

REQUEST FOR PROPOSALS No. 20-012
COMMERCIAL REAL ESTATE BROKER SERVICES

Overview

The Roanoke Blacksburg Regional Airport is owned and operated by the Roanoke Regional Airport Commission. The Airport is a public-use airport created to finance, construct, develop, operate and maintain aviation and other related facilities and services. The Commission's primary operating responsibility is to promote and maintain safe, secure, efficient and economical air transportation for the benefit of the community, the surrounding region and air transportation industry. The Roanoke Regional Airport Commission is hereby requesting proposals from qualified, commercial real estate brokers licensed to provide commercial real estate brokerage services in Virginia to assist with the sale or lease of Commission-owned, selected commercial real properties, which are vacant. It is the intent of this Request for Proposals to have the successful broker enter into a professional services contract with the Commission to provide commercial real estate services as outlined herein.

Statement of Purpose

The Commission is seeking proposals from licensed commercial real estate brokerage firms with experience in marketing, leasing and selling commercial properties for owners with diverse portfolios of commercial properties to best position selected commercial properties in its inventory. The broker should have complete knowledge of laws and practices applicable to commercial real estate matters, including relevant local land use and zoning controls for commercial properties as governed by the City of Roanoke. The purpose of this Request for Proposals (RFP) is to demonstrate the background, qualification, competence, and capability of the firm seeking to undertake these services with the Commission.

It is the intent of this RFP to have the successful broker/firm enter into an agreement with the Commission to supply commercial real estate services herein. The real estate firm will be paid strictly on a commission basis and will be expected to work closely with the Commission's business manager.

Scope of Work

The qualified company is required to perform and complete the work and provide the services as set forth in Exhibit A of this RFP.

Schedule of Work

The Roanoke Regional Airport Commission is prepared to issue a Notice to Proceed upon acceptance of the best qualified proposal. The Commission desires to list its commercial properties no later than one month after the issuance of the Notice to Proceed.

Minimum Company Qualifications

1. The Company must have been in business for a minimum of five (5) years;
2. The company must provide commercial real estate brokerage services to the greater Roanoke area and have an excellent reputation in the commercial real estate community;
3. The company must be knowledgeable in the local commercial real estate market and have experience dealing with large commercial properties;
4. The lead brokers who will be assigned to the Commission's account must each have a minimum of five (5) years' experience in providing commercial real estate services to clients.

Proposal Requirements

All proposals must include and will be evaluated based on the following criteria:

- A brief overview of the company's organization, including history, organizational structure, market position, etc.
- Provide written responses to "Minimum Company Qualification";
- Personnel Qualifications: Proposal shall identify the names and qualifications of the lead real estate professionals proposed to be assigned to the account to perform the services outlined in Exhibit A attached hereto and who would be directly working with Commission staff
- Licenses/Certifications: Proposals must include copies of business licenses, professional certifications or other credentials for its brokers/real estate professionals to provide services outlined in Exhibit A attached hereto and who will be assigned to the Commission's account, together with evidence that the company, if a corporation, is in good standing to conduct business in the Commonwealth of Virginia.
- Scope of Services – a detailed scope of services that reflects the company's understanding of the Commission's requirements. Proposals shall include the techniques, approaches and methods the company will use in providing services to the Commission
- Provide Proposed term and Fee schedule, including your commission rate and any other costs for leasing or selling property and how the rate varies in the event there is another broker involved in the transaction.

List of References

A list of at least five (5) client references for deals completed by the lead brokers, with emphasis on government clients.

W-9 (Form)

The Proposal shall include a signed copy of the Company's W9.

Doing Business in the Commonwealth of Virginia (Form)

The Proposal shall include a signed copy of the Compliance with State law; Foreign and Domestic Businesses Authorized to Transact Business in the Commonwealth.

Certificate of Insurance

The company shall procure and maintain the insurance required for the duration of the contract, insurance against claims for injuries to persons or damages to property arising from or in connection with the performance of the work performed. Upon award, the successful respondent shall supply and maintain insurance which indemnifies and holds harmless the Commission, its officers, employees and agents from and against any and all liability, damage, claims, demands, costs, judgments, fees, attorney's fees or loss arising directly out of acts or omissions here under by the contractor or third party under the direction or control of the contractor. The successful respondent must furnish the Commission with Certificates of Insurance prior to commencement of work. The required coverage shall not be less than the following: INSURANCE CERTIFICATES SHALL NAME THE ROANOKE REGIONAL AIRPORT COMMISSION , and its officials, officers, board members, agents, employees and volunteers AS AN ADDITIONAL INSURED PARTY AND SHALL STATE THAT ALL COVERAGE SHALL BE PRIMARY TO ANY COVERAGE HELD BY THE CITY. The policies shall provide limits of not less than \$1,000,000.00.

Workers Compensation and Employer's Liability Insurance: shall be furnished in accordance with the statutory requirements of the Commonwealth of Virginia;

Business Automobile Liability: insuring all owned, no-owned and hired automobiles (any auto) in the amount of \$1,000,000.00 combined single limit per accident for bodily injury and property damage;

Professional Liability: firm shall procure and maintain Errors and Omissions Liability Insurance; such coverage shall have minimum limits of no less than one million dollars per claim;

Request for Clarification (RFC)

Companies requesting clarification pertaining to this RFP shall submit all requests through written correspondence by email only on or before July 17th, 2020 to: Dani Poe-Business Manager at dani.poe@flyroa.com.

Requests for Clarification will not be taken over the phone, via fax or via regular email.

Responses: If deemed necessary, will be in writing for the benefit of all prospective companies and will be posted on the Commission's website. It is the Company's responsibility to visit our website to check and view any response to RFCs or view changes/addenda made to this RFP by the Commission.

Submitting Proposal

The following information is required by the deadline for the company to be considered:

1. Title Page and Table of Contents;
2. Letter of Introduction signed by an officer of the company and the proposed lead brokers, and a summary highlighting the key points of the proposal;
3. Detailed Proposal (addressing the scope of work);
4. Fee and Marketing Schedule;
5. Additional documentation, if applicable

To be considered:

1. One (1) original and three (3) copies of the proposal must be received on or before 2pm on July 31st, 2020.
2. One (1) electronic copy of the Proposal on a CD or USB flash drive must be received on or before 2pm on July 31st, 2020.

Submit your Proposal to:

Dani Poe
Business Manager
Roanoke Regional Airport Commission
5202 Aviation Drive
Roanoke, VA 24012

Proposals submitted via EMAIL or FAX will not be accepted.

Schedule

The following date reflect the anticipated schedule for the Proposal and selection of the company:

EVENTS	DATES
Distribution of the RFP	July 13 th , 2020
Questions from Companies	July 17 th , 2020
Responses to Companies	July 22 nd , 2020
Proposal due date	July 31 st , 2020
Review of Proposals	August 3 rd , 2020
Final Selection of Companies/Interviews	August 5 th -12 th , 2020
Commission Approval	August 18 th , 2020

Selection Process and Evaluation Criteria

Proposals will be examined for compliance with all the requirements in the sections of this RFP. The Commission, at its discretion, may waive any omission which it deems to be non-essential or inconsequential.

The following criteria will be used to evaluate each proposal:

1. Suitability of the Company's proposed services to meet the Commission's needs.
2. Experience and knowledge of the Company considering the type of services required and the complexity of the assignment.
3. Experience and qualifications of identified team members.
4. Clarity and completeness of proposal.
5. Pricing or fee schedule included in the proposal.
6. Evidence of how long the Company has been in business by submitting a copy of their business and/or any other relevant license(s).
7. Evidence of insurance certificates.

Proposing Companies should note that pricing, while important, will not be the only deciding factor in the final selection but rather the ability of the Company to provide and perform the required duties.

Weighted Evaluation Criteria

Completeness of the Proposal	20%
Company Qualifications and Experience	25%
Capability to meet Commission Requirements	30 %
Fee and Marketing Schedule	25%
TOTAL	100%

Oral presentations and written questions for further clarifications may be required of some or all Companies.

Any Proposal that does not include written or documented responses to all items of the "Proposal Requirements" will not be considered. Postmarks, facsimiles and e-mails will not be accepted.

Confidentiality

All proposals or bids and any accompanying or related information submitted to the Commission will become the property of the Commission and will not be returned. Trade secrets or proprietary information submitted by a proposer or bidder may not be subject to the Virginia Freedom of Information Act (Section 2.2-3700 et seq.), provided that the proposer or bidder: (i) properly invokes the protections of the applicable sections of the Virginia Code, as amended,

including, without limitation, Virginia Public Procurement Code Section 2.2-4342 for trade secrets or proprietary information prior to or upon submission of the data or other materials to be protected; (ii) clearly identifies the data or other materials in the proposal to be protected; and, (iii) states in writing the reasons why protection is necessary.

By submitting a proposal or bid, the submitting entity consents and agrees that, notwithstanding any express or implied claim of copyright, any and all documents and materials submitted to the Commission shall be the exclusive property of the Commission and are not subject to copyright and, as such, may be copied, however, the release of such documents shall be governed by applicable law, including, without limitation, the Virginia Freedom of Information Act.

Proposal Accuracy

A proposal which is in any way incomplete, irregular, or conditional will not be accepted. By submitting a proposal, Companies agree that any significant inaccuracy in information given by the Company to the Commission will constitute good and sufficient cause for the rejection of the proposal.

Disclaimer

The Commission reserves the right:

1. To reject any or all Proposals;
2. Withdraw this solicitation at any time without prior notice, and furthermore makes no representations that any contract will be awarded to any respondent to this RFP;
3. Negotiate a final contract with any respondent(s) as necessary to serve the best interest of the Commission;
4. Select the Proposal most advantageous to the Commission;
5. Verify all information submitted in Proposal;
6. Reject Companies that are found to have made misleading statements or material misrepresentations;
7. Amend this RFP

Required Provisions

1. Public notice of this Request for Proposal will be given at least 10 days prior to the date set for receipt of proposals by posting on the Department of General Services' central electronic procurement website and the Commission's website.
2. Proposals may be solicited directly from potential contractors. Any additional solicitations shall include certified businesses selected from a list made available by the Department of Small Business and Supplier Diversity.
3. Once Proposals have been received and reviewed by the Commission, selection shall be made of two or more offerors deemed to be fully qualified and best suited among those

submitting proposals, on the basis of the factors involved in the Request for Proposal, including price if so stated herein.

4. Negotiations shall then be conducted with each of the offerors so selected. The offeror shall state any exception to any liability provisions contained in this Request for Proposal in writing at the beginning of negotiations, and such exceptions shall be considered by the Commission during negotiation. Price shall be considered, but need not be the sole or primary determining factor. After negotiations have been conducted with each offeror so selected, the Commission shall select the offeror which, in its opinion, has made the best proposal and provides the best value, and shall award the contract to that offeror. Should the Commission determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror.
5. The Commission shall not discriminate against a bidder or offeror because of race, religion, color, sex, sexual orientation, gender identity, national origin, age, disability, status as a service disabled veteran, or any other basis prohibited by state law relating to discrimination in employment. Whenever direct solicitations are made, the Commission shall include businesses selected from a list made available by the Department of Small Business and Supplier Diversity, which list shall include all companies and organizations certified by the Department.
6. Any person submitting a proposal organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 must include in its proposal the identification number issued to it by the State Corporation Commission. Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law shall include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized.
7. The Commission does not discriminate against faith-based organizations.

EXHIBIT A

REQUEST FOR PROPOSALS BID #20-012

SCOPE OF WORK

The selected firm will be responsible for assisting the Commission with commercial brokerage services, representing the Commission's interest in marketing and negotiating leases or sales for assigned commercial real estate properties, vetting tenants and/or sub-tenants, and potentially providing other commercial real estate related services as requested.

The successful respondent shall agree to contract with the Commission to provide the following:

- Advice regarding building and property rental valuation, including suitability for leasing;
- Strategic planning for property leasing and/or disposal;
- Progress updates and maintain timely telephone and e-mail contact with assigned staff when there are active interests and transactions;

In addition, the successful respondent may also be required to:

- Make presentations at public meetings;
- Consult with Commission on real property deed restrictions and/or conditions (e.g., easements, covenants, etc.); and
- Handle all other customary activities and services associated with commercial real estate transactions.

Deliverables may include valuation, marketing and strategic planning reports as specified in each task order that may be issued during the term of the agreement.

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p>	
	<p>2 Business name/disregarded entity name, if different from above</p>	
	<p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p>	<p>Requester's name and address (optional)</p>
	<p>6 City, state, and ZIP code</p>	
	<p>7 List account number(s) here (optional)</p>	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number					
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Employer identification number					
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Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Compliance with state law; foreign and domestic businesses authorized to transact business in the Commonwealth

Pursuant to Virginia Code Section 2.2-4311.2 (effective July 1, 2010), each bidder or offeror organized or authorized to transact business in the Commonwealth of Virginia pursuant to Title 13.1 or Title 50 of the Code of Virginia, (1950), as amended, or as otherwise required by law, is required to include in its bid or proposal its Virginia State Corporation Commission (SCC) Identification Number. Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth of Virginia as a domestic or foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized.

Please complete the following:

A. _____ Bidder/Offeror is a Virginia business entity organized and authorized to transact business in Virginia and such bidder's/offeror's SCC Identification Number is:

_____.

B. _____ Bidder/Offeror is an out-of-state (foreign) business entity authorized to transact business in Virginia and such bidder's/offeror's SCC Identification Number is:

_____.

C. _____ Bidder/Offeror does not have an Identification Number issued to it by the SCC and such bidder/offeror is not required to be authorized to transact business in Virginia by the SCC for the following reason(s):

_____.

_____.

Please attach additional sheets of paper if more space is needed to explain why such bidder/offeror is not required to be authorized to transact business in Virginia)

NAME OF BIDDER _____

ADDRESS _____

SIGNATURE _____

NAME (TYPE OR PRINT) _____

OFFICIAL TITLE _____

DATE _____

TELEPHONE NO. (_____) _____

For Information:

Virginia State Corporation Commission 1300 East Main Street Richmond, VA 23219 *Office of the Clerk* (804) 371-9733 • 1-866-722-2551 (Toll-Free in Virginia) <http://www.scc.virginia.gov/>