

ADDENDUM #1

(please sign and return with the submittal)

QUESTIONS AND ANSWERS:

Note: Spelling, grammar, and punctuation of the questions are shown exactly as submitted by the potential respondents.

No	Question	Answer
1.	The City of Phoenix has just announced a new RFQ. It is titled "RFQu 25-0516 Real Estate Sales and Brokerage Services for Citywide Projects". It is assumed that this RFP is to replace the previous RFP that was fulfilled and awarded and is close to expiration. It is information pertaining to that previous RFP I'd like to request: 1) The previous RFP solicitation 2) A copy of all submissions by prospective vendors for the previous RFP 3) The winning submission for the previous RFP 4) Any records relating to how the city evaluated and scored the previous proposals to aid in which proposal to select.	<p>The City responses are as follows:</p> <p>The previous solicitation is part of the official contract record for each of the nine vendors awarded, since the combination of the solicitation and the offer (submission) "become the contract".</p> <p>Records can be found by going to https://www.phoenix.gov/cityclerk/services/public-records-search and searching by contract number. The contract numbers for the nine current contracts are: 146141, 146142, 146143, 146144, 146145, 146146, 146147, 146148, and 146149.</p> <p>The City's evaluation criteria by which the previous proposals were evaluated are also in each contract, located in Section 1. Instructions, Subsection 4. Qualification Criteria, on page 1-2. Also see Exhibit A for the evaluation template used for the previous proposals.</p>
2.	Is there a list of properties the City is currently interested in selling or leasing related to the RFQ?	No, as various departments elect to dispose of selected properties a listing broker will be engaged.
3.	If our submission file is too large to email, can we send a link to download the files instead of sending multiple emails?	Offerors are referred to the last paragraph on page 58 of the Solicitation.



4.	As related to Section 2.18 D, can you please elaborate on the types of contracts the City's staff would prepare? <i>"2.18. Content of Response D. Include a proposed fee schedule of transaction-related commissions including any discount for multiple parcel listings, and any discount for contracts prepared by City staff."</i>	On occasion City staff will prepare purchase offers and contracts for acquisition of selected properties.
5.	Offer Page – Is the City's Registration System ID Number the same as our City of Phoenix Vendor number?	Correct.
6.	Years in Business & Reference – What should go on blank space in the first paragraph: <i>"Contractor certifies that they have provided _____, listed in the solicitation....."</i>	Offerors should enter a short statement of the type of services "they have provided."
7.	Submittal Requirements - 3 references Addenda, signed. Is there an Addenda?	This document is Addendum 1 ("Addenda"). Offerors should continue to check the City's solicitations webpage for any other posted addenda at https://solicitations.phoenix.gov/Solicitations/Details/2072
8.	Pricing Proposal – On items funded by the Landlord, is the Landlord the City of Phoenix? If the Landlord is not the City of Phoenix, the commission would be based on Landlord's listing agreement.	Yes, when the City of Phoenix is the Lessor. Correct, if the Landlord is not the City of Phoenix, the commission would be based on Landlord's listing agreement.
9.	Pricing Proposal – Is Landlord to be assumed any type of owner? Would the City of Phoenix potentially lease space in property not owned by the City of Phoenix?	Depending on the circumstance, the City of Phoenix may be either Lessor or Lessee. Yes, the City of Phoenix is the Lessee for numerous properties.
10.	Pricing Proposal – If contractor submits for multiple different types of services (i.e. multi family, land, office, residential) does this impede contractor's overall chances of being awarded a contract? For instance if contractor puts in for multiple specialties can they be awarded just one specialty or do they have to win the bid for all specialties they put in for?	See Section 2.26, Contract Award, which allows the City to award in any combination most advantageous to the City. Offerors whose proposals are found to be qualified and responsive will be utilized by the City on an "as needed" basis for those categories Offeror provided a proposal and pricing.



11.	Page 4, Section 2.1, Description-Statement of Need: Will the City seriously consider, without bias or favoritism to traditional list/sell brokerage methods, a proposal that utilizes public auction brokerage approach (live, online, simulcast, or sealed bid) to sell surplus City-owned real estate and if not, please explain specifically, why not?	Conceivably. Public auction can be an acceptable disposition method according to Phoenix City Code. Nevertheless, the City is bound by law to dispose of real property at market value.
12.	Page 4, Section 2.1, Description-Statement of Need: Has the City ever sold surplus non-distressed and/or non-foreclosure real estate at public auction and if so, what were the results?	The City is not aware of any.
13.	Page 6, Section 2.9. Business in Arizona: Our company is domiciled outside of the State of Arizona, however, our local Arizona Designated Broker is domiciled in Arizona. May be register as a foreign corporation in Arizona upon bid award, or must this be done prior to our submittal? In addition, will the City allow us to utilize our Arizona Designated Broker since we domiciled outside of the State of Arizona?	Section 2.9 refers to the various requirements in Arizona Revised Statutes, Title 10, regarding corporate registration, including, but not limited to, A.R.S. §§ 10-1501 through 1510. Awardees must be registered with the Arizona Corporation Commission prior to formal contract award. We cannot advise vendors on whether any statutory exceptions apply to them or whether they can use an Arizona Designated Broker. Vendors should seek independent legal advice regarding this matter.
14.	Page 6, Section 2.12. Submission of Offer, Section F.: Our proposal will likely be more than 25MB, which precludes the use of a direct email submission to procurement@phoenix.gov . Can we use a file transfer service such as www.WeTransfer.com to send our proposal and the City would receive an email to download our proposal rather than sending the proposal in multiple files by regular email? Please confirm.	See City's response to Question #3.
15.	Page 8, Section 2.17.C. Enter Minimum Qualifications: Our firm conducts our brokerage business by public auction for government agencies on a national basis. We have not done any in the Phoenix Metropolitan Area in the last 36 months. However, we have successfully sold real	Section 2.17 Minimum Qualifications states that qualified and responsive offerors must meet all minimum qualifications indicated.



	estate, at prices above independent 3 rd party market value appraisal in markets where we have never sold real estate before, and we've done this in multiple jurisdictions nationally. Will the 36 month requirement therefore, preclude us from winning a contract even though our track record has been very successful in markets where we've never sold before?	
16.	Page 8, Section 2.18.D. Content of Response: Unlike traditional brokerage firms who require the Seller (City) to pay their real estate commission, we work on a Buyer Premium basis at public auction such that the Buyer, rather than the Seller (City), pays our real estate commission. We feel this is much more transparent to the public than a commission buried in the list price of the property. Is this acceptable to the City and if not, specifically explain, why not?	Conceivably. Public auction can be an acceptable disposition method according to Phoenix City Code.
17.	Page 9, Section 2.19 Evaluation and Selection: Since our proposal is likely to be very different than most of the other "traditional" brokerage proposals the City receives, can we please at least participate in an interview with the City so there are no misunderstandings or misconceptions about our proposal? For example, there is misperception that real estate auctions are only for distressed or foreclosed property or property that hasn't been able to be sold traditionally. All of our public agency real estate auctions over the past 11 years have not involved distressed or foreclosed property and none were previously listed for sale.	Pursuant to Section 2.19 Evaluation and Selection, the City may ask some or all the Offerors that submitted a response to participate in interviews. At this time, the City cannot commit to whether interviews will be held and which vendors will be invited to interview.
18.	Page 10, Section 2.21, Solicitation Transparency Policy: Does the City have any real estate brokerage firms currently under contract, or have been under contract within the last 5 years, and if so, which firm(s)?	Please see City's response to Question #1.
19.	Page 17, Section 4. Evaluation Process. Evaluation Criteria, Subsection 3., Evaluation Criteria: Knowledge of	A reasonable marketing time varies with property type. We do not equate

	Market: It says we must ..."successfully market and close listings within a reasonable time frame." Please define "reasonable." In our case, we advertise the sale for 30 days, conduct the auction, and close within 30 days of City approval. Is this "reasonable?"	marketing time to the duration of an advertisement.
20.	Page 54, Section 9. Insurance Requirements: As to providing a Certificate of Insurance ("COI"), can this be done upon bid award, or must we include a COI in our proposal?	The City requires Offerors to provide a COI within 10 days of the Notice of Award. COIs are not required to be submitted with the proposal.
21.	Pricing Proposal: Since our commission is paid by the Buyer in our auction transactions, we would put 0% in the column "% without co-broker" and on the % with co-broker, we do pay a cooperative fee to the buyer's broker out of commission paid by the buyer, so again, we would put 0% here. Is this acceptable and if not, specifically, why not?	Offeror's entries in the Pricing Proposal are at the sole discretion of Offeror. The City cannot specify Offerors' entries on their pricing proposals beyond what is provided in the solicitation.

The balance of the specifications and instructions remain the same. Bidder must acknowledge receipt and acceptance of this addendum by signing below and returning the entire addendum with the bid or proposal submittal.

Name of Company: _____

Address: _____

Authorized Signature: _____

Print Name and Title: _____

Qualification Criteria

Real Estate Sales and Brokerage Services RFQ 17-003

Offeror Name:

Panel Member:

Criteria	Offeror Meets Qualification Criteria?
A. Offeror must demonstrate a minimum of five years of experience in each service category for which Offeror wishes to be considered. The real estate service categories are as follows: 1) commercial sales; 2) multi-family sales; 3) residential sales; 4) commercial leasing; 5) multi-family leasing; and 6) residential leasing.	
B. Offeror must possess a current, active Real Estate Broker's license issued by the Arizona Department of Real Estate.	
C. Offeror must demonstrate familiarity with the local real estate market and ability to successfully market and close listings within a reasonable time frame, evidenced by a transaction list reflecting at least fifteen real estate transactions within the Phoenix metropolitan area in the last 36 months.	