REQUEST FOR PROPOSALS

Commercial Office Broker Services

**Denver Urban Renewal Authority**

Proposals due June 16, 2023

Responses must be prepared according to this Request for Proposals and delivered *by electronic mail only* to:

[DURA2023RFP@renewdenver.org](mailto:DURA2023RFP@renewdenver.org)

Contact Phone Number 303.534.3872

**OBJECTIVE**

The Denver Urban Renewal Authority is seeking/searching for a Colorado-licensed Commercial Office Broker to support in identifying suitable options for office space in Downtown Denver, which is anticipated to be in the range of 5,000-10,000 square feet.

The commercial office broker will report to the Executive Director but may also advise a wide range of other DURA leaders, including the Administrative Services Director, Director of Community Investment, Chief Financial Officer and DURA Board Executive Committee.

**ABOUT DENVER URBAN RENEWAL AUTHORITY**

The Denver Urban Renewal Authority (DURA) was created by ordinance of the City and County of Denver (City) in 1958 under the Colorado Urban Renewal Law which was enacted by the State Legislature in that same year. DURA is a redevelopment agency, performing the duties of an urban renewal authority – eliminating blight where it currently exists and helping foster the sound growth and development of the City. DURA also has responsibility for implementing several housing rehabilitation programs designed to improve the quality of existing single-family homes owned by low-to—moderate income residents.

In its redevelopment capacity, DURA uses an important financing tool called tax increment financing (TIF) to fill the gap between the cost of a redevelopment project and the level of private financing it can support in situations where blight exists. State law enables urban renewal authorities to use incremental property and sales taxes generated by a redevelopment project to provide project financing. Redevelopment activities which benefit from tax increment are either financed through the issuance of tax increment revenue bonds, notes or with reimbursement obligations to the developer.

DURA’s Housing Department administers various housing rehabilitation programs, which provide low interest loans and grants to low-to-moderate-income Denver residents for making needed repairs to their owner-occupied homes.

DURA is governed by a 13-member Board of Commissioners that directs policy. The Executive Director is appointed by the Board and directs the staff and its operations.

DURA adopted a Strategic Plan setting forth DURA's Mission and Values. According to its Mission Statement, "DURA promotes inclusive reinvestment, equitable growth, community building and environmental sustainability throughout Denver."

The Strategic Plan further sets forth DURA's Values: Denver's marginalized communities deserve the most assistance; gentrification and involuntary displacement should be avoided and/or mitigated; DURA contributes to neighborhood stability and preservation of community culture and heritage; DURA's investments enhance the physical characteristics of buildings and neighborhoods; DURA's investments enhance the physical characteristics of transportation networks, with an emphasis on multimodal mobility; innovation and creativity must be cultivated; environmental sustainability, climate change resilience, and neighborhood health should be prioritized for all DURA projects; all Denver residents deserve access to healthy food, opportunities for recreation and active living, safe streets and neighborhoods, and access to health care; and development and redevelopment should improve community safety and well-being through activation and equality design.

DURA is committed to promoting procurement opportunities utilizing minority and women owned business enterprises (MBE/WBE) and small business enterprises (SBE) as set forth in its Procurement Policy.

**COMMERCIAL OFFICE BROKER SERVICES**

DURA is accepting proposals to provide commercial office real estate brokers expertise. The commercial office broker should prepare a comprehensive market study of available space options, along with an interpretation and assessment of relevant market trends to locate DURA’s office space. Below are potential minimal deliverables expected from the commercial office broker:

1. A strategic analysis of DURA’s office needs

1. Analyzation of DURA space requirements and suggest any additional resources necessary to support DURA’s workplace strategy and optimal utilization (i.e., project management, workplace strategies consultant, architect recommendations, etc.)
2. Review and incorporate DURA's geographical parameters
3. High-level budget expectations and alignment with DURA for all anticipated costs (i.e., rent, construction, project management, architecture, furniture, AV, moving and cabling, etc.)
4. Project timeline with critical dates outlined
5. And options for office relocation identified by the commercial office broker

2. A strategic market analysis of the commercial real estate market in Downtown Denver

1. The identification of available office building(s)
2. Assist client in determining appropriate shortlist of candidate buildings
3. Coordinate and participate in space planning meetings
4. Obtain rough order of magnitude construction pricing from minimally three (3) reputable contractors for each option that is space planned
5. Advice regarding building and property rental valuation, including suitability for leasing
6. Outline of the necessary investments and timeline needed for its recommendations
7. Conduct due diligence investigation of each potential site’s specific suitability for DURA’s requirements as well as ownership financial strength
8. Demonstrated understanding of effects of local laws and building codes
9. Prepare presentations comparing alternatives to client

3. Translating analysis into actionable plans and support to realize DURA’s relocation needs.

1. Project plan for the relocation of the current DURA office into new turn-key offices, offices that require investment and renovations, or other outcomes based on analysis.
2. Prepare and negotiate request for proposals, proposals, and letter(s) of intent, as well as review and provide comments to landlord lease and/or building agreements for existing and future locations
3. Prepare and present financial analysis showing all anticipated costs to DURA for each round of proposals, counterproposals, and letter(s) of intent
4. Coordinate execution of all transaction documents, evidence of insurance, Non- Disturbance Agreements, etc.
5. Progress updates and maintain timely telephone and e-mail contact with assigned staff when there are active interests and transactions. A minimum bi-weekly telephone update is preferred.

**CURRENT OCCUPANCY INFORMATION**

DURA has leased approximately 8,500 rentable square feet in the Denver Dry Building since the building was redeveloped in 1992. The current lease expires at the end of February, 2024. Short-term extensions of the current lease may be possible but are not guaranteed.

DURA staffing, while currently at 14, is expected to be approximately 20 during 2024. There are three main departments, Redevelopment, Accounting and Housing, that each sit together to work effectively and there is a strong co-location work culture. Additional conference spaces are used to host visiting Housing Clients and Redevelopment organizations. A Board Room is also available for monthly Board meetings and is used to host other meetings. A separate storage room is used to maintain files supporting DURA programs and activities.

**FUTURE OCCUPANCY INFORMATION**

The below information is based on an internal evaluation completed by DURA. DURA will expect the commercial office broker to conduct a parallel analysis of the special requirements of the DURA office to compare them with the internal evaluation. The below information is provided as a reference for prospective bidders.

A new DURA office space that will accommodate current and future expansion of staff in the office. The search should project staff hiring for 3-5 years and look for space capable of supporting such growth. We are projecting that the staffing footprint may increase by 2-5 employees over the next five years. While these figures cannot be certain, we recommend the next office should have the capacity to support 25 staff for the next five years.

DURA currently operates under a hybrid work schedule under which staff

* has the ability to access the office at any time
* has the ability to work remotely Monday and Friday
* are expected to be in the office Tuesday, Wednesday and Thursday

This hybrid work schedule is expected to continue into the future.

It is recommended that DURA move to an office space that can accommodate its base-level storage needs, which are currently approximately 600 square feet. While assessing new office spaces some key storage best practices that should be followed include:

* Adequate space to segregate the different categories of files we store
* Adequate spacing to allow for easy access to files
* Ability to access stored files with minimum workflow interruption. DURA will consider storage space both in the office space and other easily accessible areas in the building.

DURA desires access to at least 10 parking spaces, preferably covered.

DURA frequently needs to access the City and County of Denver Building and Webb Municipal Building. Ideally new DURA office space would be within walking distance of these buildings.

**PROPOSAL GUIDELINES**

The proposal should include the following clearly labeled sections to coincide with this RFP:

* Description of your firm including size of firm, location, number, and nature of the professional staff to be assigned to the DURA.
* Staff experience and training, including a brief resume for each key person listed. Describe experience (with proven effectiveness) your firm or organization has in pertinent real estate experience.
* Description of programs and/or initiatives your firm has undertaken both internally and externally that show alignment with DURA's values as set forth above including efforts that promote diversity, equity and inclusiveness (DEI). As a public agency, DURA is committed to taking efforts to ensure the work that we do positively impacts all citizens of Denver. As part of this effort, we are interested to learn more about the actions our partners are taking to promote DEI in their work and on their internal teams. Please provide some brief statistics/details about your firm’s DEI efforts, both in the work that it does in Denver and other places, and in its own recruitment, hiring and retention practices.
* Experience in assisting similar entities, including any and all services for public-sector, or non-for-profit agencies.
* Additional services offered through your firm, if any that may be relevant to the sale or lease of property, and whether there is an additional charge for such services, including the amounts for such services.
* The proposed term and fee schedule, including your commission rate and any other costs for leasing or buying property and any rebates you are willing to offer DURA.

This RFP represents the requirements for an open and competitive process. Proposals will be accepted until June 16, 2023. Any proposals received after this date and time will not be accepted. All proposals should include:

* Description of experience or projects providing services identified.
* Evidence of relevant experience.
* For commercial office brokers that are not able to provide all services or have all experience, a description of solutions for meeting those needs.
* Three relevant client references. *Note: References will not be contacted until after an interview and not without explicit consent from the bidder.*
* Proof of insurance, Colorado real estate licensing, business registration, general and professional liability coverages.
* A sample or template of the brokerage services agreement you propose. If the agreement is a standard form, please mark it to show any revisions you are proposing.

Proposals must be submitted via email to:

[DURA2023RFP@renewdenver.org](mailto:DURA2023RFP@renewdenver.org)

DURA strongly encourages proposals from small, women and/or minority-led firms. Additionally, DURA encourages proposals from firms that may not meet all experience requirements but have solutions for meeting those needs.

**EVALUATION CRITERIA**

DURA will evaluate proposals considering a variety of factors. A proposal that is non-responsive to any element may be eliminated from consideration. The evaluation will be based on an integrated assessment of the proposal, including but not limited to, the following:

* **Commission Structure:** DURA expects that any compensation for the Scope of Services will be the commission paid by a third-party building owner or leasing agent and will be contingent upon the close of the lease transaction. Respondents must disclose in detail any non-commission fees or compensation respondent expects to receive and under what circumstance these fees would apply. Respondent will warrant that the commissions paid to the respondent are the only compensation (direct or indirect) that will be received by the respondent and individuals affiliated with the respondent from the transactions contemplated under this RFP.
* **Experience and Qualifications:** Demonstrated prior experience with transactions of similar scope and complexity and the effectiveness of your proposed real estate transaction process in a municipal context.
* **Key Personnel and Resources:** Demonstrated competence and experience of your firm's personnel responsible for performing work and providing services.
* **Alignment with DURA's Values:** How the respondent exemplifiesits alignment with DURA's values, including those relating to DEI, as part of your business culture and practice.

**Selection and Implementation Timeline**

1. Selection Process: The selection process will be overseen by a workgroup comprised of select DURA personnel, including the Executive Director and Board Executive Committee. This group will evaluate the proposals and make a recommendation to the full board of commissioners who will make the final decision.
2. Estimate Selection and Implementation Timeline (All times are local time in Denver, CO)

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| RFP Issued | June 1, 2023 |
| **Submission of questions** | **June 6, 2023** |
| **Pre-Submittal Call to answer questions** | **Friday, June 9, 2023** |
| **Proposals must be submitted** | **Friday, June 16, 2023, by 5 pm** |
| Finalist Interviews | Week of June 26, 2023 |
| Final Selection & Begin Contract Development | July 10, 2023 |
| Contract Approval by Board of Commissioners | July 20, 2023 |
| Contract Signed | July 20, 2023 |

1. Technical Assistance: Inquiries regarding clarification or additional information must be submitted in writing via email to [DURA2023RFP@renewdenver.org](mailto:DURA2023RFP@renewdenver.org) no later than Tuesday, June 6, 2023. Additionally, an optional pre-submittal call will take place on June 9, 2023 at 10 am to answer questions. This call will take place via Zoom. Please click on the following link to access the meeting.

<https://us02web.zoom.us/j/6216077128>

1. Response Deadline: **The response deadline is no later than 5 p.m. on Friday, June 16, 2023**. Additions or deletions must be submitted and included in the proposal on or before the deadline. Under no circumstances shall DURA staff or board commissioners deliver a proposal for a proposing entity.
2. Submission of Proposals: All proposals shall be submitted electronically via email to:

[DURA2023RFP@renewdenver.org](mailto:DURA2023RFP@renewdenver.org)

Subject line: RFP - Commercial Office Broker

**An email confirming receipt of submission will be sent to each respondent.** *Please contact Pam Wilson (*[*pwilson@renewdenver.org*](mailto:pwilson@renewdenver.org)*) via email or phone 303.534.3872 immediately if you do not receive a confirmation of submission email****.*** It is the respondent’s responsibility to ensure DURA has received the submission. A response may be judged nonresponsive and excluded from further consideration if it is not received by the deadline or does not follow the specified format.

1. Conditions of Proposal: Costs incurred in the preparation of a response to this RFP are the responsibility of the respondent and will not be reimbursed by DURA.

***Communication with any member of DURA staff or board during the response and evaluation period concerning any matter related to this Request for Proposals (except as provided herein) is prohibited and grounds for immediate disqualification*.**

**Conflicts of Interest**

The respondent must disclose, in an exhibit to the proposal, any possible conflicts of interest that may result from the award of the Contract or the services to be provided under the Contract. Except as otherwise disclosed in the proposal, the respondent affirms that to the best of its knowledge there exists no actual or potential conflict between the respondent, the respondent’s project manager(s) or its family’s business or financial interests (“Interests”) and the services provided under the Contract. In the event of any change in either Interests or the services provided under the Contract, the respondent will inform DURA regarding possible conflicts of interest, which may arise as a result of such change and agrees that all conflicts shall be resolved to DURA’s satisfaction, or the respondent may be disqualified from consideration under this RFP. As used in this RFP, “conflict of interest” shall include, but not be limited to, the following:

A. Giving or offering a gratuity, kickback, money, gift, or anything of value to a DURA commissioner, officer, or employee with the intent of receiving a contract from DURA or favorable treatment under a contract.

B. Having or acquiring at any point during the RFP process or during the term of the Contract, any contractual, financial, business, or other interest, direct or indirect, that would conflict in any manner or degree with Bidder’s performance of its duties and responsibilities to DURA under the Contract. No commissioner, officer or employee nor any immediate member of the family of such commissioner, officer or employee of DURA shall have any interest or acquire any interest, direct or indirect, in the proposed contract or contracts or otherwise create the appearance of impropriety with respect to the award or performance of the Contract; or

C. Currently in possession of or accepting during the RFP process or the term of the Contract anything of value based on an understanding that the actions of the Bidder or its affiliates or Interests on behalf of DURA will be influenced.

**Governing Provisions and Limitations**

Violation of any of the following provisions may cause a proposal to be rejected.

1. This RFP is not to be construed as a purchase agreement or contract or as a commitment of any kind; nor does it obligate DURA to award any contract or to pay for costs incurred prior to the execution of a formal contract unless DURA specifically authorizes such costs in writing.
2. **DURA values diversity and encourages responses from qualified SBE, MBE and WBE firms. It is the policy of DURA to encourage and support equal opportunity in the purchase of goods and services. DURA shall comply with all Equal Opportunity requirements in the procurement of all goods and services.**
3. DURA reserves the right to accept or reject any or all proposals received, or to cancel or reissue this RFP in part or its entirety.
4. DURA reserves the right to award a contract for any services or groups of services solicited via the RFP in any quantity DURA determines is in its best interest. It further reserves the right to make no award as a result of this solicitation for any services or group of services if in DURA’s best interest.
5. DURA reserves the right to correct any error(s) and/or make any changes to this solicitation as deemed necessary. DURA will provide notifications of such changes to all respondents recorded in DURA office record (Distribution Log & Receipts Record) as having received or requested an RFP.
6. DURA reserves the right to negotiate the final terms of any contract awarded as a result of this solicitation with the respondent selected and any such terms negotiated as a result of this RFP may be renegotiated and/or amended to successfully meet the needs of DURA.
7. DURA reserves the right to contact any individual or entity listed in the proposal that may have knowledge of the respondent’s experience, performance, and qualifications.
8. Respondents shall not offer or provide any gratuities, favors or anything of monetary value to any officer, member, employee, or agent of DURA for the purpose of having an influencing effect toward their own proposal or any other proposal submitted hereunder. In addition, no employee, commissioner, officer, or agency of DURA shall participate in the selection, award or administration of a contract supported by DURA funds if a conflict of interest, real or apparent, would be involved.
9. Respondents shall not engage in any activity that is intended to restrict or eliminate competition. Violation of this provision may cause a proposal to be rejected. This does not preclude joint ventures.
10. The contents of a successful proposal may become a contractual obligation if selected for award. Failure of the respondent to accept this obligation may result in cancellation of the award. **No plea of error or mistake shall be available to successful respondent as a basis for release of proposed services at stated price/cost.**
11. DURA reserves the right to request clarification or, explanation for, or verify any aspect of a response to this RFP, and to require the submission of any price, technical, or other revision to the RFP that results from negotiations conducted.
12. DURA reserves the right to award to other than the lowest cost respondent.
13. DURA reserves the right to award without discussion.
14. DURA reserves the right to reject any proposal that fails to conform to the requirements of this RFP.
15. DURA reserves the right to extend, shorten, increase or decrease any contract awarded as a result of this RFP.

**Colorado Open Records Act**

Each proposal is subject to the Colorado Open Records Act. To the extent that confidential commercial or financial information is included in a proposal, please include such information in a separately sealed envelope labeled “Confidential Commercial and Financial Information.” DURA will treat such information as confidential subject to, and to the extent permitted by, the Colorado Open Records Act and other applicable laws. Responsibility of defending the confidential proprietary nature of the information will be solely on the respondent.