of Directors Approval

**General Conditions.** NAAR will not reimburse any Brokers for costs related to preparing and submitting a proposal.

NAAR reserves the right in its sole discretion in consultation with the NAAR Board of Directors to not to enter into any contract as a result of this RFP.

**Authority to Commit NAAR.** Based on an evaluation by the Building Task Force, a Broker recommendation will be made to the NAAR Board of Directors, which will commit NAAR to the expenditure of funds in connection with this RFP.

Thank you for your interest

Sincerely,

Judy T Jackson  
Chief Executive Officer

## APPENDIX A - PRELIMINARY SCOPE OF WORK

### **A. Minimum Requirements**

The principal responsibility of the selected Broker is to provide commercial real estate brokerage services with regard to the acquisition of a new facility in the Flagstaff area to relocate the Northern Arizona Association of REALTORS® office that meet the following minimum real estate requirements:

- Minimum 3000 square feet or more, contiguous space, general office use
- Publicly accessible Board Room and other conference meeting rooms
- Upon occupancy, building must meet code requirements for ADA and all other applicable codes
- Availability of parking on-site or nearby

### **B. Real Estate Transaction Services**

The services the Broker may perform include, but are not limited to, the following:

1. Confirm Real Estate Requirements: Review existing studies and documentation and re-confirm the NAAR major real estate assumptions and requirements that will be incorporated into the site search and selection task.
2. Develop Marketing Materials: Prepare draft marketing materials to solicit building owners and developers interested in selling an office building located in Flagstaff market. The materials shall specify minimum building program requirements, including, but not limited to, location criteria, total floor area, optimum floor plate size, special operational features and requirements, schedule for completion and financial requirements. Broker will conduct any pre-proposal conferences and shall be responsible for responding to all inquiries.
3. Site Search and Site Selection: Market real estate opportunity to brokers and other resources with property listings in the Flagstaff and surrounding markets. Receive and conduct initial assessment of all responses including building specifications, design and construction, and evaluate for ADA compliance

4. Offer Evaluation/Short List Recommendation: Broker will review and evaluate all submitted proposals and conduct due diligence to confirm the merits of any proposal received. Broker will confirm all costs associated with acquiring each building under consideration; determine amount of improvement necessary and costs associated with having buildings in move in condition; prepare property valuation estimates; prepare project-specific financial and acquisition analysis. Broker will identify and recommend a short-list of options for review by the NAAR
5. Board Presentations/Approval to Proceed: Review of short-list will involve multiple presentations to the NAAR Board of Directors for consideration before proceeding with any real estate property negotiations.
6. Negotiations: Upon approval to proceed, Broker will develop, present and obtain pre-approval of the real estate negotiation strategies and principles by the NAAR designee. Conduct negotiations to secure the best possible real estate transaction with maximum incentives and concessions consistent with professional ethics and the market conditions. Broker must provide written documentation of the negotiation process, terms of agreements, Letters of Intent, etc.
7. Final Recommendation: Broker will present the terms and conditions for the recommended final option for review and approval.
8. Escrow / Documentation: Broker will prepare and/or coordinate the completion of required documentation to finalize the approved real estate transaction.