



**CITY OF ST. LOUIS TREASURER'S OFFICE
REQUEST FOR PROPOSALS
REAL ESTATE BROKER/PROPERTY
MANAGER**

Proposals due no later than 3:00 p.m., July 23, 2014

**NOTICE INVITING PROPOSALS
FOR REAL ESTATE BROKER/PROPERTY MANAGER**

June 4, 2014

The City of St. Louis Treasurer's Office (Office) is seeking the services of a licensed Real Estate Broker (Broker) for the leasing and management of properties, owned by the Treasurer's Office. The Broker should have knowledge and experience in the area in which the property is located.

Proposals should be addressed to:

City of St. Louis Treasurer's Office
1200 Market Street, Room 220
St. Louis, MO 63103

Proposals must be received no later than **3:00 p.m. on July 23, 2014.**

Late proposals will not be considered.

RFP may be downloaded from the Treasurer's Office website at www.stlouis-mo.gov/departments/treasurer - click on the Treasurer's Office Documents link (located on the left side of the page) and scroll down to the bottom of the page.

Thank you for your interest.

Sincerely,



Tishaura O. Jones
Treasurer, City of St. Louis

PURPOSE

The City of St. Louis Treasurer's Office ("Office") is seeking the services of a licensed Real Estate Broker ("Broker") to provide real estate brokerage, management, and advisory services for the lease of properties, owned by the Office. The selected Broker will be expected to perform services in accordance with the Scope of Work and in accordance with the requirements of the solicitation.

The properties consist of:

- **The Chouteau Center**, located at 133 S. 11th Street, a 43,723 square foot office building, with 14 units of office space.
- **The Central Downtown Garage**, located at 707 Pine Street, an 18,188 square foot office building, with 7 units of office space.
- **The Argyle Garage**, located at 225 N. Euclid, a 5,000 square foot retail building, with 1 unit of retail space.
- **The Justice Center Garage**, located at 1115 Clark Avenue, a 4,917 square retail building, with 1 unit of retail space.

Our goal is to lease all available office space at market value. The properties will be leased "as-is," but a build out allowance can be part of the negotiations upon approval by the Office.

Minority-Owned Business Enterprises ("MBE") and Women-Owned Business Enterprises ("WBE") are encouraged to submit Proposals.

SCOPE OF WORK

The professional commercial real estate brokerage and evaluation services shall include all or any combination of the services described herein. The Broker should possess comprehensive sales and marketing knowledge of commercial real estate, including strategies to enhance the Office's property values prior to leasing, providing maximum marketing exposure to Office property, and strategies conducive to obtaining the optimal pricing and returns for property.

Broker will be required to:

- (1) Collect all rents and/or other payments from leased properties.
- (2) Provide the Office with an annual operating budget detailing revenues and expenses.
- (3) Prepare the Common Area Maintenance (CAM) calculation and collect payments.
- (4) Meet with tenants as needed, but at least once per quarter.
- (5) Provide ongoing building maintenance.
- (6) Maintain property and liability insurance for each facility.
- (7) Take necessary steps and actions to bring leaseholds to successful close.
- (8) Make suggestions for security of patrons and clients.

ADDITIONAL REQUIREMENTS

The Broker must be licensed to do business in the State of Missouri. A copy of the broker's license must be submitted along with the response to this RFP. The Broker must have the ability to effectively market properties, including production and distribution of materials by use of printed, social media, and multi-media. Further, the Broker must provide references from established private firms or government agencies other than the procuring agency that can attest to your experience and ability to perform the

contract subject of this solicitation. You must provide the name, contact information and description of the services provided.

COMPENSATION

The Management Fee should be proposed as a fixed monthly fee for each location. Include in the proposal standard hourly charge for your maintenance staff.

TERM OF CONTRACT

The resulting Contract shall be for a term of three (3) years, with an optional renewal of one year. The Office reserves the right to renew for an additional year, for a total term of four (4) years. Annual renewal will occur in one of the following manners:

- a) One renewal covering the entire renewal period.
- b) Individual one-year renewals up to and including the entire renewal period, or
- c) Any combination of full or partial-year renewals up to and including the entire renewal period.

The renewal period shall be subject to the same terms and conditions as the original Contract. However, the Contract may not renew automatically nor may the Contract renew solely at the Broker's option.

SELECTION PROCESS

Each proposal will be evaluated based on the criteria requested in this RFP. Oral interviews of the most responsive firms will be scheduled shortly after the deadline submission date and may be conducted by phone or in person at the option of the Office. Participants will be notified by mail of the Office's selection. The Office reserves the right to reject any proposal which does not conform to the instructions herewith.

Only responsive and responsible proposals will be considered. Proposals that attempt to change or do not meet the requirements in this RFP may be rejected as being non-responsive. Each proposal shall be considered a valid offer until the Office notifies participants that it has selected a proposal or until the applicant withdraws its application, whichever occurs first. Additionally, the office reserves the right to negotiate all final terms and conditions of any agreement entered into.

Once a proposal is selected, the Office will notify the selected Broker and will prepare the lease agreement setting forth the terms of lease consistent with the terms of this RFP and the Broker's proposal. The Broker will sign the lease agreement then it will be placed on the Parking Commission's Agenda for a public hearing and formal approval pursuant to applicable laws and procedures.

PROPOSAL DUE DATE AND LOCATION

RFP submittals are due no later than 3:00 p.m. on July 23, 2014 at the following location:

City of St. Louis
Treasurer's Office
1200 Market Street, Room 220
St. Louis, MO 63103

Late proposals may not be accepted and the envelope must be marked referencing the project: **Proposal for Real Estate Broker/Property Manager**. Proposers must supply three (3) hard copies of the proposal and one (1) electronic copy as a PDF file on a USB flash drive. **The RFP shall be limited to 20 pages (10 if both sides of the page are utilized).**

Public access to Proposals shall be governed by the relevant provisions of the Freedom of Information Act, State of Missouri Sunshine Law (RsMO 610.021), and regulations adopted pursuant thereto.

DEPARTMENT CONTACT / REQUESTS FOR CLARIFICATION

Prospective responders may direct questions **in writing only** to:

Jared Boyd
Chief of Staff and Counsel
Email: boydja@stlouis-mo.gov
Fax: 314-622-4246

All questions are due no later than July 3, 2014. Questions will be answered in writing by July 9, 2014 and will be sent to all proposers and will be posted on our website at <http://www.stlouis-mo.gov/government/departments/treasurer/>. The department contact person is the only individual who can be contacted about the project by proposers before proposals are submitted. The department contact cannot vary the terms of the RFP.

PROPOSAL FORMAT AND SUBMITTALS

A 20 page (10 if both sides of the page are utilized) limit will be applied to all proposals. This page limit excludes photos/drawings and financial submittals. All submitted documentation becomes a part of the public record and may be selected for publication in documents and/or presentations associated with evaluation of vendor proposals.

To allow for easier comparison of proposals during evaluation, the proposal format and submittals must be as follows:

- a) Scope of Services- As outlined on Page 3 ("Scope of Work/Additional Requirements").
- b) Experience and Capacity- Describe background and experience demonstrating ability to provide required services.

- c) References- List references from contracts similar in size and scope (three preferred). You must attach your references to your response.
- d) Cost - Indicate proposed cost included in the scope of work listed above.
- e) Insurance --Indicate proposed insurance coverage for the properties indicated.

End of Instructions