

## SPECIFICATIONS/SCOPE OF WORK

On an as-needed basis, qualified firms shall provide:

- 1. Comprehensive Commercial Real Estate Brokerage, Advisory and Consulting Services.** Services include, but are not limited to, acquisition and disposition brokerage; landlord and tenant representation; site selection; portfolio strategy; lease administration; lease audits; lease renewals and restructures; property marketing and positioning; market research; broker opinion of value and valuation support; financial forecasting and modeling; feasibility studies; highest and best use analyses; due diligence coordination; transaction management; purchase and sale agreements; development agreements; public-private partnership advisory services; asset management advisory; investment analyses; entitlement support; and other related real estate advisory services.
- 2. Property Management Services.** Services may include property operations oversight; tenant relations; lease administration and compliance; rent collection and reporting; budgeting and financial reporting; CAM reconciliations; vendor procurement and management; preventive maintenance coordination; capital planning; sustainability and utility management; risk management; insurance coordination; regulatory compliance; occupancy and leasing support; performance benchmarking; and strategic asset management recommendations.
- 3. Community Management Services.** Services may include management of associations, districts, innovation zones and mixed-use developments; meeting facilitation and governance support; budgeting and financial reporting; event coordination; community activation programming; public-private stakeholder coordination; community branding and placemaking initiatives; reporting and performance metrics; and implementation of strategies that enhance tenant, resident, visitor and stakeholder experiences.
- 4.** Consultant shall assign its designated expert appropriate for the specific project or service requested by Arizona State University and shall assist in preparing information, providing consulting services and supporting transaction negotiations from time to time.
- 5.** Consultant shall coordinate closely with University representatives throughout all phases of the work. By mutual consent, the University may expand the scope of services to include additional real estate advisory, brokerage, property management and community management services.

6. Consultant shall assign its designated expert appropriate for the specific project or service as requested by Arizona State University to assist in preparing information for Arizona State University and providing consulting services or assisting with transaction negotiations from time to time.
7. Consultant shall, throughout all phases of the work, coordinate closely with the University representatives or committee. The University may expand the scope to include other real estate advisory services by mutual consent.