OFFICIAL REQUEST FOR PROPOSAL

Real Estate Consulting Services

CITY OF GULFPORT, MISSISSIPPI
Statement of Solicitation

Proposals for Real Estate Consulting Services are hereby solicited by the City of Gulfport, Mississippi from interested individuals. The City currently has numerous properties which have been re-built or renovated as a result of damages caused by Hurricane Katrina. The City does not have an immediate need for many of these buildings and would like to engage a professional real estate consultant to assist in determining the highest and best use, fair market value, lease versus sell options, and provide a general marketing plan for each. The properties subject to this engagement are: the Historic Courthouse located on Courthouse Road, the Historic Train Depot, the Joseph T. Jones Building, and William Hardy Building, located in downtown Gulfport.

Instructions for submission of Proposals

A. Required Information for Submission – The following list contains items required as an integral part of this proposal.

1. Individual / Firm Profile.
2. Background and Experience in the field of Real Estate Consulting.
3. Client References – List a minimum of 2 clients whose scope of work most closely reflects that mentioned in the statement of solicitation. Information shall include at a minimum: Project name and location, scope of services provided, and reference contact information, i.e. name and phone number.
4. Resume’s of key personnel directly involved in this engagement - This should include only those individuals who will be assigned to the City.
5. Summary of your understanding of the scope of services being requested by the City of Gulfport.
6. Pricing for this engagement – this could be either a flat fee, hourly rate with a not to exceed, or a percentage of lease income or sales proceeds derived from the subject properties. It is encouraged to provide multiple pricing options as mentioned above.

B. Inquiries – all inquiries are to be directed in writing to the following person:

Connie Debenport
Procurement Manager
1410 24th Avenue
Gulfport, MS 39501
Phone: 228-868-5705
Email: cdebenport@gulfport-ms.gov

C. Delivery of Proposals – One (1) original and Five (5) sealed copies of the proposals agreeing to perform the services described herein are to be delivered clearly identified as “City of Gulfport Real Estate Consultant Proposal” and delivered to the person listed above no later than 10:00 am March 24, 2011. Any proposal received after that time will be returned unopened.

D. Authorizations – Proposals are to be signed by those officials and agents duly authorized on behalf of their respective institutions to sign proposals and contracts.
E. **Award of Contract** – The contract will be awarded to the responsible proposer whose proposal, which must conform to the RFP, is the most advantageous to the City of Gulfport.

F. **Proposal Evaluation** - The City of Gulfport will establish a selection committee who will evaluate the proposals and make recommendations to the governing authority based upon the following set of criteria:

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. The proposers experience in providing real estate consulting as outlined in this proposal</td>
<td>60</td>
</tr>
<tr>
<td>2. Quality and responsiveness of proposal</td>
<td>10</td>
</tr>
<tr>
<td>3. Pricing / cost</td>
<td>20</td>
</tr>
<tr>
<td>4. Locality</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

**Overview of Services**

A. Review property characteristics in an effort to determine fair market values, highest and best use, and marketability features. Examples of property characteristics would include: age of building, size of building, approximate acreage associated with building, zoning, use restrictions, type of construction, fixtures, other offerings, etc.

B. Conduct an analysis of the real estate market as a whole along the Gulf Coast in an effort to determine which market segments present the greatest potential for leveraging the City’s assets. Examples of types of analysis would include:
   - How much inventory of building space exists within the immediate area of subject property?
   - What types of demand (high – low) exists for various uses of building space? i.e. office space, retail space, etc.

C. Conduct an analysis of “highest and best use.” This would include examining the building characteristics along with results of the analysis of the real estate market as a whole and matching this with the City’s subject properties.

D. Determine fair market values of proposed City Assets given the findings above. Fair market value should be accompanied by various options including sale, lease / rent, owner finance, etc.

E. Finally, consultant shall provide the City with a general marketing plan for each of its proposed properties. Plan should address at minimum the following:
   - In which markets should the City advertise? Locally, regionally, nationally, etc.
   - From whom would the most likely interest come, i.e. geographically, business sector type, etc.
   - Which types of incentives could be offered by the City and which incentives are customary in the marketplace during these times?
REQUEST FOR PROPOSALS FOR
REAL ESTATE CONSULTING SERVICES
CITY OF GULFPORT, MISSISSIPPI

The City of Gulfport is requesting proposals from qualified individuals and firms for professional Real Estate Consulting Services. The City of Gulfport currently has numerous properties which have been re-built or renovated as a result of damages caused by Hurricane Katrina.

All proposals must be received in the Procurement Office of the City of Gulfport, 1410 24th Avenue, Gulfport, MS 39501, no later than 10:00 o’clock a.m. March 24, 2011, after which time they will be referred to a Selection Committee. An original and five (5) copies of each proposal shall be submitted.

The Selection Committee will review each proposal, select a qualified firm and make a recommendation for employment to the Mayor and City Council. All proposals for Real Estate Consulting Services shall be submitted in a sealed envelope clearly identified with the following information: Name of Firm or Individual; Proposal for Financial Consulting Services

Proposals for this project will be rated according to the following criteria totaling 100 points:

1. Experience and Qualifications 60 points
2. Quality and responsiveness of proposal 10 points
3. Pricing/Cost 20 points
4. Locality 10 points

Proposals will be reviewed by the Selection Committee, using the above selection criteria. A written contract may be awarded to the individual/firm whose proposal is determined by the committee to be the most advantageous to the City

The City reserves the right to reject any and all proposals or to waive any informality. The City of Gulfport is an equal opportunity employer.
Publish in the Legal Section on: 02-24-11 & 03-03-11

Send Invoice & Proof of Publication to: Connie Debenport
Purchasing Manager
City of Gulfport
P. O. Box 1780

Gulfport, MS 39502-1780