

## REQUEST FOR PROPOSALS (RFP)

Proposals for **COMMERCIAL REAL ESTATE MARKET ANALYSIS** for the Flathead County Economic Development Authority (FCEDA) will be received by FCEDA, 44 2<sup>nd</sup> Ave W, Kalispell, MT 59901, **until May 15, 2022 at 5:00 p.m.** Proposals may be submitted electronically with a subject titled "Market Analysis Proposal" to [christy@dobusinessinmontana.com](mailto:christy@dobusinessinmontana.com).

Any questions regarding the Request for Proposals should be directed to Christy Cummings Dawson, or emailed to: [christy@dobusinessinmontana.com](mailto:christy@dobusinessinmontana.com). All interested firms or individuals are invited to submit a proposal in accordance with the terms and conditions stated in this Request for Proposals.

Flathead County Economic Development Authority

Submittal Signature for: COMMERCIAL REAL ESTATE MARKET ANALYSIS

The firm submitting this proposal is required to submit those items listed in the "RFP Submittal Requirements" section in full as a part of the package.

Failure to submit any of the documents requested with your proposal, or failure to acknowledge any addendum, or submitting your proposal with any limitations, condition or provision not requested, may be cause for rejection of your proposal. By signing the form below, the authorized representative affirms that the information contained in this document is true and accurate, and that the firm indicated below is capable of providing services as described in their proposal.

Company: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Authorized Representative (Print): \_\_\_\_\_

Title: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **GENERAL SPECIFICATIONS FOR COMMERCIAL REAL ESTATE MARKET ANALYSIS**

### **I. INTRODUCTION.**

Flathead County Economic Development Authority (FCEDA) is seeking proposals from real estate brokers or firms to conduct a commercial real estate market analysis. The purpose of the analysis is to assist FCEDA in determining the best future use of a portion of the Gateway Community Center, which is owned by FCEDA. The property is located at 1203 US Hwy 2, Kalispell, Montana.

FCEDA is a port authority established by Flathead County, Montana pursuant to Title 7, Chapter 14, Part 11, Montana Code Annotated (“MCA”). The powers of FCEDA are vested in the board of directors of FCEDA (the “Board”). As set forth in Section 7-14-1104, MCA, the statutory purposes of a port authority are to:

- Promote, stimulate, develop, and advance the general welfare, commerce, economic development, and prosperity of its jurisdiction and of the State of Montana (the “State”) and its citizens.
- Endeavor to increase the volume of commerce within the jurisdiction of the port authority and the State through planning, advertising, acquisition, establishment, development, construction, improvement, maintenance, equipment, operation, regulation, and protection of transportation, storage, or other facilities that promote the safe, efficient, and economical handling of commerce.
- Cooperate and act in conjunction with other organizations, public or private, in the development of commerce, industry, manufacturing, services, natural resources, agriculture, livestock, recreation, tourism, health care, and other economic activity in the State.
- Support the creation, expansion, modernization, retention, and relocation of new and existing businesses and industry in the State and otherwise stimulate, assist in, and support the growth of all kinds of economic activity that will tend to promote commerce and business development, maintain the economic stability and prosperity of its jurisdiction and of the State, and thus provide maximum opportunities for employment and improvement in the standard of living of citizens of the State.

Flathead County Commissioners appoint representatives to the Board to carry out these statutory purposes of the port authority.

### **II. PROJECT BACKGROUND AND DESCRIPTION.**

FCEDA owns approximately 60,000 square feet (35.6%) of the building known as the Gateway Community Center (formerly referenced as the “Gateway West Mall”). For the past two decades, FCEDA’s portion of the facility has been occupied and used as a call center. FCEDA’s current tenant has elected not to renew the lease, and the entire 60,000 square feet of FCEDA’s space will be available.

The Gateway Community Center is managed by Westside CCC, Inc. (a subsidiary of the United Way), who purchased the remainder of the facility in 2015. In 2020, Westside CCC, Inc. converted their portion of the facility into condominiums, and sold 16.1% of the entire facility to the Flathead Food Bank. The

remaining 48.3% of the facility is still owned by Westside CCC, Inc.

Nearly all non-FCEDA-owned space in the building is occupied, and the vast majority of the tenants are non-profit organizations and/or service-related organizations. Please see Exhibit A for a map of the facility.

## **SCOPE OF SERVICES PHASE I**

The scope of services shall be divided into two separate phases, and all proposals should be submitted with a separate fee schedule for each phase. It is FCEDA's intent that upon completion of Phase I (market analysis), to then enter into a separate professional services contract for Phase II (lease/sale brokerage services). However, FCEDA is under no obligation to enter into a contract for Phase II services.

Both Phase I and Phase II may require presentations at public meetings.

### **A. Phase I: Commercial Real Estate Market Analysis**

The successful firm or individual shall agree to contract with FCEDA to perform a commercial real estate market analysis to determine the highest and best use of FCEDA's portion of the Gateway Community Center. The market analysis should take into consideration the following information and answer the related questions:

- The statutory purposes of FCEDA, and how the potential uses of the facility might further the mission of the organization.
- Comparison to other commercial properties that have recently sold or that are currently on the market.
- The specific needs of the commercial real estate market and business community in the Flathead Valley.
- Whether the property is best marketed as-is, or if it should be reconfigured to best meet the needs of the market.

### **B. Phase II: Brokerage Services**

The successful firm or individual shall agree to contract with FCEDA to provide services related to listing the facility, which may include the following:

- Consultation with FCEDA board/staff relating to reporting efforts/strategies to market real estate.
- Market the property for sale and/or lease to potential buyers.
- Produce informational materials describing the property; show the property to potential tenants/buyers.
- Negotiate on behalf of the FCEDA board.
- Produce contract documents.
- Facilitate execution of final lease/sale.

Any such sale, lease or other disposition shall conform to applicable federal, State and local laws, FCEDA ordinances and policies, existing bond, grant or loan covenants, area development plans, targeted economic development plans, urban renewal plans, or other plans as adopted by FCEDA or other local

government entities, as applicable.

**BROKER'S QUALIFICATIONS** – Respondents to this RFP shall have the following qualifications:

- Must be licensed and in good standing with the State of Montana.
- Must have an excellent reputation in the real estate community.
- Must be knowledgeable in the local commercial real estate market and have experience with small and large properties.
- Must be knowledgeable in the use of public real estate records.
- Having worked with other local government entities is highly recommended, although not required.
- Preference will be given to firms that are based in or have a branch office within Flathead County.

**INSURANCE REQUIREMENTS** – For proposal purposes, proposers must submit copies of certificates of insurance for professional liability. The successful contractor must provide original certificates prior to commencing services.

**FEE SCHEDULE** – The proposed fee schedule shall include separate costs for each Phase I and Phase II as described above. Each phase is to be a separate contract with no guarantee of moving to Phase II.

**TERM OF CONTRACT** – The contract period for the successful broker/firm will be from date of award until the delivery of the market analysis. The final product shall be delivered to FCEDA by June 30, 2022.

**EVALUATION AND AWARD PROCESS** – Issuance of this RFP and receipt of proposals does not commit FCEDA to award a contract. FCEDA reserves the right to postpone receipt date, accept or reject any or all proposals received in response to this RFP, or to negotiate with any of the brokers/firms submitting an RFP, or to cancel all or part of this RFP.

**ORAL PRESENTATION/INTERVIEWS** – Firms submitting a proposal in response to this RFP may be required to give an oral presentation of their proposal. Additional technical and/or cost information may be requested for clarification purposes, but in no way will change the original proposal submitted. Interviews are optional and may or may not be conducted.

**SELECTION CRITERIA** – A selection committee comprised of FCEDA board members and Montana West Economic Development staff will review proposals on May 18 at 44 2<sup>nd</sup> Ave W in Kalispell.

Selection of a broker/firm will be made based on the following criteria:

- Ability of the contractor(s) to meet or exceed the requirements defined in the RFP,
- Experience, qualifications, and references,
- Knowledge of local real estate market,
- Local reputation,
- Fee Schedule,
- Completeness of response to RFP as outlined in this solicitation, and
- Experience with working with local government entities.

**RFP SUBMITTAL REQUIREMENTS** – By submitting a proposal, you represent that you have (1) thoroughly examined and became familiar with the scope of services outlined in this RFP and (2) are capable of performing quality work to achieve FCEDA’s objectives.

The following information must accompany your proposal:

- List years in business, previous names of the firm, if any.
- Description of your firm including size of firm, location, number, and nature of the professional staff to be assigned to FCEDA; staff experience and training, including a brief resume for each key person listed.
- Describe experience (minimum five years previous experience with proven effectiveness) your firm or organization has in pertinent real estate experience.
- Experience in assisting similar size entities, including any and all services for government agencies.
- List of at least three (3) references where and when your firm provide similar services. Please provide names and telephone numbers of contact persons for each reference.
- Additional services offered through your firm.
- Listing of current litigation, outstanding judgments, and liens.
- State any other costs FCEDA may anticipate relating to the real estate services to be provided.
- Submittal signature (page 1 of RFP).