



## **Request for Qualifications**

### **COMMERCIAL REAL ESTATE BROKER SERVICES**

#### **Richland – Lexington Airport District West Columbia, SC**

---

ISSUED DATE: October 20, 2015

ISSUED BY: Richland – Lexington Airport District  
125A Summer Lake Drive  
West Columbia, SC 29170

POINT OF CONTACT: Mr. Gregg Hornsby  
Director of Finance and Administration  
125A Summer Lake Drive  
West Columbia, SC 29170  
Email: [g.hornsby@columbiaairport.com](mailto:g.hornsby@columbiaairport.com)

NOTIFICATION OF INTEREST FORM DEADLINE: October 28, 2015 by 4:00 p.m. EDT

QUESTION DEADLINE: November 3, 2015; no later than 4:00 p.m. EDT

SUBMITTAL DEADLINE: November 11, 2015; no later than 4:00 p.m. EDT

## TABLE OF CONTENTS

I. INTRODUCTION .....	3
II. REQUEST FOR QUALIFICATIONS.....	3
III. SERVICES .....	4
IV. MINIMUM QUALIFICATIONS .....	4
V. EVALUATION CRITERIA .....	5
VI. SUBMISSION REQUIREMENTS .....	5
VII. EXHIBIT A: RELEVANT AREA MAP .....	6
VIII. EXHIBIT B: FORMS .....	7

## I. INTRODUCTION

The Richland-Lexington Airport District (“District”) is issuing a Request for Qualifications (“RFQ”) for the services of a professional and qualified commercial real estate broker (“Broker”). The District will consider qualifications from real estate firms that have the experience, network reach, infrastructure, and personnel to market and secure a lease for properties located at the Columbia Metropolitan Airport. The term of services is for a period of three (3) years, with an option for an additional three (3) years.

## II. REQUEST FOR QUALIFICATIONS

### A. Inquiries

All inquiries related to this RFQ are to be directed in writing to the point of contact no later than 4:00 p.m. EDT, November 3, 2015.

### B. Prohibited Contacts

Other than with written consent from the Point of Contact, all Brokers, including any persons affiliated with or in any way related to the Broker, are strictly prohibited from contacting any Commissioners or any District personnel on any matter having to do in any aspect with this RFQ after October 20, 2015. Any other contact with such persons associated with the District shall be made only through and in coordination with the Point of Contact and must be made in writing. Prohibitive or inappropriate contacts made by Broker may result in the disqualification of the Broker. This requirement will be strictly enforced.

### C. Mandatory Notification of Interest form

A Notification of Interest form must be received no later than 4:00 PM, EDT on October 28, 2015. The Notification of Interest does not bind any firm to submitting a response to this RFQ.

### D. Closing Date

All responses must be delivered by **4:00 p.m. EDT, November 11, 2015**. Requests for extension of time to submit will not be granted. Late responses will be rejected. Requests to modify or withdraw a response after its submission will not be considered. Responses sent via e-mail or fax will not be accepted. No response may be withdrawn for a period of ninety (90) days after the response deadline.

### E. Acceptance of Response

The RFQ is not a binding agreement to purchase goods or services. The opening and reading of a response does not constitute the District's acceptance of the Brokers services. All costs incurred in the preparation and presentation of the response is the Broker's sole responsibility; no costs will be reimbursed to any Broker. All documentation submitted by the Broker will become the property of the District. The District reserves the right to request any supplementary information it deems necessary to evaluate the Broker's experience, qualifications, or to clarify or substantiate any information contained in the Broker's response.

### F. Cancellation / Rejection

The District reserves the right to cancel any or all solicitations, in whole or in part, as well as reject any or all responses, or to accept or reject any response in part, and to waive any minor informality or irregularity in responses received if it is determined by the Executive Director or his designee that the best interest of the District will be served by so doing. If the solicitation is cancelled or all responses are rejected by the District, a notice will be posted on the District website as identified for the posting of addenda. A response will not be considered from any person, firm or corporation that is in arrears or in default to the District on any contract, debt, or other obligation, or if the Broker is debarred by the District from consideration for a contract award.

### G. Signed Response

It is the sole responsibility of the Broker to insure that the response arrives on time and bears the handwritten signature of an official duly authorized to sign all four copies. The name, address and telephone number of the official duly authorized person must be clearly identified in the response.

### H. RFQ Modifications

The District may elect to issue addenda to this RFQ. All addenda will be posted on the District website at the following URL:

<http://www.columbiaairport.com/businessopportunities.aspx>

It is the responsibility of the Broker to view, obtain or download all addenda issued by the District for this RFQ. The Broker shall acknowledge all issued addenda on the Acknowledgement of Addendum Form in the attachments of this RFQ.

**I. Freedom of Information Act ("FOIA") Requirements**

Responses are subject to public disclosure after the final ranking in accordance with state law. All information contained in any submitted bid, request for proposal, or request for qualifications document to the District will be available for public review upon FOIA request.

**J. Discrimination**

In the event a contract is entered into pursuant to this RFQ, the company shall not discriminate against any qualified employee or qualified applicant for employment because of race, sex, color, creed, national origin or ancestry. The company must include in any and all subcontracts a provision similar to the above.

**K. Ambiguity**

Any ambiguity in any Statement as a result of omission, error, lack of clarity or non-clarity by the company with this RFQ, instructions, and all conditions of the submission shall be interpreted in the light most favorable to the District.

**III. SERVICES**

The successful Broker shall agree to contract with the District to provide the following services for real estate located at 101 - 103 Trade Zone Drive, West Columbia SC 29170:

- Develop strategies for sale and/or lease of buildings and/or land.
- Work with the Executive Director and Director of Finance and Administration to negotiate the sale or lease of properties with buyers and prospects
- Coordinate real estate appraisals
- Coordinate real estate closings
- Handle all other customary activities and services associated with real estate transactions. Attendance and presentations at the Richland-Lexington Airport Commission meetings and/or Richland-Lexington Airport Committee meetings may be required.

**IV. MINIMUM QUALIFICATIONS**

Brokers shall have the following qualifications:

- Must be licensed and in good standing with the South Carolina Real Estate Commission
- Must be knowledgeable in the local real estate market and have experience with small and large commercial properties
- Must be knowledgeable in the use of all public real estate records

## **V. EVALUATION CRITERIA**

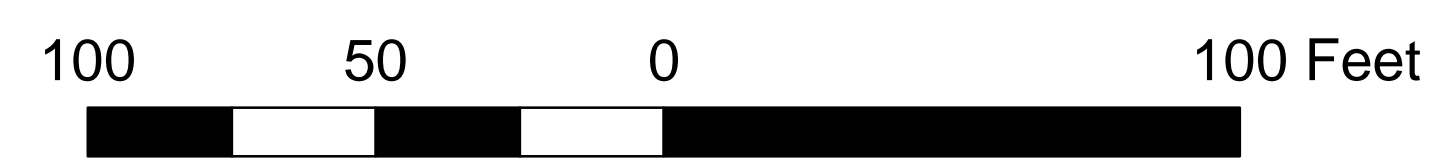
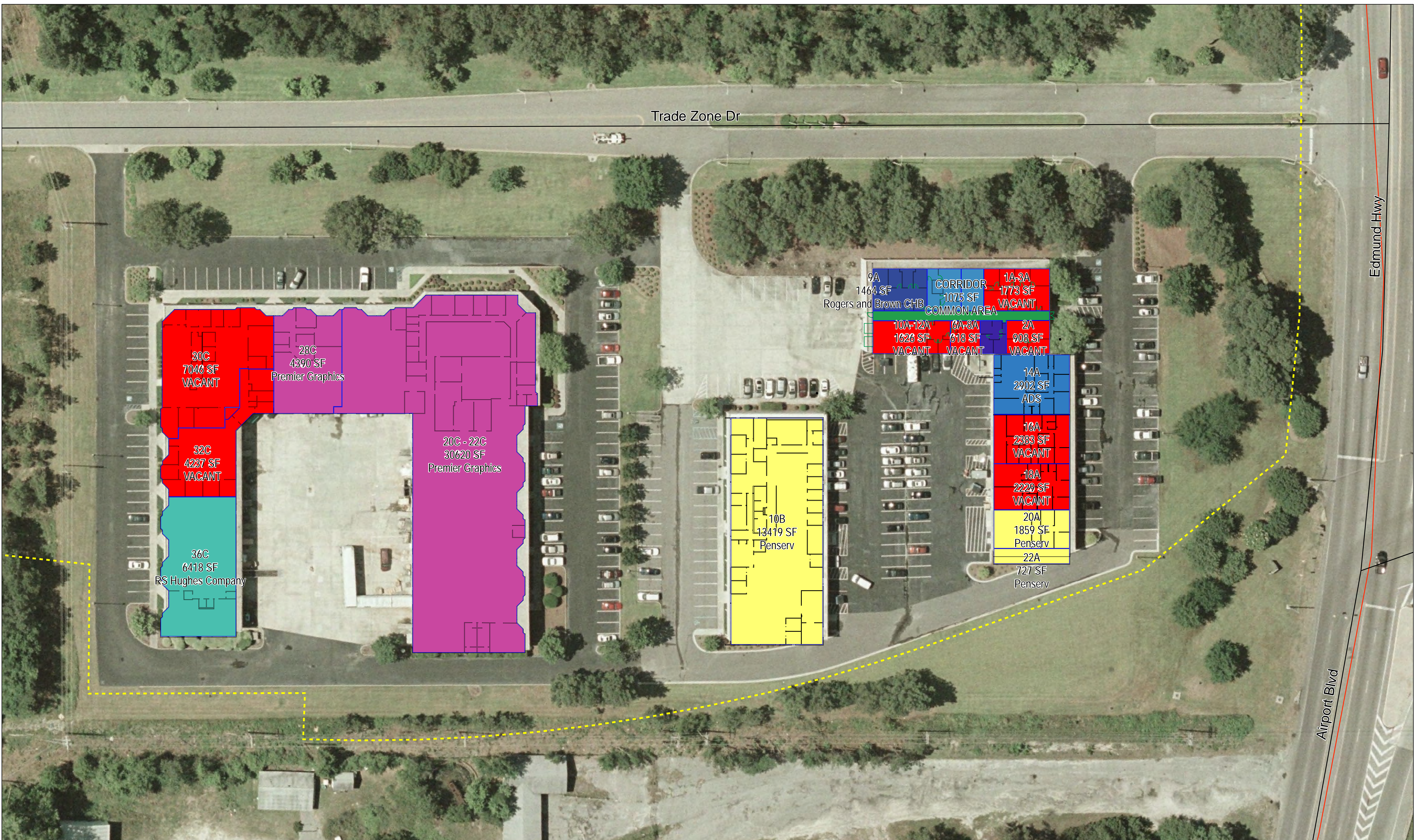
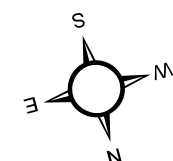
Respondents will be evaluated, at a minimum, on the following items

- Commercial real estate past and current experience
- Proven Commercial real estate track record
- References
- Staff experience and training
- Responsiveness to RFQ Requirements

## **VI. SUBMISSION REQUIREMENTS**

- A. Brokers shall submit four (4) hard copies of their response. Responses must be bound and enclosed in a sealed envelope, box, or package, and clearly marked on the outside with the following: DO NOT OPEN – RFQ – COMMERCIAL REAL ESTATE BROKER SERVICES”, Broker name, address, phone and primary contact name.
- B. Responses shall be submitted on 8 ½ X 11 paper size using Times New Roman size 12 font
- C. Responses (20 pages maximum) shall include the following items:
  - a. Description (10 page maximum limit)
    - i. Description of firm, including size of firm, location, years in business, previous firm names (if any), number and nature of the professional staff to be assigned; staff experience and training, including a brief resume for each key person listed.
  - b. Experience (3 page maximum limit)
    - i. Description of experience in assisting similar size entities, including any and all services for government agencies.
  - c. Additional Services (2 page maximum limit)
    - i. Describe or list any additional services offered through your firm
  - d. Current litigations (1 page maximum limit)
    - i. List any current litigations, outstanding judgments and liens (if any).
  - e. Reference (4 page maximum limit)
    - i. List four references where and when your firm provided similar services; to include, Firm name, contact person(s), telephone number(s), and years of relationship
  - f. Insurance
    - i. Selected broker must maintain professional liability insurance in the amount of at least \$1,000,000 per occurrence.

Richland-Lexington Airport District  
Commercial Real Estate Broker Services  
RFQ 101-103 Trade Zone Drive  
EXHIBIT A



## **EXHIBIT B**

### **Forms**

## NOTIFICATION OF INTEREST FORM

Firms with an interest in submitting a Statement of Qualifications must submit, by 4:00 p.m. October 28, 2015, this Notification of Interest Form to:

Mr. Gregg Hornsby  
Columbia Metropolitan Airport  
125A Summer Lake Drive  
West Columbia, SC 29170  
Email: [g.hornsby@columbiaairport.com](mailto:g.hornsby@columbiaairport.com)

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

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Contact Name: \_\_\_\_\_

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

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

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

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

## ACKNOWLEDGEMENT OF ADDENDUM FORM

---

This is to acknowledge receipt of the following **Addenda** for **Request for Qualifications (RFQ) / Commercial Real Estate Broker Services**:

1. \_\_\_\_\_;
2. \_\_\_\_\_;
3. \_\_\_\_\_; and
4. \_\_\_\_\_.

Dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

### Corporate Respondent:

\_\_\_\_\_

**By:** \_\_\_\_\_

**Name:** \_\_\_\_\_

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

\_\_\_\_\_

**Corporate Secretary/Assistant  
Secretary (Seal)**

### Non-Corporate Respondent:

\_\_\_\_\_

**By:** \_\_\_\_\_

**Name:** \_\_\_\_\_

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

\_\_\_\_\_

**Notary Public (Seal)**

**My Commission Expires:** \_\_\_\_\_

## **PROOF OF INSURANCE COVERAGE**

Respondent shall provide the District with satisfactory evidence of the Respondent's Professional Liability Insurance from a company satisfactory to the District and licensed to transact business in the State of South Carolina. Respondent shall submit this form with its Submission.

---

**INSURER:**

COMPANY NAME: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

CONTACT NAME AND PHONE: \_\_\_\_\_

**Respondent is required to submit a letter or certificate from the Company providing insurance certifying that the Company has professional liability insurance in accordance with the terms set forth in this RFQ.**

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

**Corporate Respondent:**

\_\_\_\_\_

**By:** \_\_\_\_\_

**Name:** \_\_\_\_\_

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

\_\_\_\_\_  
**Corporate Secretary/Assistant  
Secretary (Seal)**

**Non-Corporate Respondent:**

\_\_\_\_\_

**By:** \_\_\_\_\_

**Name:** \_\_\_\_\_

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

\_\_\_\_\_  
**Notary Public (Seal)**

**My Commission Expires:** \_\_\_\_\_

## **REFERENCES**<sup>1</sup>

Respondents should provide a list of clients as references using the following format:

1. Client:                      Name  
                                     Address  
                                     City, State, Zip  
                                     Phone  
                                     Fax

Project:                      Any Applicable Project

Contact Person              Mr. John Doe, Title  
& Title:                      (864) 555-5555  
                                     Email address

Length of Relationship: Month, Year to Month, Year

Description/Summary of Services:

Cost/Amount of Contract:

Firm's Role:                      Responsible for etc.

Completion Status:

---

<sup>1</sup> Respondent may create its own form for including in its Submission as long as such form meets the informational requirements of this form.