

Request for Information:
Tenant Representation Services



RFI Issued	February 24, 2023
Deadline for Responses	March 13, 2023
Award/Notification	March 23, 2023

The Downtown Spokane Partnership (“DSP”) has initiated a Request for Information (“RFI”) process to identify qualified and licensed commercial real estate brokerage firms ("respondent") with experience in providing commercial real estate brokerage and advisory services, specifically tenant representation, to assist the DSP in leasing the appropriate commercial space for its administrative and field services functions. The selected respondent will be retained to represent the DSP in its pursuit of approximately 3,000-5,000 usable square feet of space(s) in downtown Spokane.

Background

DSP serves as the leading advocate for the creation of a dynamic, safe, vital, livable and sustainable Downtown as the basis of an economically healthy region. As a member-based, not-for-profit organization representing a variety of business sectors including real estate, banking/finance, law, transportation, insurance, communications, energy, and tourism, DSP focuses on creating a vital and vibrant urban core for the second largest city in the State of Washington.

A large part of this work includes management of Downtown Business Improvement District (BID) programs that provide special benefits and improvements that aid in economic development, neighborhood revitalization and enhanced municipal services to properties and tenants located within the BID boundaries. The City of Spokane collects BID assessments annually and, in accordance with Washington state law, contracts with DSP to manage and administer specified services. DSP has been the exclusive contractor managing the BID since 1995 and is currently contracted through 2026, with the intent to renew. For more information about the DSP, visit www.DowntownSpokane.org.

The DSP has 25 staff members, 7 in administrative and 18 in field services, and is governed by a board of directors (Board) with 24 members. The DSP office is used for staff workspaces, staff meetings, board and committee meetings, external meetings and field service staging that includes a dispatch center, utility room, locker room and supply/equipment storage. DSP’s current lease is located at 10 N Post St. #400, Spokane, WA 99201, with 4,021 usable square feet and expires on July 31, 2024. DSP is not extending this lease.

Scope of Services

DSP seeks a respondent with a deep understanding of the downtown office and light industrial markets and proven success in combining data analytics, institutional knowledge, and local market understanding. DSP’s office must be located within the BID geographical boundaries: from the BNSF viaducts to the south, Mallon Ave. on the north, Browne St. on the east and Walnut St. on the west ([see map](#)). In the future, the BID may expand south of the viaducts to I-90. With this in mind, DSP requires a central location and may continue to combine all operations in one location or separate administrative and field service operations, depending on space needs and availability. DSP additionally requires proximity to public transportation and public parking for staff, with nearby secure parking for 3 company-owned vehicles and 4 company-owned e-bikes.

The selected respondent will research and evaluate all appropriate options, including but not limited to, identifying options to relocate and lease a new office and operations space within the BID. DSP’s tenant transaction may be structured as a direct lease; a sublease with sufficient available term; or conversion of a non-office building.

The selected respondent will be responsible for providing support to the DSP staff in analyzing, negotiating, and closing on the lease of suitable office and operations space. The principal responsibilities of the selected respondent shall be to identify and qualify potential office space(s); conduct due diligence on each space; solicit term sheets from selected buildings; and negotiate the selected real estate transaction to minimize DSP’s overall occupancy costs. Specific services may include, but are not limited to, the following:

- Prepare an informal market study of available space options, along with an interpretation and assessment of relevant market trends;
- Conduct due diligence investigation of each potential site’s specific suitability for DSP’s requirements;
- Assist in determining appropriate shortlist of candidate space(s);
- Prepare and negotiate landlord lease agreement(s);
- Analyze initial term sheets received – both financial and non-financial proposed terms, as well as build-out cost and timeframe implications;
- Assist in selecting a primary and fallback location(s);
- Solicit draft transaction documents from selected landlords;
- Assist with lease negotiation process;
- Coordinate execution of all transaction documents, evidence of insurance, etc.;
- Other services as requested.

Minimum Vendor Requirements

DSP will accept and evaluate proposals only from respondents that meet ALL the following four (4) requirements:

- Licensing: All real estate professionals who will be assigned to the DSP must be real estate brokers (“brokers”) licensed and currently in good standing in the State of Washington and throughout the term of the contract.
- Vendor Profile: Respondents must provide real estate brokerage services to Spokane area commercial clients from an office within Spokane County. In calendar year 2022, the total value of all leasing deals completed by respondent in Spokane County must have been at least \$1 million.
- Broker Experience: The account executive(s) / lead brokers who will be assigned to the DSP must each have a minimum of ten (10) years of experience in providing commercial real estate brokerage services to clients. Within the last two (2) years, these brokers must have represented tenants in a minimum of five (5) completed leasing transactions of at least 3,000 SF each for Class A or B commercial office space in the Spokane area.

- **Conflict of Interest:** The brokers who will be assigned to the DSP must not currently have a listing engagement with DSP's current landlord, 4 Degrees. Additionally, respondent must disclose its current representation of 4 Degrees anywhere in the United States by any professionals employed by the firm. Dual agency at the firm (not employee) level will not necessarily constitute an insurmountable conflict of interest but must be fully disclosed in the proposal so that it can be evaluated.

Budget

Compensation for the entire scope of services as indicated in this RFI, including research, marketing and any additional/specialty support services related to potential lease transactions, shall be through commercial real estate brokerage commissions based on total rental consideration, as follows:

- Should DSP complete a transaction for the lease of office space, DSP expects that respondent will be entitled to a brokerage commission paid by the owner/landlord of the building, pursuant to a commission split agreement between vendor and landlord's broker, in accordance with standard market practice. Respondent will warrant that this is the case, and/or state other commission scenarios for consideration, if any, that it feels may be relevant.
- Respondent will warrant that brokerage commissions paid by parties as stated above are the only compensation (direct or indirect) that will be received by the individuals/firm from transactions contemplated under this RFI. In the event that no transaction occurs as a result of this engagement, respondent shall not be entitled to compensation or reimbursement.

Considerations

A review panel of DSP executive committee members will review all responses to the RFI. In evaluating, the panel may consider any factors it deems necessary and proper, including but not limited to quality of service, response to this request, experience, staffing, and general reputation as well as any donated commissions. Respondents with experience working with like businesses are preferred.

The respondent shall not discriminate because of race, creed, color, religion, sex, criminal record older than seven years (other than convictions for crimes of dishonesty or sexual assault) or national origin, nor otherwise commit an unfair employment practice and shall make a good faith effort to utilize minority business enterprises and women-owned business enterprises. DSP reserves the right to reject all quotes or portions thereof. All respondents will receive written notification of the DSP's decision.

Submission Requirements

Interested brokers should provide information requested below and package in PDF format. Responses should be emailed to info@downtownspokane.org no later than **5 p.m. (PT) on Monday, March 13, 2023**.

False, incomplete, or unresponsive statements in connection with a respondent's information may be sufficient cause for its rejection by DSP. The DSP reserves the right to request additional information from any respondent to this RFI. Upon receipt of the written responses, the finalists may be invited to make a presentation before the DSP executive committee.

Submit all questions to:

Emilie Cameron, Downtown Spokane Partnership
10 N. Post Street, #400, Spokane, WA 99201 -- 509.456.0580
ecameron@downtownspokane.org

REQUEST FOR INFORMATION REQUIREMENTS

Executive Summary

Include an Executive Summary of no more than two pages that outlines understanding of the work requested, the required time period, and a statement why the respondent believes it is best qualified to perform the engagement.

Firm Overview

Provide background information, in particular the respondent's presence in the downtown Spokane market.

Project Team

Provide an overview of the proposed team, primary point of contact, the role and responsibilities of the team members.

Relevant Experience

Describe tenant representation experience for similar assignments. Provide references for whom the respondent has performed work similar to that requested in this RFI. Include the reference name, title, company, address, telephone number, and a description of the services provided. Include a sample or template of a brokerage services agreement.

Conflicts of Interest & Due Diligence

List any potential conflicts of interest if asked to represent DSP in negotiations of a new lease in the Spokane market. Explain if the respondent has been involved in a lawsuit, regulatory proceeding or investigation in the last ten (10) years involving any services provided.

