

Solicitation Number: 2018-003-RFP

Addendum Number: 2

**Property Broker Services**

**Due Date and Time: September 6, 2017 at 11:00 am Arizona time**

***Phoenix-Mesa Gateway Airport Authority (PMGAA) must receive a signed copy of this addendum acknowledging receipt. Signed addendum must also be included with proposal or bid.***

The following questions were received by the RFP deadline:

**Q** - Will the Airport Authority post the attendees of the pre-proposal meeting held August 21<sup>st</sup>?

**A** - Yes, the sign in sheet from the pre-proposal meeting is attached and made part of this Addendum 2.

**Q** - Why is there a minimum of 10 years' experience in providing commercial real estate brokerage services?

The industry best practice is three (3) to five (5) years of experience.

**A** - The Phoenix-Mesa Gateway Airport Authority has identified that 10 years' experience shows a commitment to the industry, established relationships, and a deep understanding of real estate transactions.

**Q** - Per the solicitation under Minimum Requirements Section 3 (page 9).

Lead Broker/Agent Experience contradicts Section 1.A.12 (page 6) "Disadvantaged Business Enterprise".

*PMGAA encourages participation by all firms qualifying under this solicitation regardless of business size or ownership.*

**A** - Section 1.A.12 states that PMGAA encourages all firms that **qualify** (i.e. meet the minimum requirements set forth in the RFP), to participate in the solicitation. All Offerors must meet the minimum requirements as outlined in Section 2 of the RFP. An Offeror may be a team of firms that partner and meet all the minimum requirements of the RFP.

**Q** - Why must a firm have a minimum of 25 employees? These requirements prohibit SBE and DBE firms from being considered.

**A** - PMGAA is looking for a significant level of capacity and capability from the selected firm. PMGAA has chosen to communicate that with minimum requirements for deal flow and employees/agents.

The requirements do not prohibit SBE and DBE firms from being considered as SBE and DBE firms can partner with other firms to meet the minimum requirements of the RFP as a brokerage team. Of the firms partnering, the primary firm must maintain an active office within Maricopa County, however the other firm(s) may be located outside of Maricopa County.

In addition, services such as printing and courier services, will be needed by the selected Offeror and any qualified firm, including SBE and DBE firms, can be utilized in those capacities as well. PMGAA directs Offerors to question 6 of Addendum 1 to this solicitation for further clarification on DBE/SBE requirements under this solicitation.

**Q** - Why is the term of the contract only two (2) years with 2 optional one-year extensions?

Based upon this time line it would be not be profitable for a firm to operate under these terms (see Sample Professional Services Agreement, Section III – Period of Service, Page PSA3).

**A** - An initial two-year term, with two, one-year options is being offered to the selected respondent due to the longer sales cycle of land lease transactions.

**Q** - Content in Section 3 refers to “The Firm.” Is the expectation that we focus on the Firm or the Brokers’ experience with the firm (or a mix of both)?

**A** - The Phoenix-Mesa Gateway Airport Authority is seeking qualification criteria for both the Firm/Offeror and Lead Broker/Agents in Section 3.

**Q** - Would you prefer the resumes are included in the body of section 3, or as an addendum?

**A** - Please submit resumes as an attachment per section 4, page 11 of Solicitation 2018-003-RFP.

**Q** - Section 3, Lead Broker/Qualifications Section/Letter “d” we are assuming you’re asking for at least 5 transactions that make up a variety of “Class A, B, light/heavy industrial, Flex or office” and not 5 transactions for each of these subcategories. Is this an accurate assumption?

**A** – Yes, this is an accurate assumption. A combination of subcategories to equal 5 transactions of a minimum of 10,000 RSF each within the past 2 years.

**Q** - Regarding the budget/schedule is this the CBRE marketing budget/timeline of market - OR- is this in reference to the leasing/sales assumptions, time to lease-up/sell, and guidelines determined by Mesa Gateway and the Brokerage Team? Assume the latter but wanted to clarify.

**A** - PMGAA is seeking a detailed marketing plan and budget to best understand how Offerors intend to market PMGAA assets.

**Q** - For “planning, scheduling, and project management tools” specifically as it relates to project management, is the intention that the brokerage will exclusively provide construction management services for tenant improvements, or is this question more general project management of work related to leasing and sales services?

**A** - The selected Offeror will not provide construction management for tenant improvements. This is in reference to general project management of work related to leasing and sales services.



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## SIGN-IN SHEET

Pre-Proposal Conference  
 Solicitation 2018-003-RFP  
 Property Broker Service  
 August 21, 2017 1:00 pm  
 Airport Administration Bldg, Saguaro B Conference Room

NAME	INITIALS	ORGANIZATION	E-MAIL	PHONE
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ALL OTHER PROVISIONS OF THE SOLICITATION SHALL REMAIN IN THEIR ENTIRETY

<p>Offeror hereby acknowledges receipt and understanding of above addendum.</p> <p>_____</p> <p>Signature <span style="float: right;">Date</span></p> <p>_____</p> <p>Print Name and Title</p> <p>_____</p> <p>Name of Company</p>	<p>The above referenced Solicitation Addendum is hereby executed August 31, 2017 at PMGAA, Mesa, Arizona.</p> <p style="text-align: center;">Marian Whilden</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Procurement Coordinator        Phoenix-Mesa Gateway Airport Authority</p>
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