

**Solicitation Number: 2018-003-RFP**

**Addendum Number: 1**

**Property Broker Services**

**Due Date and Time: September 6, 2017 at 11:00 am Arizona time**

***Phoenix-Mesa Gateway Airport Authority (PMGAA) must receive a signed copy of this addendum acknowledging receipt. Signed addendum must also be included with proposal or bid.***

The following questions were asked at the Pre-Proposal Meeting on August 21, 2017:

**Q** - You will not send out a notification that something has been updated or changed regarding the solicitation?

**A** - That is correct, as stated in the RFP the Airport will not automatically send out a notification.

**Q** - We would need to continually check the website (for addenda)?

**A** - Yes.

**Q** - Is it safe to assume that maybe the day the RFP is due that the Airport would not issue an addendum?

**A** - Yes, the Airport would not issue an addendum within 24 hours of the RFP due date/time.

**Q** - Is there a priority for the buildings that are existing versus the development sites?

**A** - The buildings that PMGAA listed in the solicitation, with the exception of a few, very small spaces are pretty much what we have left to lease from an existing facilities perspective. That's a good thing, and that's a challenging thing sometimes, so the brokerage firm that would be very successful here at the Airport will have demonstrated capabilities to generate land development opportunities. You notice that the proposed agreement has a term of 2 years which is different than we have done in the past and that is primarily a recognition that the sales cycle for a land development deal is much longer than one for an existing facilities, and that was done intentionally.

**Q** - And there's options there?

**A** - Correct.

**Q** - As far as the performance requirements, we have reviewed them and I was just wondering how stringent that is in regards to ACDBE and DBE firms for participation. The brokerage requirements, just wanted to get some clarification.

**A** - All real-estate professionals should be licensed, that's the first one. We are looking for a brokerage profile with a minimum amount of volume as well as some basis amount of contracted agents. PMGAA felt that our understanding of the market and what it is going to take to drive deals to this airport based on our experience requires a certain amount of capacity and those are the requirement we came up with based on our understanding of the different firms in the valley. And the lead broker / agent with amounts of

experience, a minimum of 10 years' experience in commercial real-estate, with having some recent transactions and some experience working on an airport environment, we think that is pretty critical. If a broker is trying to learn on the go, it is probably not going to be a very successful relationship for either of us. That is how we came up with those performance requirements.

Further Clarification Requested by Attendee: The main question was just in regards to those minimum requirements because we've got 17 years of experience from our firm, so just wanted to make sure we weren't ruled out because of those minimums that are stated in the RFP or any other smaller brokerage firm.

PMGAA: Are you referring to DBE or the requirements that are stated in the RFP?

Attendee: The requirements that are stated in the RFP.

PMGAA: Those would be the minimum requirements each firm would need to have in order to be considered by the Airport.

Attendee: So then from a DBE standpoint, because I know the FAA has guidelines.

PMGAA: This is not a federally funded solicitation or contract so we cannot include any DBE or ACDBE requirements in this contract. We encourage DBE firms to definitely apply if they meet the minimum requirements, but PMGAA does not require DBE participation on this contract.

**Q** - It is stated in the RFP that the lead broker must have experience in both industrial and office properties as well. I think if you go through the valley, that you will find it kind of hard that somebody is an expert at both of those two fields because typically what we do on the commercial side is, we have an industrial guy, an office guy/girl and so forth. Can the lead broker be a "co-lead"?

**A** - PMGAA would certainly consider proposals that had multiple leads, so if there are two different lead brokers and one is an office and one is an industrial that is ok.

**Q** - Is there a type of people that you are going to look at or is it just in terms of getting rid of properties you are leasing or whatever the case might be? Is there a specific timetable you are looking at or is it just a 2 year contract?

**A** - The brokerage professional service contract would have a 2 year term. We would have an expectation that those properties wouldn't take 2 years to lease. I think it would depend on a variety of things, but whoever the chosen broker is, what their thoughts are for a marketing the facility based on the facility specific characteristics and how long they thought it would take to lease that property. But, if Josh were to ask me that question, I would say lease it tomorrow.

ALL OTHER PROVISIONS OF THE SOLICITATION SHALL REMAIN IN THEIR ENTIRETY.

Offeror hereby acknowledges receipt and understanding of above addendum.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Name of Company

The above referenced Solicitation Addendum is hereby executed August 22, 2017 at PMGAA, Mesa, Arizona.

Marian Whilden

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Procurement Coordinator  
Phoenix-Mesa Gateway Airport Authority