



**EARLY LEARNING COALITION OF
SOUTHWEST FLORIDA, INC.**

REQUEST FOR PROPOSAL

FOR

COMMERCIAL REAL ESTATE BROKER

Release Date: September 6, 2019

PROPOSALS DUE:

September 13, 2019

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REQUEST FOR PROPOSAL FOR COMMERCIAL REAL ESTATE BROKER

I. Procurement Information

A. The Early Learning Coalition of Southwest Florida, Inc. (ELC of SWFL), located in Fort Myers, FL, will accept proposals for a Commercial Real Estate Brokerage service to search and secure rental office space in Ft Myers for **the period July 1, 2020 through June 30, 2025**. Interested firms should submit one original and 3 copies of their proposal by **4:00 p.m. local time, September 13, 2019**, to ELC of SWFL, ATTN: Gilda Duran, 2675 Winkler Ave., Suite 300 Fort Myers, Florida. 33901. *The proposals should be clearly marked on the outside as follows: Proposal for Commercial Real Estate Broker, September 13, 2019.*

B. This RFP is issued by the Early Learning Coalition of Southwest Florida, Inc. The contact person listed below is the single point of contact for this RFP. The contact person for this RFP is:

Gilda Duran, Director of Risk Management
Early Learning Coalition of Southwest Florida, Inc.
2675 Winkler Ave., Suite 300
Fort Myers, FL 33901
gilda.duran@elcofswfl.org

Applicants are prohibited from contacting Coalition personnel or Board members regarding this solicitation other than the contact person identified in this document. Any occurrence of a violation may result in the disqualification of the Applicant.

Applicants may submit questions by email to the contact person listed above. Responses will be emailed to applicant within 3 working days of receipt. All written inquiries must be received **by September 11, 2019**.

An entity or affiliate who has been placed on the discriminatory vendor list pursuant to Section 287.134, F.S. is disqualified from submitting a proposal.

Failure to have performed any contractual obligations with the Coalition in a manner satisfactory to the Coalition will be a sufficient cause for disqualification.

To be disqualified as an Applicant under this provision, the Applicant must have had a contract terminated by the Coalition, by any other State agency, or by any Children's Services Council for cause.

- C. The proposals will be evaluated by Coalition staff who will then submit to the CEO for approval.
- D. ELC of SWFL reserves the right to reject any or all proposals and to select the firm which, in its judgment, best meets the needs of ELC of SWFL.
- E. The selection process for proposals will result in the selection of a broker to provide assistance in the search for office lease in Fort Myers for **the period July 1, 2020 through June 30, 2025**. Results of the selection will be posted on ELC-SWFL Web site www.elcofswfl.org and at the ELC-SWFL office at 2675 Winkler Ave., Suite 300 Fort Myers, FL 33901. Posting will be made within 48 hours of the selection.

II. Statement of Purpose

The purpose of the Early Learning Coalition of Southwest Florida, Inc. is to provide quality school readiness programs and services for children birth to age thirteen. That all children in Collier, Glades, Hendry and Lee communities will be healthy, eager, and successful learners, supported by well-informed parents, involved citizens, and collaborative community partners. The Coalition assists parents of children birth to kindergarten by providing opportunities to enhance their child's educational success. By participating in quality school readiness and voluntary pre-kindergarten programs, their child is better prepared for school.

The project described in this RFP and the resulting Contract will be funded by the General Revenue from the State of Florida and Federal funds. The State of Florida Voluntary Pre-Kindergarten Program is 100% state funded. Per the July 1, 2019 OEL School Readiness Notice of Award for the ELC of Southwest Florida, the School Readiness Program is 78% federally funded, 22% state funded, and .05% funded by non-governmental sources (CCEP).

III. Scope of Services

The Early Learning Coalition of Southwest Florida is seeking to rent approximately **16,000-17,000 square feet** of rentable office space in Ft Myers, Lee County to accommodate about 50 staff and the daily traffic of clients (30/day) to our offices. The specifications of the space will be submitted upon request.

The Early Learning Coalition of Southwest Florida is searching for a commercial real estate broker with the following qualities:

- The Broker must possess extensive experience in commercial real estate and property management.
- The Broker must possess extensive Lee County Real Estate market knowledge.
- The Broker must have expertise in professional office and non-profit market.
- The Broker must have knowledge of ELC serving areas (Lee, Collier, Hendry and Glades Counties).
- A Broker that has strong negotiating, Space Acquisition, and Lease Administration capabilities.
- Must be license by the State of Florida as a Real Estate Broker.
- Certified Commercial Investment Member (CCIM) preferred.
- Experienced in Fort Myers Commercial Real Estate.

IV. Information to be Included in the Proposal

In order to facilitate the evaluation of the proposals, it is requested that the proposal include required information as follows:

1. A letter of introduction.
2. Copy of Real Estate License.
3. Professional Portfolio of properties in the Lee County area.
4. Business Card.

5. The proposal must include three leases that have been negotiated by the respondent.
6. Other attachments (degrees, newspaper clipping etc).

V. Proposal Instructions

All copies of Proposal packages may be mailed as hard copies (one original and two copies) to:

Early Learning Coalition of Southwest Florida, Inc.
Gilda Duran, Director of Risk Management
2675 Winkler Ave. Suite 300
Fort Myers, FL 33901

OR may be emailed to: gilda.duran@elcofswfl.org

And must include the **Proposer Name; Contact Person, Name, Title, Telephone, Fax, E-Mail; Proposer Address;**

The selected vendor will be required to enter into an agreement with the Coalition for the services referenced in this RFP.

The Coalition cautions Proposers to assure actual delivery of Proposals either hand delivered, mailed via U.S mail or overnight courier, directly to the office of the Coalition or emailed to the contact person, no later than the deadline set for submission of the Proposals. Proposals and modifications to Proposals received after the time and date specified herein for Proposal submission will not be considered.

Late Proposals

1. Proposals received at the office designated in the Request for Proposals after the close of business on the date specified therein will not be considered unless:
 - a. They are sent by registered mail, or by certified mail, for which an official dated post office stamp (postmark) on the original Receipt for Certified Mail has been obtained; and it is determined by ELC of SWFL that the late receipt was due solely to delay in the mail, for which the respondent was not responsible; or
 - b. It is determined by the ELC of SWFL that the late receipt was due solely to mishandling by ELC of SWFL after receipt at ELC of SWFLs' office, provided that timely receipt at the office is established upon examination of an appropriate date or time stamp (if any) of the office, or of other documentary evidence or receipt (if readily available) within the control of such installation or of the post office serving it.
2. Respondents using certified mail are cautioned to obtain a Receipt for Certified Mail showing a legible, dated postmark and to retain such a receipt against the chance that it will be required as evidence that a late proposal was timely mailed.
3. The time of mailing of late proposals submitted by registered or certified mail shall be deemed to be the last minute of the date shown in the postmark on the registered mail receipt or registered mail wrapper or on the Receipt for Certified Mail unless the respondent furnished evidence from the post office station of mailing which established an earlier time. In the case of certified mail,

the only acceptable evidence is as follows:

- a. Where the Receipt for Certified Mail identifies the post office station of mailing, evidence furnished by the respondent which establishes that the business day of that station ended at an earlier time, in which case the time of mailing shall be deemed to be the last minute of the business day of that station; or,
- b. An entry in ink on the Receipt for Certified Mail showing the time of mailing and the initials of the postal employee receiving the item and making the entry, with appropriate written verification of such entry from the post office station of mailing, in which case the time of mailing shall be the time shown in the entry. If the postmark on the original Receipt for Certified Mail does not show a date, the offer shall not be considered.
- c. Proposals may be delivered by hand.

VI. Protest Procedures

Any unsuccessful bidder who is adversely affected by the Coalition's decision concerning this procurement and wants to protest such decision, shall file a protest within 72 hours of the posting of the selection or after receipt of the notice of the Coalition's decision, the unsuccessful bidder must submit in writing, a notice of protest to the Coalition Board Chairperson. Within 10 days after filing the notice of protest, the unsuccessful bidder shall file a formal written protest detailing the reason for the protest.

"Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or Coalition Board member concerning any aspect of this solicitation, except in writing to the contact person listed on this RFP or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response."

Letters of protest should be addressed to:

Victor Mraz, Coalition Board Chairperson
5245 Big Pine Way Suite 102
Fort Myers, FL 33907

Upon receipt of a protest, the Chairperson will convene a meeting of the ELC of SWFL Executive Committee. The Executive Committee will notify all parties involved in the protest of the time and place of the hearing.

VII. Recommended Point Value for Evaluation Criteria and Rating Sheet

Bid rating:

0 = Marginal Capability – Proposer does not meet requirement.

1 = Average Capability – Proposer meets requirement.

2 = Above-average Capability – Proposer offers more than is required.

3 = Superior Capability - Proposer offers much more than is required

Rating list	Actual score	Weight Factor	Total score	COMMENTS
A letter of introduction		2		
Copy of Real Estate License.		1		
Professional Portfolio of properties in the catchment area.		1		
Business Card and Corporate		1		
The proposal must include three leases that have been negotiated by the respondent.		1		
Other attachments (degrees, newspaper clipping etc.		1		

APPENDIX 1

SCHEDULE OF EVENTS AND DEADLINES*

ACTIVITY	DATE	TIME	ADDRESS
Request for Proposal Advertised/Released	September 6, 2019	10:00 a.m. local time	2675 Winkler Ave, Suite 300 Ft Myers, FL 33901
Last day to submit Written Inquiries to the Coalition	September 11, 2019.	4:00 p.m. local time	2675 Winkler Ave, Suite 300 Ft Myers, FL 33901
Coalition's Response to Written Inquires	September 12, 2019.	4:00 p.m. local time	2675 Winkler Ave, Suite 300 Ft Myers, FL 33901
Proposals must be received no later than:	September 13, 2019	4:00 p.m. local time	2675 Winkler Ave, Suite 300 Ft Myers, FL 33901
Proposals will be opened by the Coalition	September 13, 2019	5:00 pm.	2675 Winkler Ave, Suite 300 Ft Myers, FL 33901
Evaluation team reviews proposal	September 16, 2019	3:00 p.m.	2675 Winkler Ave, Suite 300 Ft Myers, FL 33901
*Final Evaluation by the CEO	September 20, 2019	4:00 p.m.	2675 Winkler Ave, Suite 300 Ft Myers, FL 33901
*Notice of Intended Award Posted	September 20, 2019	5:00 p.m.	2675 Winkler Ave, Suite 300 Ft Myers, FL 33901
Effective date of Agreement	September 27, 2019	TBD	2675 Winkler Ave, Suite 300 Ft Myers, FL 33901

**These dates and locations are subject to change. Proposers will be notified of any changes made to the schedule of events. Notifications of changes will be posted at the Coalitions' websites www.elcofswfl.org,*

