

**Request for Qualification
RFQ 2019-024**

RE-BID COMMERCIAL REAL ESTATE BROKERS



City of Lauderhill

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Visit us on the web at

www.laudershill-fl.gov

**Advertise Dates: April 3, 2019 & April 10, 2019
Opens: May 1, 2019**

Date Issued:

April 4, 2019

NOTICE

REQUEST FOR QUALIFICATION

RFQ 2019-024

Re-Bid Commercial Real Estate Brokers

The City of Lauderhill, Florida, hereinafter referred to as CITY, will be accepting sealed Request For Qualification (RFQ) in the office of the City Clerk, 5581 W. Oakland Park Blvd. Suite 421, Lauderhill, Florida 33313, for furnishing the services under the **“Commercial Real Estate Brokers RFQ 2019-024”** as described in the categories/disciplines below.

The intent of this RFQ is to assemble a list of qualified licensed contractors as defined by Florida Statute 475.17, as amended from time to time, for Commercial Real Estate Brokers. The City will use successful contractors from this list on an as needed basis. This library of contractors will be utilized Citywide to perform services up to \$59,999.00.

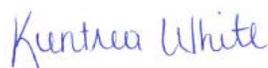
The RFQ Documents may be examined and obtained on and after **April 4, 2019** at the City’s website or DemandStar.

One (1) unbound original, three (3) bound copies and one electronic in PDF format of the proposal must be submitted no later than **10:45 A.M. on May 1, 2019** in the City Clerk’s Office, City of Lauderhill, 5581 West Oakland Park Boulevard, Suite, 421 Lauderhill, Florida 33313, in a sealed envelopes bearing the words **“Commercial Real Estate Brokers RFQ 2019-024”**. **E-mailed and faxed proposals will not be accepted.**

Responsible questions regarding this RFQ offering may be directed to Purchasing Department at purchasing@lauderhill-fl.gov. The last date for questions pertaining to this proposal is ten days before due date. Questions after this date will not be answered.

All proposers must register with the City online. The direct link is www.colvender.com
Local business vendor preference program: The city hereby establishes the local vendor preference program to facilitate local business and/or local residents participating in the bidding process. The definition of the local vendor preference programs is found in Exhibit A.

The City Commission of the City of Lauderhill reserves the right to reject any and all proposals, to waive any and all informalities or irregularities and to accept or reject all or any part of any proposal as they may deem to be in the best interest of the citizens of the City of Lauderhill. **The winning firms will be required to enter into a contract with the City of Lauderhill.**



Kentrea White

CITY OF LAUDERHILL
5581 W. Oakland Park Blvd.
LAUDERHILL, FL, 33313

STATEMENT OF NON- PARTICIPATION

Proposal NO.: RFQ 2019-024 Re-Bid COMMERCIAL REAL ESTATE BROKER

Note: If you do not intend to submit a bid /proposal on this item/service, complete this form and mail to:

Purchasing Division
City of Lauderhill
5581 W. Oakland Park Blvd. Suite 230
Lauderhill, FL. 33313

Please indicate the Proposal number and title of the Proposal on the outside of the envelope.

We/I do not wish to participate in this proposal for the following reason:

- Specifications proprietary
- Cannot supply at this time
- We do not carry this item
- We do not provide this service
- Unable to meet specifications
- Unable to meet Bond requirements
- Other

Please keep us on your bid list for future projects _____yes _____no

Signature: _____

Name of Company: _____

Address: _____

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SECTION 1 – DEFINITIONS

Whenever the following terms appear in the RFQ, the intent and meaning shall be interpreted as follows:

- 1.1 **City:** The City of Lauderhill, Florida.
- 1.2 **Contract:** The written agreement for performance of the Scope of Work entered into between the City and the successful Bidder.
- 1.3 **Contract Administrator:** The Purchasing and Contracts Manager, or some other employee expressly designated as Contract Administrator in writing by the City Manager, who is the representative of the CITY concerning the Contract Documents.
- 1.4 **Evaluation/Selection committee:** City staff and/ or outside consultants assigned to evaluate the submitted Bids.
- 1.5 **Bidder:** Any individual, firm, or corporation submitting a RFQ for this project, acting directly or through a duly authorized representative. For the purpose of this Agreement, Bidder shall mean the same thing as the RFQ.
- 1.6 **Purchasing Office:** The Purchasing Division-Department of Finance City of Lauderhill.
- 1.7 **“Provider”, “Proposer”, “Bidder”, “Contractor”, or “Successful Bidder” or “Consultant”:** The Provider receiving an award as a result of this RFQ. Said terms may be used interchangeably while retaining the same meaning.
- 1.8 **Qualifications** shall refer to any Offer(s) submitted in response to this RFQ.
- 1.9 **RFQ:** This RFQ including all Exhibits and Attachments as approved by the City, and addendums or change orders issued by the Purchasing Division.
- 1.11 **Licensed Contractor:** For purposes of this RFQ, Licensed Contractor shall mean a State of Florida licensed General, or Building, Roofing, Electrical, Contractor.
- 1.12 **Subcontractor/ Sub consultant:** Any person, firm, entity, or organization, other than the employees of the successful Bidder, who contract with the Successful Bidder to furnish labor, or labor and materials, in connection with the Work or Services to the City, whether directly or indirectly, on behalf of the Successful Bidder.
- 1.13 **Work, Services, Program, Project, or Engagement:** All matters that will be required to be done by the successful Bidder in accordance with the Scope of Work, and the Terms and Conditions of this RFQ.

1.14 Local Vendor Preference Policy: In the award of bids and the determination of the lowest, best, and responsible bidder, the city commission may award a preference based upon vendors, contractors, or subcontractors who are local with a preference as follows. The application of this policy is within the discretion of the city commission. Purchases and contracts within the authority of the city manager (valued up to \$59,999.00) may also give consideration to local vendor preference by application of the guidelines in this subsection

**RFQ 2019-024
REQUEST FOR QUALIFICATION
ALL INTERESTED PARTIES:**

I. STATEMENT OF THE WORK

The intent of this RFQ is to assemble a list of qualified licensed commercial real estate brokers as defined in Florida Statute 475.17, as amended from time to time, for the services set forth below. The City will use approved commercial real estate brokers from this list on an as needed basis. This library of commercial real estate brokers will be utilized Citywide to perform services up to \$59,999.00 per project.

1. Commercial Real Estate Broker

Services are to include, but are not limited to, formulation of broker opinion of value (BOV), financial analysis such as the review of rent rolls, examination of investment performance measures, and risk analysis paid at a fixed rate. Related services may include facilitation with the purchase, sale, or lease of commercial property and related services to be compensated on those terms negotiated prior to execution of an agreement for exclusive buyer representation.

1.a.

Commercial Properties	Rate	
1-3 units	\$750.00	Each additional unit up to nine to be compensated at a rate of \$100.00/unit
10-13 units	\$1500.00	Each additional unit up to fifteen to be compensated at a rate of \$100.00
15 units or more	\$2000.00	Each additional unit over fifteen to be compensated at a rate of \$100.00

Successful proposals must meet the guidelines provided in this Request for Qualification (RFQ). Contractors must meet the requirements for their various disciplines in order to be qualified for this library.

The City is seeking qualifications for these services in the interest of providing quality service to the City of Lauderhill. Each proposer by submitting a RFQ certifies that they possess a current applicable Certificate of Competency issued

by State of Florida as a currently licensed contractor. Proposers shall submit a copy of their Florida State License with proposal. Qualified Contractors will be required to register as a vendor with the City of Lauderhill.

Licensing requirements can be found at the following:
<http://www.flsenate.gov/Laws/Statutes/2014/475.17>

Proposers must hold a current tax receipt (Occupational License). Copy of license must be submitted with RFQ and must be in the name of the proposer shown on the Proposers Qualification Page.

It shall also be the responsibility of the contractor to obtain and submit, prior to commencement of work, copies of any and all permits required to complete this contractual service.

The City will be reviewing the qualifications of all applicants and may choose to seek new proposals or to retract this existing RFQ.

SUBMISSION OF PROPOSAL

It is the Contractor's responsibility to read and understand the requirements of this RFQ. The Contractor is directed to deliver sealed RFQ's in plain envelopes clearly marked "**Commercial Real Estate Brokers, RFQ 2019-024**" to the City Clerk's Office, 5581 W. Oakland Park Blvd., Suite 421, Lauderhill, Florida 33319, **no later than 10:45 A.M on May 1, 2019.**

Please submit response according to submittal package section.

AWARD

The selected Contractors will be the Contractor Roster. The City reserves the right to accept or reject any or all submissions and to waive any informalities or irregularities concerning the proposals when such rejection or waiver is deemed to be in the best interest of the citizens of the City of Lauderhill.

Proposals will be scored and awarded points in accordance with the following evaluation criteria. The City of Lauderhill's local vendor preferences will apply to this solicitation. Qualified and responsive contractors that receive over eighty points will be added to the contractor roster. The roster will comprise of contractors that score 85 points and above.

EVALUATION CRITERIA	POINTS
REFERENCES	25
EXPERIENCE, STABILITY AND AVAILABILITY OF STAFF	30
CONTRACTOR QUALIFICATIONS AND CAPABILITY	15
SIMILAR PROJECTS	10
PROJECT MANAGEMENT EXPERIENCE	10
LOCAL PREFERENCE	0-10
TOTAL	100

LICENSE & INSURANCES

Contractor shall possess all current licenses during the contract period. Proof will be required. Bonding is not applicable to this RFQ.

The Contractor shall furnish proof of insurance requirements as indicated below. The coverage is to remain in force at all times during the contract period. The following minimum insurance coverage is required. The City is to be added as an “additional insured”. This MUST be written in the description section of the insurance certificate.

Any costs for adding the City as “additional insured” will be at the contractor’s expense.

The City of Lauderhill shall be given notice 10 days prior to cancellation or modification of any stipulated insurance. The insurance provided shall be endorsed or amended to comply with this notice requirement. In the event that the insurer is unable to accommodate, it shall be the responsibility of the Contractor to provide the proper notice. Such notification will be in writing by registered mail, return receipt requested and addressed to the Purchasing Department.

The Contractor’s insurance must be provided by an A.M. Best’s “A-“rated or better insurance company authorized to issue insurance policies in the State of Florida, subject to approval by the City’s Risk Manager. Any exclusions or provisions in the insurance maintained by the contractor that precludes coverage for work contemplated in this RFQ shall be deemed unacceptable, and shall be considered breach of contract.

Any firm performing work on behalf of the City of Lauderhill must provide Workers’ Compensation insurance. Exceptions and exemptions can only be made if they are in accordance with Florida Statute. For additional information, contact the Department of Financial Services, Worker’s Compensation Division at (850) 413-1601 or on the web at <http://www.fldfs.com>

Commercial General Liability Insurance

Covering premises-operations, products-completed operations, independent contractors and contractual liability.

Limits: Combined single limit bodily injury/property damage \$1,000,000.

This coverage should include, but not limited to:

- a. Coverage for the liability assumed by the contractor under the indemnity provision of the contract.
- b. Coverage for Premises/Operations
- c. Personal and Advertising Injury Liability
- d. Products/Completed Operations
- e. Broad Form Contractual Liability

Covering all owned, hired, and non-owned automobile equipment, and other vehicles used by the successful bidder in the performance of the work with the following limits of liability:

Limits: Combined single limit bodily injury/property damage \$1,000,000

Professional Liability (Errors & Omissions)

Limits: \$2,000,000 per occurrence

This coverage should include, but not limited to:

- a. Coverage for the liability assumed by the contractor under the indemnity provision of the contract.
- b. Coverage for Premises/Operations
- c. Products/Completed Operations
- d. Broad Form Contractual Liability

Automobile Liability Insurance

Covering all owned, hired, and non-owned automobile equipment, and other vehicles used by the successful bidder in the performance of the work with the following limits of liability:

Limits: Bodily injury	\$500,000 each person, \$500,000 each occurrence
Property damage	\$100,000 each occurrence

Professional Liability (Errors & Omissions)

Limits: \$2,000,000 per occurrence

A copy of ALL current Certificate of Insurance should be included with your proposal.

Certificate holder should be addressed as follows:

City of Lauderhill

Finance Department

5581 West Oakland Park Blvd.

Lauderhill, FL 33313

TERMS OF AGREEMENT

All eligible Contractors will be selected to be placed on the Contractor Roster. The Contractor Roster is for THREE (3) years from the date of award. The City reserves the right to renew eligibility for TWO (2) additional ONE (1) year periods based on the Contractor's acceptable level of performance.

Performance Measures

The work of the qualified contractors will be accessed on the terms of the RFQ using factors including but not limited to:

1. Meeting agreed upon deadlines
2. Ability to perform all agreed upon work
3. Ability to produce quality workmanship
4. Adherence to agreed upon prices

Failure to meet these or any other performance measures can result in sanctions including removal from the qualified list.

The undersigned declare to have specific and legal authorization to obligate their firm to the terms of this RFQ, and further that they have examined the RFQ, general specifications and other documents included in this RFQ request and hereby promises and agrees that, if this RFQ is accepted they will faithfully fulfill the terms of this RFQ.

Company Name:

Address: _____

Telephone: _____ Fax: _____ Cell: _____

Print Name: _____ E-mail: _____

Federal Tax ID: _____

Authorized Signature: _____

SUBMITTAL PACKAGE

Submit this portion of the Request for Qualification as your firm's Qualifications Package. Complete the following information exactly as shown including numbering and tabbing sections. This information is vital for the City to rate your firm, as your evaluation and ranking will be based on the information supplied below along with any other information required by the City.

TAB #1 Insert Proposer's Qualification Statement (Attachment "A")

TAB #2 Statement of Capabilities:

Provide a statement that addresses why the specific Proposer would be in the best posture to deliver the required services.

TAB #3 Specific Related Experience of the Firm

List seven examples including a minimum of five (5) government projects held comparable to this specific related experience accomplished by the proposer firms. Indicate:

- Client Name, address, and telephone number
- Whether your firm was the primary or subcontractor
- Contract Starting and Ending Dates

Tab #4 Ability to Perform

A signed copy of RFQ's performance measures (page 12).
Provide five examples of projects that demonstrates proficiency in project management and cost control

TAB #5 Attachments:

Insert:

Non-Collusive Affidavit (Attachment "B")
Confirmation of Drug-Free Workplace (Attachment "C")
Certified Resolution (Attachment "D")
Acknowledgement of Addendums (Attachment "E")
Certificate of Insurance, and Licenses

ATTACHMENT "A"
PROPOSER'S QUALIFICATIONS STATEMENT

PROPOSER shall furnish the following information. Failure to comply with this requirement will render Bid non-responsive and shall cause its rejection. Additional sheets shall be attached as required.

PROPOSER'S Name and Principal Address:

Contact Person's Name and Title: _____

PROPOSER'S Telephone and Fax Number: _____

PROPOSER'S License Number: _____
(Please attach certificate of competency and/or state registration.)

PROPOSER'S Federal Identification Number: _____

Number of years your organization has been in business, in this type of work: _____

Names and titles of all officers, partners, or individuals doing business under trade name:

The business is a: Sole Proprietorship Partnership
 Corporation

Name, address, and telephone number of Surety Company and agent who will provide the required bonds on this contract:

Have you ever failed to complete work awarded to you. If so, when, where and why?

Have you personally inspected the proposed WORK and do you have a complete plan for its performance?

Will you subcontract any part of this WORK? If so, give details including a list of each subcontractor(s) that will perform work in excess of ten percent (10%) of the contract amount and the work that will be performed by each subcontractor(s).

The foregoing list of subcontractor(s) may not be amended after award of the contract without the prior written approval of the Contract Administrator, whose approval shall not be reasonably withheld.

List and describe all bankruptcy petitions (voluntary or involuntary) which have been filed by or against the Proposer, its parent or subsidiaries or predecessor organizations during the past five (5) years. Include in the description the disposition of each such petition.

List and describe all successful Bond claims made to your surety (ies) during the last five (5) years. The list and descriptions should include claims against the bond of the Proposer and its predecessor organization(s).

List all claims, arbitrations, administrative hearings and lawsuits brought by or against the Proposer or its predecessor organizations(s) during the last (5) years. The list shall include all case names; case, arbitration, or hearing identification numbers; the name of the project over which the dispute arose; and a description of the subject matter of the dispute.

List and describe all criminal proceedings or hearings concerning business related offenses in which the Proposer, its principals or officers or predecessor organization(s) were defendants.

Has the Proposer, its principals, officers, or predecessor organization(s) been CONVICTED OF a Public Entity Crime, debarred, or suspended from bidding by any government during the last five (5) years? If so, provide details.

The PROPOSER acknowledges and understands that the information contained in response to this Qualification Statement shall be relied upon by CITY in awarding the contract and such information is warranted by PROPOSER to be true. The discovery of any omission or misstatement that materially affects the PROPOSER'S qualifications to perform under the contract shall cause the CITY to reject the Bid, and if after the award, to cancel and terminate the award and/or contract.

By _____
(Signature)

ATTACHMENT "B"
NON-COLLUSIVE AFFIDAVIT

STATE OF _____

COUNTY OF _____

_____ being first duly sworn deposes and says that:

Proposer _____ is _____ the

(Owner, Partner, Officer, Representative, or Agent)

Proposer is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid.

Such submittal is genuine and is not a collusive or sham submittal.

Neither the said proposal nor any of its officers, partners, owners, agents, representative, employees or parties in interest, including this affidavit, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other proposal, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted; or to refrain from bidding in connection with such Contract; or have in any manner, directly or indirectly, sought by agreement or collusion, or communications, or conference with any proposer, firm, or person to fix the price or prices in the attached proposal or any other proposal, or to fix any overhead, profit, or cost element of the Proposal Price or the Proposal Price of any other proposal, or to secure through any collusion conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Contract;

The price of items quoted in the attached proposal are fair and proper and are not tainted by collusion, conspiracy, connivance, or unlawful agreement on the part of the proposer or any other of its agents, representatives, owners, employees or parties in interest, including this affidavit.

By _____

Subscribed and sworn to before me this _____ day of _____,
20____.

Notary Public (Signature)

My Commission Expires

ATTACHMENT "C"
CONFIRMATION OF DRUG-FREE WORKPLACE

In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibitions.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or Contractual services that are under Bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employee that, as a condition of working on the commodities or Contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any State, for a violation occurring in the workplace no later than five (5) days after the conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

A signed copy of your Drug-Free Workplace Policy must be attached to this signed copy and submitted with the Bid Documents.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Vendor's Signature

ATTACHMENT "D"
CERTIFIED RESOLUTION

I, _____, the duly elected Secretary
(Person's name)

of _____, a corporation organized and
(Business Name)

existing under the laws of the State of _____,

do hereby certify that the following Resolution was unanimously adopted and passed by a quorum of the Board of Directors of the said corporation at a meeting held in accordance with law and the by-laws of the said corporation.

"IT IS HEREBY RESOLVED THAT _____"
(Person's name)

The duly elected _____ of _____
(Title of Officer) (Business Name)

is hereby authorized to execute and submit a Bid and Bid Bond, if such bond is required, to the City of Lauderhill and such other instruments in writing as may be necessary of behalf of the said corporation; and that the Bid, Bid Bond, and other such instruments signed by him/her shall be binding upon the said corporation as its own acts and deeds. The secretary shall certify the names and signatures of those authorized to act by the foregoing resolution.

The City of Lauderhill shall be duly protected in relying upon such certification of the secretary and shall be indemnified and saved harmless from any and all claims, demands, expenses, loss or damage resulting from or growing out of honoring, the signature of any person so certified or for refusing to honor any signature not so certified.

I further certify that the above resolution is in force and effect and has not been revised revoked or rescinded.

I further certify that the following are the name, titles, and official signatures of those persons authorized to act by the foregoing resolution:

NAME	TITLE	SIGNATURE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Given under my hand and the Seal of the said corporation

This _____ day of _____, 20_____

By: _____
Secretary

(SEAL)

Corporate Title

NOTE:

The above is a suggested form of the type of Corporate Resolution desired. Such form need not be followed explicitly, but the Certified Resolution submitted must clearly show to the satisfaction of the City of Lauderhill that the person signing the Bid and Bid Bond for the corporation has been properly empowered by the corporation to do so, on its behalf.

ATTACHMENT "E"

ACKNOWLEDGEMENT OF ADDENDUM

RFQ _____
TITLE _____

Acknowledgement is hereby made of the following Addenda received since issuance of Specifications:

<u>Addendum NO</u>	<u>Dated</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Name of Vendor: _____

Address: _____

Signature _____ Date _____

This page must be submitted with RFQ. Failure to provide the requested documents may result in your proposal being deemed Non-Responsive.