Dear Broker(s):
The City of Mount Rainier is soliciting a Request for Proposal for a licensed commercial real estate brokerage firm with qualified personnel who have exceptional experience in providing commercial real estate brokerage services.
This letter, together with its enclosures, comprises the Request for Proposal (RFP) for Commercial Real Estate Brokerage Services. Proposals from qualified firms were due on or before Friday, March 24, 2017, 4:00 pm. The proposal deadline has been extended to Friday, March 31, 2017, 4:00 pm. Proposals to be must be received by the City of Mount Rainier c/o Department of Finance, Mount Rainier City Hall, One Municipal Place, Mount Rainier, Maryland 20712. Emailed proposals must be sent to SubmitProposals@MountRainierMd.org. Sealed proposals will be opened on Monday, April 3, 2017, 10:00 am at City Hall, One Municipal Place, Mount Rainier, Maryland 20712.
Copies of the solicitation can be requested via email at econdev@mountrainiermd.org, and are available online at www.mountrainiermd.org/opportunities. Documents will not be mailed.
Questions regarding this request for proposal should be directed to Samantha Olatunji, Director of Economic Development, 301-985-6585, econdev@mountrainiermd.org.
Request for Proposal
Commercial Real Estate Brokerage Services
Submission Instructions

The City of Mount Rainier is soliciting a Request for Proposal for commercial real estate brokerage services related to the disposition of real property. The City wishes to engage the services of a qualified firm to provide commercial real estate brokerage services.

BACKGROUND
The Mayor and Council entered into a land development agreement with a developer in 2012. Through an agreement among both parties, the land development agreement was terminated in 2016. The Mayor and Council voted unanimously to sell the said parcel, and therefore, desire to engage the services of a qualified firm to provide commercial real estate brokerage services related to the disposition of real property, further described in the scope of work.

The City has compiled the following documents that can also be used for information purposes in preparing for this request for qualifications:
- Request for Qualifications, Mount Rainier Town Center Gateway Project document
- Mount Rainier Gateway Project Residential Market Overview
- Mount Rainier Gateway Project HUD Phase I Environmental Assessment (Available Upon Request)

The City of Mount Rainier issued a Request for Qualifications in February 2017 to obtain “Letters of Interest and “Statement of Qualifications” from private development companies with the experience, financial strength, and resources for the disposition and development of an iconic gateway project, on the said site, that reflects town center infill with pedestrian-oriented, urban residential and/or mixed-use; built to meet or exceed desired LEED building standards, and achieves the City’s vision for the Mixed-Use Town Center Development Zone Plan. The city is experiencing growth due to redevelopment activity in the town center and the increase in single-family residential home sales over the past five years. The City would like to build on this momentum by stimulating additional private investments to create a thriving town center. In summary, the city desire a leading commercial real estate firm who can represent the city’s needs and ultimately dispose the site to a buyer who can deliver an iconic Gateway mixed-use development project on the subject site.

SCOPE OF WORK
The selected broker shall provide commercial real estate brokerage services for the properties listed below. The properties are owned by the City of Mount Rainier. The selected broker must become familiar with all lease terms and property conditions associated with the properties for sale.

The broker shall execute the letter, referred to as the “Introduction Letter,” consisting of the firm’s introduction of the proposal and understanding of the project and significant steps, methods and procedures to be employed by your firm. Submission of the Introduction Letter will ensure quality end products that can be delivered within the required time frames and your identified budget.

City of Mount Rainier
Request for Commercial Real Estate Brokerage Services
The Introduction Letter shall be submitted with the proposal and signed by an authorized officer of the firm. Additional information regarding these properties is provided in Exhibit “A,” Request for Qualifications, Mount Rainier Town Center Gateway Project document.

1. The subject property is comprised of seven different lots located at the Northwest corner of the intersection of Eastern Avenue and Rhode Island Avenue in the City of Mount Rainier, Maryland, and is to be offered as one parcel for sale to one buyer.

<table>
<thead>
<tr>
<th>Address</th>
<th>Tenant</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Parcel A</strong></td>
<td></td>
</tr>
<tr>
<td>3200 Rhode Island Avenue</td>
<td>Vacant Land</td>
</tr>
<tr>
<td>3204 Rhode Island Avenue</td>
<td>Vacant Land</td>
</tr>
<tr>
<td>3208 Rhode Island Avenue</td>
<td>Vacant Land</td>
</tr>
<tr>
<td><strong>Parcel B</strong></td>
<td></td>
</tr>
<tr>
<td>3701 Eastern Avenue</td>
<td>Residential Structure containing 864 square feet on 1.5 levels. The building is vacant and in dilapidated condition</td>
</tr>
<tr>
<td>3703 Eastern Avenue</td>
<td>Vacant Land</td>
</tr>
<tr>
<td>3705 Eastern Avenue</td>
<td>Vacant Land</td>
</tr>
</tbody>
</table>

**Preliminary Scope of Work**

Real Property Disposition:
A. Create an optimal disposition strategy to ensure greatest and optimal return for the City and to negotiate the transaction including any request for a best and final offer, if applicable.
B. Market and advertise the sale of the listed City property (ies).
C. Evaluate offers received and prepare a narrative analysis of each offer.
D. Provide economic analysis of all offers and prepare a report of such analysis.
E. Prepare maps and graphics for reports.
F. Recommend the best possible offer, providing backup as necessary to substantiate said recommendation.
G. Prepare executive summaries and presentations for the City.
H. Coordinate legal, appraisal, survey and title work.
I. Provide monthly reports on the status of projects, including timelines and action plans.
J. Undertake additional tasks related to the disposition of the properties as requested by City staff.

**SUBMISSION OF PROPOSAL**
The proposal shall specifically indicate what procedures and methodologies will be utilized in this undertaking consistent with the items listed below.

**Format:**
Brokers are asked to submit one (1) original unbound document containing original signatures, (1) bound copy in an 8 1/2 x 11” format, and one (1) electronic PDF/Word via an email version of their proposal, with sufficient detail to allow for a thorough evaluation and comparative analysis. The proposal should include information in sectionalized format addressing the work in the RFP.

**Cover Letter:**
An original cover letter signed by an officer authorized to contractually bind your firm. The cover letter should also include: the identification of the firm, including the name, address, telephone number, and details of the entity’s business structure (i.e., corporation, partnership, LLC); proposed working relationship among the firm and any subcontractor(s), if applicable; name, title, address and telephone number of a contact person during the proposal evaluation period; and, a statement to the effect that the proposal shall remain valid for a period of not less than ninety (90) days from the date of submittal.

**Introduction:**
Present an introduction of the proposal and your understanding of the project and significant steps, methods, and procedures to be employed by your firm to ensure quality end products that can be delivered within the required time frames and your identified budget.

**Work Plan:**
Present concepts for conducting the work plan and interrelationship of all products. Define the scope of each task including the depth and scope of analysis /methodology or research proposed.

**Proposed Schedule:**
Present a comprehensive schedule reflecting timeframes for completing each phase/task. The final schedule will be approved by the Mayor and Council.

**Preferred Qualifications:**

Please note that responses to the RFP are sought only from experienced commercial brokers who can demonstrate their ability to perform and who have personnel with a proven track record of success in providing commercial real estate brokerage services. As such, proposals must demonstrate that the broker meets the preferred qualifications to be eligible for consideration. The firm, organization or company must be a licensed real estate broker in the State of Maryland. The lead broker and other key real estate professional(s) assigned to the contract must be licensed real estate brokers in the State of Maryland. The lead broker assigned to the contract and responsible for coordination and execution of the work must have a minimum of ten (10) years experience and a proven track record of providing commercial real estate brokerage transactional services involving commercial properties for governmental and/or corporate clients. Other than the lead broker each real estate professional assigned to this contract must have a minimum of seven (7) years experience in their respective area(s) of expertise. All other assigned
professionals must have a minimum of five (5) years experience in their respective area(s) of expertise.

Please provide the following:

I. Qualifying Experience

Firm: Describe the firm’s qualifications specific to the requirements of this RFP.

Qualifying Experience – Professionals: Provide the name and title of the Managing Principal representative for the coordination and execution of work, other key real estate professional(s), and any other professionals that will be assigned to this contract including resumes (not exceeding 3 pages) of education, experience and qualifications related to experience, copies of licenses, contact information, and their area of responsibility in servicing the contract.

Transactions: For Brokerage Services- provide a list of all commercial sales transactions that occurred any time during the last five (5) years wherein the firm, the Managing Principal or another real estate professional(s) on the proposed team were involved as the seller representative. Identify the client as either a governmental entity or a corporate client. The Management Principal or real estate professional(s) on the proposed team are not restricted to experience and performance with a specific firm.

Business References: Provide a minimum of three (3) business references from clients within the last five (5) years, and two additional clients from the last five (5) to eight (8) years.

Litigation: Provide a list of any litigation as it relates to real property transactions issues within the last five years in which the firm, Managing Principal and/or real estate professional(s) were a named party

Standard Compensation Schedule: Broker shall provide their standard Compensation Schedule that will be used as an initial means of comparison. All payments will be made by the contract. Before any work can commence, the selected firm will be required to execute a written contract which is a form and in substance consistent with prevailing commercial realtor agreements.

Insurance and Indemnification: The Agreement between the City and the selected firm will contain the City’s standard insurance and indemnification language for agreements of this type. Proposals must include a statement attesting to the firm’s capacity to meet/comply with the minimum insurance requirements. Proof of insurance is not required to be submitted with your proposal but will be required before the City’s award of the contract.

Proof of Authority: If the firm is a corporation, formal proof of the authority of the officer signing the bidder’s proposal to bind the corporation must be submitted with the
proposal. A letter is not sufficient. A copy of the corporation resolution or minutes is adequate proof.

**Cost of Preparation of Proposal:** The City will not pay any costs incurred in the preparation, printing, interview, or contract negotiation process. All costs associated with preparing and presenting proposals shall be borne by the preparing broker.

**Binding Offer:** A signed proposal submitted to City in response to this RFP shall constitute a binding offer from broker to contract with City according to the terms of the proposal for a period of ninety (90) days after its date of submission, which shall be the date proposals are due to City. The City has the right to grant an extension of the terms of the proposal an additional 90 days, with a written letter from the firm.

**CITY’S OBLIGATION TO AWARD A CONTRACT**

Issuance of this RFP and receipt of proposals does not commit the City to award a contract. The City reserves the right to postpone the review of the proposal for its convenience or to accept or reject any or all proposals received in response to the RFP. The City reserves the right to negotiate with more than one firm should negotiations with the selected firm be terminated, negotiate with more than one firm simultaneously, or cancel all or part of the RFP.

**Posting of Clarifications and/or Addenda:** Clarifications and/or addenda will be posted only to the City’s website at www.mountrainiermd.org/opportunities. Failure to obtain clarifications and/or addenda from the website shall not relieve broker from being bound by any additional terms and conditions in the clarifications and/or addenda, or from considering additional information contained therein in preparing your qualifications. Any harm to the broker from such failure shall not be valid grounds for a protest against award(s) made under this solicitation. Clarifications and/or addenda will be issued at City’s discretion.

**Confidentiality:** While the City understands the broker may desire to treat certain information as confidential; the City is bound by applicable Law. The City is a public body, and written correspondence may be subject to the Public Records Act, and the City may not be able to treat matters as confidential. Likewise, any agreement with the broker has to be approved at a public meeting. After the award of the contract or final rejection of all proposals, all responses become public records subject to disclosure. Proposals will remain confidential until the City has authorized the award of a contract.
SUBMITTAL DEADLINE

**The proposal deadline has been extended to Friday, March 31, 2017, 4:00 pm.** Proposals to be must be received by the City of Mount Rainier c/o Department of Finance, Mount Rainier City Hall, One Municipal Place, Mount Rainier, Maryland 20712. Sealed proposals will be opened on Monday, April 3, 2017, 10:00 am at City Hall, One Municipal Place, Mount Rainier, Maryland 20712.

Eastern Standard Time (no exceptions). Late submittals will not be accepted.

Submit hard copy proposals to:

City Hall, Department of Finance
City of Mount Rainier
One Municipal Pl
Mount Rainier, MD 20172
RE: RFQ for Commercial Real Estate Brokerage Services

Emailed proposals must be sent to SubmitProposals@MountRainierMd.org, RE: RFQ for Commercial Real Estate Brokerage Services.

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Attachments:
Exhibit “A,” Request for Qualifications, Mount Rainier Town Center Gateway Project document.