



**REQUEST FOR PROPOSALS
For
Commercial Real Estate Broker Services**

**Proposals Due
April 22nd, 2022
2:00 P.M.**

**Issued By
Cheyenne Regional Airport Board
4000 Airport Parkway
Cheyenne, WY 82003**

**Issue Date
April 6th, 2022**

Overview

The Cheyenne Regional Airport is owned and operated by the Cheyenne Regional Airport Board. The Airport is a public-use airport created to finance, construct, develop, operate, and maintain aviation and other related facilities and services. The Board's primary operating responsibility is to promote and maintain safe, secure, efficient, and economical air transportation for the benefit of the community, the surrounding region, and air transportation industry. The Cheyenne Regional Airport Board is hereby requesting proposals from qualified, commercial real estate brokers licensed to provide commercial real estate brokerage services in Wyoming to assist with the sale or lease of Board-owned, selected commercial real estate properties, which are vacant. It is the intent of this Request for Proposals to have the successful broker enter into a professional services contract with the Board to provide commercial real estate services as outline herein.

Statement of Purpose

The Board is seeking proposals from licensed commercial real estate brokerage firms with experience in marketing, leasing, and selling commercial properties from owners with diverse portfolios of commercial properties to best position selected commercial properties in its inventory. The broker should have complete knowledge of laws and practices applicable to commercial real estate matters, including relevant local land use and zoning controls for commercial properties as governed by the City of Cheyenne. The purpose of Request for Proposals (RFP) is to demonstrate the background, qualification, competence, and capability of the firm seeking to undertake these services with the Board.

It is the intent of this RFP to have the successful broker/firm enter into an agreement with the Board to supply commercial real estate service herein. The real estate firm will be paid strictly on a commission basis and will be expected to work closely with the Board's Director of Aviation.

Scope of Work

The qualified company is required to perform and complete the work and provide the services as set forth in Exhibit A of this RFP.

Schedule of Work

The Cheyenne Regional Airport is prepared to issue a Notice to Proceed upon acceptance of the best qualified proposal. The commission desires to list its commercial properties no later than one month after the issuance of the Notice to Proceed.

Minimum Company Qualifications

1. The Company must have been in business for a minimum of five (5) years;
2. The company must provide commercial real estate brokerage services to the greater Cheyenne area and have an excellent reputation in the commercial real estate community;

3. The company must be knowledgeable in the local commercial real estate market and have experience dealing with large commercial properties;
4. The lead brokers who will be assigned to the Board's account must each have a minimum of five (5) years' experience in providing commercial real estate services to clients.

Proposal Requirements

All proposals must include and will be evaluated based on the following criteria:

- A brief overview of the company's organization, including history, organizational structure, market position, etc.
- Provide written responses to "Minimum Company Qualifications";
- Personnel Qualifications: Proposal shall identify the names and qualifications of the lead real estate professionals proposed to be assigned to the account to perform the services outlined in Exhibit A attached hereto and who would directly be working with the Board's staff
- Licenses/Certifications: Proposals must include copies of business licenses, professional certifications, or other credentials for its brokers/real estate professionals to provide services outlined in Exhibit A attached hereto and who will be assigned to the Board's account, together with evidence that the company, if a corporation, is in good standing to conduct business in the State of Wyoming.
- Scope of Services: a detailed scope of services that reflects the company's understanding of the Board's requirements. Proposals shall include the techniques, approaches, and methods the company will use in providing services to the Board
- Provide Proposed Term and Fee Schedule, including your commission rate and any other costs for leasing or selling property and how the rate varies in the event there is another broker involved in the transaction.

List of References

A list of at least five (5) client references for deals completed by the lead brokers, with emphasis on government clients.

W-9 Form

The Proposal shall include a signed copy of the Company's W-9 Form.

Certificate of Insurance

The company shall procure and maintain the insurance required for the duration of the contract, insurance against claims for injuries to persons or damages to property arising from or in connection with the performance of the work performed. Upon award, the successful respondent shall supply and maintain insurance which indemnifies and holds harmless the Board, its officers, employees, and agents from and against any and all liability, damage, claims, demands, costs, judgments, fees, attorney's fees or loss arising directly out of acts or omissions here under by the contractor or third party under the direction or control of the contractor. The successful

respondent must furnish the Board with Certificates of Insurance prior to commencement of work. The required coverage shall not be less than the following: INSURANCE CERTIFICATES SHALL NAME THE CHEYENNE REGIONAL AIRPORT BOARD, and its officials, officers, board members, agents, employees, and volunteers AS AN ADDITIONAL INSURED PARTY AND SHALL STATE THAT ALL COVERAGE SHALL BE PRIMARY TO ANY COVERAGE HELD BY THE CITY. The policies shall provide limits of not less than \$500,000.

Request for Clarification (RFC)

Companies requesting clarification pertaining to this RFP shall submit all requests through written correspondence by email only on or before 4/12/2022 to: Kyle Malacina at kmalacina@cheyenneairport.com

Responses: If deemed necessary, will be in writing for the benefit of all prospective companies and will be posted on the Board's website. It is the Company's responsibility to visit our website to check and review any response to RFCs or view changes/addenda made to this RFP by the Board.

Submitting Proposal

The following information is required by the deadline for the company to be considered:

1. Letter of Introduction signed by an officer of the company and the proposed lead brokers, and a summary highlighting the key points of the proposal;
2. Detailed Proposal (addressing the scope of work);
3. Fee and Marketing Schedule;
4. Additional Documentation, if applicable

To be considered:

1. One (1) original and three (3) copies of the proposal must be received on or before 2 PM on April 22nd, 2022

Submit your Proposal to:

Kyle Malacina
Business Manager
Cheyenne Regional Airport Board
PO Box 2210
Cheyenne, WY 82003

Proposals submitted via EMAIL or FAX will not be accepted.

Schedule

The following dates reflect the anticipated schedule for the Proposal and selection of the company

EVENTS	DATES
Distribution of the RFP	April 6 th , 2022
Questions from Companies	April 12 th , 2022
Responses to Companies	April 15 th , 2022
Proposal due date	April 22 nd , 2022
Review of Proposals	April 25 th , 2022
Final Selection of Companies/Interviews	April 27 th , 2022-May 4 th , 2022
Board Approval	May 12 th , 2022

Selection Process and Evaluation Criteria

Proposals will be examined for compliance with all the requirements in the sections of this RFP. The Board, at its discretion, may waive any omission which it deems to be non-essential or inconsequential.

The following criteria will be used to evaluate each proposal:

1. Suitability of the Company's proposed services to meet the Board's needs.
2. Experience and knowledge of the Company considering the type of services required and the complexity of the assignment.
3. Experience and qualifications of identified team members.
4. Clarity and completeness of the proposal.
5. Pricing or fee schedule included in the proposal.
6. Evidence of how long the Company has been in business by submitting a copy of their business and/or any other relevant license(s).
7. Evidence of insurance certificates.

Proposing Companies should note that pricing, while important, will not be the only deciding factor in the final selection but rather the ability of the Company to provide and perform the required duties.

Weighted Evaluation Criteria

Completeness of the Proposal	20%
Company Qualifications and Experience	25%
Capability to meet Commission Requirements	30%
Fee and Marketing Schedule	25%
TOTAL	100%

Oral presentations and written questions for further clarifications may be required of some or all Companies.

Any Proposal that does not include written or documented responses to all items of the "Proposal Requirements" will not be considered. Postmarks, facsimiles and e-mails will not be accepted.

Confidentiality

All proposals or bids and any accompanying or related information submitted to the Board will become the property of the Board and will not be returned. The Airport is subject to the Public Records Act. As such, all required submittal information is subject to disclosure to the general public. If submitting confidential, supplemental information, such information shall be submitted on a different color paper than, and bound separate from, the rest of the submittal, and shall be clearly marked "Confidential." Upon completion of its evaluation, Airport will destroy any confidential, supplemental information submitted, or return such information to Respondent if so requested.

Proposal Accuracy

A proposal which is in any way incomplete, irregular, or conditional will not be accepted. By submitting a proposal, Companies agree that any significant inaccuracy in information given by the Company to the Board will constitute good and sufficient cause for the rejection of the proposal.

Disclaimer

The commission reserves the right:

1. To reject any or all Proposals;
2. Withdraw this solicitation at any time without prior notice, and furthermore makes no representations that any contract will be awarded to any respondent to this RFP;
3. Negotiate a final contract with any respondent(s) as necessary to serve the best interest of the Board;
4. Select the Proposal most advantageous to the Board;
5. Verify all information submitted in Proposal;
6. Reject Companies that are found to have made misleading statements or material representations;
7. Amend this RFP

Required Provisions

1. Public notice of this Request for Proposal will be given at least 10 days prior to the date set for receipt of proposals by posting on the Board's website.
2. Proposals may be solicited directly from potential brokers.
3. Once Proposals have been received and reviewed by the Board, selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals, on the basis of the factors involved in the Request for Proposal, including price if so stated herein.
4. Negotiations shall then be conducted with each of the offerors so selected. The offeror shall state any exception to any liability provisions contained in this Request for Proposal in writing at the beginning of negotiations, and such exceptions shall be considered by the Airport Staff during negotiation. Price shall be considered but need not be the sole or

primary determining factor. After negotiations have been conducted with each offeror so selected, the Board shall select the offeror which, in its opinion, has made the best proposal and provides the best value, and shall award the contract to that offeror. Should the Board determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror.

5. The Board shall not discriminate against a bidder or offeror because of race, religion, color, sex, sexual orientation, gender identity, national origin, age, disability, status as a disabled veteran, or any other basis prohibited by state law relating to discrimination in employment.
6. Any person submitting a proposal must be authorized to transact business in the State of Wyoming.
7. The Board does not discriminate against faith-based organizations.

Exhibit A
Request for Proposals Bid
Scope of Work

The Selected firm will be responsible for assisting the Board with commercial brokerage services, representing the Board's interest in marketing and negotiating leases or sales for assigned commercial real estate properties, vetting tenants and/or sub-tenants, and potentially providing other commercial real estate related services as requested.

The successful respondent shall agree to contract with the Board to provide the following:

- Advice regarding building and property rental property valuation, including suitability for leasing;
- Strategic planning for property leasing and/or disposal;
- Progress updates and maintain timely telephone and e-mail contact with assigned staff when there are active interests in transactions;

In addition, the successful respondent may also be required to:

- Make presentations at public meetings
- Consult with the Board on real property deed restrictions and/or conditions (e.g., easements, covenants, etc.); and
- Handle all other customary activities and services associated with commercial real estate transactions.

Deliverables may include valuation, marketing and strategic planning reports as specified in each task order that may be issued during the term of the agreement.