

*Distributed @ 11-30-05 13FM mty
2005-0460*

Recommended Process

- Use methodology similar to the General Services Administration that combines a “Solicitation for Offer” with the services of a real estate professional.

Key Elements of SFO process

- Defines location criteria and critical occupancy dates
- Defines square footage requirements and unique building requirements (loading docks, high ceilings, floor loads, parking, etc.)
- Requires all respondents to provide pricing using specifically defined architectural finishes for the “warm lit shell”
 - HVAC, Electrical, Ceilings, Lighting, Flooring, base building architectural finishes, restrooms, ADA, seismic, etc.
 - Tenant Improvements beyond the warm lit shell are estimated by County and added as a fixed dollar allowance to each proposals
- Describes process by which proposals will be evaluated
- Provides flexibility by including both requirements and “preferences”

Benefits of Broker Assisted SFO

- Real Estate Broker proactively researches and identifies markets to foster competition for the project
 - Encourages owners with qualified properties to engage in process
- Expert and timely knowledge of market conditions and opportunities
- Assists County in quantitative and qualitative evaluation of proposals
- Participates in selection committee and presentations to executive and council
- Assist the County in negotiations