LUZERNE COUNTY COMMUNITY COLLEGE

REQUEST FOR PROPOSALS

PROFESSIONAL COMMERCIAL REAL ESTATE CONSULTING SERVICES:

Seek out a site to lease in Lackawanna County, PA for educational purposes.

OVERVIEW

Luzerne County Community College is seeking proposals from professional commercial real estate agents/firms to locate a listed property to lease that is located within the limits of Lackawanna County, PA. This facility would be used by the College as a dedicated center for offering educational courses to area residents. It is the intent of this Request for Proposal (RFP) to have the successful agent/firm, enter into a Professional Services Contract (PSC) with Luzerne County Community College to supply real estate services as outlined herein.

This professional services contract will not prevent the College from entering into a separate agreement with an individual or company that has a property available but not listed through a realtor. It will be understood that if the College obtains this type of property without the assistance of the successful respondent, the College will not be obligated to pay a commission or fee as part of this PSC.

PROPOSAL OVERVIEW:

The following information is required and must accompany your proposal:

1. COVER LETTER: Provide a cover letter indicating your interest in serving as the Luzerne County Community College real estate agent/firm to locate property in Lackawanna County, PA.

2. BACKGROUND INFORMATION: For example, list years in business with a description of your agent/firm including size, location, number and nature of the professional staff to be assigned to this contract, with a brief resume for each key person listed.

3. EXPERIENCE SUMMARY: Describe your agent/firm’s pertinent real estate experience (minimum three years previous experience with proven effectiveness). Please provide a listing of available spaces within Lackawanna County that your agent/firm currently has advertised.
4. ADDITIONAL SERVICES: Describe additional relevant/unique services offered through your agent/firm.

5. FEE SCHEDULE:
   a. State your anticipated commission rate for locating a lease site. (It should be understood the lessor is responsible for the commission fee.)
   b. State any other costs Luzerne County Community College should anticipate relating to the real estate services to be provided.
   c. State any required ‘carry-over compensation’ for your agent/firm—meaning, compensation after real estate service agreement expires.
      NOTE: Quoted fees shall be valid for a minimum of 60 days upon receipt.

6. REFERENCES: Provide a list of three applicable references. Include name, title, and contact information for each reference as well as a brief description of the specific services provided. Also, for reference purposes, please provide a listing of clients and leases that you have handled in the past three years within Lackawanna County.

7. CONFLICT OF INTEREST: In order to avoid a conflict of interest, or the appearance of a conflict of interest, your agent/firm should not engage in any outside activities that are inconsistent, incompatible, or appear to conflict with your ability to exercise independent/objective judgment in the best interest of Luzerne County Community College. Please outline all conflicts of interest that may exist for your agent/firm in relation to providing real estate services for Luzerne County Community College.

8. GOOD STANDING: Your agent/firm must be in compliance with Federal, State, County and local units of government; which specifically includes good tax payment status and good corporate registration status. Please indicate the payment status of taxes applicable to your firm. Additionally, please provide your firm’s legal corporate name and Tax ID number, as reflected by State of Pennsylvania records.

SCOPE OF SERVICES:

The successful agent/firm shall agree to contract with Luzerne County Community College and use the following criteria when evaluating a suitable location:

Criteria for the Realtor to use related to the leased property to be proposed:
Location:

- A generally safe area
- Easily accessible To Scranton and surrounding area residents
- Preferably accessible to public transportation
- Surrounding area is aesthetically appealing
- Area is appropriate for a College facility
- Parking for 75 to 150 available/accessible
• Not in a flood zone

Facility:

• Good physical condition
• ADA compliant
• Interior layout includes or can be renovated to include classrooms, office space, labs and student area
• Approximately 10 to 15 classrooms, main lobby area, 2 to 3 offices for director, and receptionists, rest rooms, 1 student lounge area and 2 computer labs
• 14,000 to 18,000 square feet needed
• Room for growth in the future would be preferable
• Telephone and internet services available

The college would be willing to consider facilities that are “classroom ready” or those that would need to be renovated by the owner in order to meet the College’s needs. The lease price should include everything including all utilities and any other applicable costs excluding telephone and internet services.

GENERAL INSTRUCTIONS:

1. The proposal must be submitted in a sealed envelope marked “Professional Commercial Real Estate Consulting Services” to the Purchasing Office at Luzerne County Community College, 1333 South Prospect Street, Nanticoke, Pa. 18634 on or before 3:00 p.m. on March 23, 2015, at which time they will be publically opened and read. The proposals will then be reviewed and a recommendation will be made to the College’s Finance Committee. *The Applicants are responsible for ensuring that their proposal, however submitted, is received on time and at the location specified.*

2. To be considered, agent/firms must submit a complete response to the RFP. Agent/firms not responding to items requested in the RFP or indicating exceptions to such items may have their submittals rejected.

3. Luzerne County Community College reserves the right to reject any and all proposals, or any parts thereof, or to waive any informality or defect in any bid if it is in the best interest of the College. All proposals, plans, and other documents submitted shall become the property of Luzerne County Community College. Responses to this RFP are considered public information and are subject to discovery under the Freedom of Information Act.

4. Respondents are responsible for their own expense in preparing, delivering or presenting a proposal, and for subsequent negotiations with Luzerne County Community College, if any.
5. All questions may be directed to the following contact person: Len Olzinski, Director of Purchasing, phone (570) 740-0370, fax (570) 740-0525, email lolzinski@luzerne.edu

Term of Contract

The contract period for the successful agent/firm will be six months from date of award. The contract may be renewed for additional terms upon satisfactory performance by the agent/firm and at a negotiated rate agreed to in writing by both the agent/firm and Luzerne County Community College. Alternate contract periods may be considered.

Evaluation and Award Process

Issuance of this RFP and receipt of proposals does not commit Luzerne County Community College to award a contract. Luzerne County Community College reserves the right to postpone receipt date, accepting or rejecting any or all proposals received in response to this RFP, or to negotiate with any of the agent/firms submitting an RFP, or to cancel all or part of this RFP.

SELECTION CRITERIA

Selection of an agent/firm will be made based on the following criteria:

1. Ability of the contractor(s) to meet or exceed the requirements defined in the RFP;
2. Experience, qualifications, references;
3. Knowledge of regional real estate market;
4. Regional reputation and local presence/experience;
5. Fee schedule; and
6. Willingness to think “outside the box” and present innovative ideas for locating a site for Luzerne County Community College in Lackawanna County.

ORAL PRESENTATION/INTERVIEWS

Agent/firms submitting a proposal in response to this RFP may be required to give an oral presentation of their proposal. Additional technical and/or cost information may be requested for clarification purposes, but in no way change the original proposal submitted. Interviews are optional and may or may not be conducted. If an interview is conducted, it is essential that the consultant’s personnel to be assigned to the work, as well as key representatives, be present at and participate in the interview. A recommendation of the selected consultant will be made to the Luzerne County Community College Board of Trustees.