

**ARKANSAS DEVELOPMENT FINANCE AUTHORITY
REQUEST FOR PROPOSALS FOR
REAL ESTATE BROKERAGE SERVICES**



SPECIAL NOTE: YOUR IMMEDIATE ATTENTION IS CALLED TO SECTION I.C. YOU NEED TO SEND TO US AN E-MAIL ADDRESS FOR TRANSMISSION OF NOTICES OF INQUIRIES.

SEPTEMBER 12, 2003

**Arkansas Development Finance Authority
423 Main Street, Suite 500
Little Rock, AR 72201
(501) 682-5900**

SECTION I: INSTRUCTIONS TO PROPOSERS/ GENERAL INFORMATION

A. PURPOSE. The Arkansas Development Finance Authority (“Authority” or “ADFA”) was created May 1, 1985, by Act 1062 of 1985 and is a public body politic and corporate, with corporate succession, to be an independent instrumentality exercising essential public functions.

ADFA’s mission statement is “to provide capital for qualified activities that enhance the quality of life for Arkansans.” ADFA is the state’s largest source of low-cost financing for low-to-moderate income housing development, small industries, government, education, agricultural business enterprises and health care. It is through the issuance of taxable and tax-exempt bonds and notes, the administration of private and public grants and partnering with other state and federal agencies that ADFA gives Arkansans the most cost-effective financing choices possible. Additional information on ADFA may be found at www.state.ar.us/adfa.

From time to time, in conjunction with its financing business, ADFA will obtain possession of commercial property throughout Arkansas. The board and management of ADFA desire to engage professionals experienced with commercial real estate brokerage services to assist the Authority with disposition of these properties.

Any real estate broker selected pursuant to this RFP shall serve at the pleasure of ADFA, and the professional services of any firm may be terminated, at the sole discretion of ADFA, upon delivery of written notice of such termination to the selected firm. ADFA also reserves the right to select a pool of brokers, which will handle ADFA properties on a rotating basis.

B. SUBMISSION OF PROPOSALS. Written proposals responding to the questions and requests for information in the manner specified in this Request For Proposal (“RFP”) should be submitted to the following:

ppatton@adfa.state.ar.us

To be considered, one (1) copy of the proposal should be delivered to ADFA not later than September 26, 2003, via email. All proposals shall be time and date stamped upon receipt. Late proposals will not be accepted. ADFA reserves the right to reject any or all proposals.

C. ADDITIONAL INFORMATION. It is the responsibility of the proposer to inquire about and clarify any aspect of the RFP. Questions should be directed to Patrick Patton (ppatton@adfa.state.ar.us), Vice President for Internal Audit at 501-682-5902. Substantive questions and answers will be documented in letter form and will be sent by electronic mail to all the proposers who provide us with an e-mail address. **IN ORDER TO BE ON THE DISTRIBUTION LIST FOR INTERNET TRANSMISSION OF ALL RESPONSES TO INQUIRIES, YOU MUST**

IMMEDIATELY ADVISE PATRICK PATTON OF ADFA, THE INTERNET E-MAIL ADDRESS TO WHICH YOU WANT ALL SUCH TRANSMISSIONS SENT.

D. PROPERTY OF ADFA. Any information or materials submitted as a response to this RFP shall become the property of ADFA and will not be returned. All submitted materials will be available for public review.

E. RESPONSE TO REQUEST FOR PROPOSAL. Real estate brokers wishing to respond to this RFP may contact Patrick Patton, Chair of the Staff Professional Selection Committee. **NO CONTACT WITH ADFA BOARD MEMBERS IS ALLOWED AND ANY SUCH CONTACT WILL BE GROUNDS FOR IMMEDIATE REJECTION OF A FIRM'S PROPOSAL.**

F. SELECTION TIMETABLE.

September 12, 2003	Request for Proposal Issued
September 26, 2003	Proposals Due @ 12:00 p.m.
TBD	Oral Presentations (if necessary)
October 16, 2003	Board Action/Selection
TBD	Submission to Legislative Committee for contract review (if required)

G. SELECTION PROCESS. The ADFA Staff Professional Selection Committee will review the submitted proposals. Proposals will be evaluated based on (1) responses to specifics outlined in the Proposal Format section of this RFP and (2) the selection criteria. Proposals, which omit any of these items, may be rejected as non-responsive. From this review, a select group of firms may be chosen for oral presentations. All proposing firms will be advised of the firms selected for oral interviews. After conducting oral interviews, if necessary, the Board Professional Selection Committee, in consultation with the Review Committee, will make its decision on a recommendation for selection which will be reported to the Board of Directors of the Authority at its October 16, 2003, regular meeting. The final selection will be made by a vote of Board Members.

ADFA may at any time prior to the selection of a firm reject any and all proposals and cancel this RFP, without liability therefore, upon finding that there is good cause for rejecting all proposals and that it would be in its interest to cancel the solicitation. Further, regardless of the number and quality of proposals submitted, ADFA shall under no circumstances be responsible for any proposer costs and expenses incurred in submitting a response to this RFP. Each proposer who submits a response does so solely at the proposer's cost, risk and expenses. ADFA accepts no responsibility for the return of successful or unsuccessful proposals. This RFP in no way obligates ADFA to select a firm.

H. SELECTION CRITERIA. The Staff Professional Selection Committee composed of selected members of ADFA will review the proposals. The committee generally

will use the following criteria to evaluate all acceptable proposals and to develop recommendations to be presented to the ADFA Board Professional Selection Committee; however, the Committee reserves the right to evaluate proposals based upon factors beyond the listed criteria.

CRITERIA

1. Experience selling commercial loan properties in Arkansas, including properties located outside central Arkansas and rural areas of the state.
2. Qualifications of the staff to be assigned to the ADFA account.
3. Responsiveness of written proposals to the purpose and scope of services to be performed.
4. Response to Arkansas presence issue including relevance of presence to the broker services being provided.
5. Responsiveness and reasonableness of proposed brokerage fee.

SECTION II: SCOPE OF SERVICES AND REQUIREMENTS

The firm selected as commercial real estate broker will provide the following services including but not limited to:

1. Advise the Authority on expected selling price range as well as listing price.
2. Advise the Authority concerning market conditions and expected time to sell.
3. Develop a sale strategy and marketing plan for each property.
4. Provide and review documents related to sale and assist in the closing of sales.

SECTION III: STATEMENT OF QUALIFICATIONS

An updated statement of qualifications should be maintained on file at ADFA for all firms submitting proposals.

SECTION IV: PROPOSAL FORMAT

A. TRANSMITTAL LETTER. A one page transmittal letter prepared on the proposer's business stationery should accompany the proposal.

B. PROPOSAL. The proposal should be labeled "Proposal to serve as Commercial Real Estate Broker." The submission must contain sufficient information to enable the Review Committee to evaluate the proposal. It should be prepared in a clear and concise manner and should address each of the following subsections:

1. **Broker Personnel.** Describe the manner in which you would organize your firm's resources to serve as ADFA's real estate broker. In doing so, please address the following questions or issues:
 - a. Identify the individual who will manage the marketing of the properties on a day-to-day basis. Indicate the degree to which he or she will be able to commit the firm's resources to ADFA. What is this person's availability for this and what other commitments does he or she have?
 - b. Identify other personnel who will be assigned to work on this project, their roles and responsibilities. What are some relevant aspects of their background?

2. **Marketing Approach and Recommendation for the Sales Price.** Please respond briefly to the following issues as you deem appropriate:
 - a. Method(s) used to determine selling price;
 - b. Types of marketing available locally, regionally, and nationally if required;

3. **Arkansas Presence.** Please explain your firm's presence within Arkansas and describe how that presence is relevant to this selection.

4. **Rationale for Appointment and Proposal Summary.** This section of the proposal should be used by each proposer to present the case for its appointment to the position sought. It is not necessary for you to recite comprehensively your firm's qualifications and experience, which should be on file with ADFA in your current Statement of Qualifications, but it would be useful for you to describe how your qualifications and experience in marketing and selling properties in Arkansas and surrounding states (if applicable) is relevant to the proposed transaction. In particular, you may want to select, a particular property you sold in Arkansas whereby you overcame significant challenges (remote or rural area, lack of housing availability for employees, limited access to major transportation routes, etc.) and summarize their similarity to this program and their successfulness.

5. **Brokerage Fee Proposal.** The fee proposals are an important component of the evaluation process. State the basic assumptions on which your figures are predicated and any factors that would affect the proposal. In particular, we are interested in a specific proposal as to the brokerage fee, expressed in terms of a percentage per sales price per property. If you feel that brokerage fees should be applicable to a specific property, please explain what factors would determine variations in fees.

ADFA reserves the right to negotiate the brokerage fees on a property by property basis and to limit the commission in particular instances (ie. leads obtained from State Agencies).

**REAL ESTATE BROKERS
TO RECEIVE RFP'S**

Firm	Firm
The Hathaway Group 100 Morgan Keegan Dr. Little Rock, AR 72202	Binswanger 1600 Three Lincoln Centre 5430 LBJ Freeway Dallas, TX 75240
Caristianos Commercial Real Estate 14710 Cantrell Road Suite A-7 Little Rock, AR 72212	Dan Robinson and Associates 650 S. Shackleford Rd. Suite 425 Little Rock, AR 72211
Dietz & Bowman 4221 Richards NLR, AR 72117	C.B. Richard Ellis 5430 LBJ Freeway Suite 1100 Dallas, TX 75240
Hart Corporation 6420 W 95 th St. Suite 200 Overland Park, KS 66212	Irwin and Saviers Company 1701 Centerview Dr. Suite 201 Little Rock, AR 72211
Jimmie Taylor Realtors P.O. Box 3409 Fort Smith, AR 72913	Lindsey and Associates 3711 W. Walnut Rogers, AR 72756
Nabholz Properties PO Box 127 Conway, AR 72033	Nunnelee Commercial Properties 3307 Old Greenwood Rd. Fort Smith, AR 72903
Saig Company 310 Mid-Continent Plaza Suite 100 West Memphis, AR 72302	Rector Phillips Morse Commercial Property 1501 North University Suite 800 Little Rock, AR 72207