

THE SECOND ADDENDUM TO THE REQUEST FOR PROPOSALS FOR COMMERCIAL REAL ESTATE BROKERAGE SERVICES

THIS SECOND ADDENDUM IS ISSUED ON FEBRUARY 1, 2019

This is the Second Addendum to the Request of Proposals (“RFP”) for Commercial Real Estate Brokerage Services issued on December 12, 2018.

The following changes have been made to the RFP:

In Section 2.1 the Deadline for the Submittal of the RFP has been changed to the following:

2.1 Submittal Schedule

Deadline for Submittal of RFP

February 8, 2019 at 4:30 pm

Section 1.1 is hereby replaced, in its entirety, with the following:

1.1 Purpose of Solicitation

The purpose of this solicitation is as follows:

CivicSD is currently a tenant in 401 B Street, Suite 400 occupying 16,510 square feet of rentable office space on the 4th floor of the building. CivicSD has a lease which is due to expire June 30th, 2020. CivicSD is committed to a transparent process of commercial real estate selection including the selection of a commercial real estate advisor, with the intention to secure the best possible real estate solution for CivicSD’s long term needs, while ensuring an optimal financial and operational outcome. To that end candidate real estate brokers who wish to submit proposals are asked to submit their proposal based upon the outline set forth herein.

CivicSD requires commercial real estate brokerage services to:

1. Represent CivicSD and competitively negotiate various commercial real estate transactions (Tenant Representation Services) to meet CivicSD’s needs, as determined by CivicSD.

2. Negotiate, as directed by CivicSD, to purchase, sell, and/or lease (as landlord and/or as tenant) a variety of real estate interests in a manner consistent with the strategy selected by CivicSD.

CivicSD seeks to maximize real estate opportunities for the benefit of, and on behalf of CivicSD to provide some or all of the services described in Attachment A.1

Section 3.7.3 is hereby replaced, in its entirety, with the following:

3.7.3 Product Types

The Proposer's firm must employ individuals in San Diego County who specialize in Tenant Representation. Additionally, CivicSD may seek firms which could also provide any or all of the Product Type services listed below:

- 3.7.1.1** Office
- 3.7.1.2** Industrial
- 3.7.1.3** Land
- 3.7.1.4** Retail
- 3.7.1.5** Landlord Representation
- 3.7.1.6** Multi-Family

Section 3.7.5 is hereby replaced, in its entirety, with the following:

3.7.5 Proposer's other Staff

In addition to the Lead, Proposer must specify at least one licensed salesperson specializing in any or all of the Product Types with a minimum of five (5) years in real estate.

Attachment A.1 – Scope of Services is hereby replaced, in its entirety, with the following:

Attachment A.1 – Scope of Services

CivicSD is currently a tenant in 401 B Street, Suite 400 occupying 16,510 square feet square feet of rentable office space on the 4th floor of the building. CivicSD has a lease which is due to expire June 30th, 2020.

CivicSD is committed to a transparent process of commercial real estate selection including the selection of a commercial real estate advisor, with the intention to secure the best possible real estate solution for CivicSD's long term needs, while ensuring an optimal financial and operational outcome.

CivicSD requires commercial real estate brokerage services on an as-needed basis to represent CivicSD and competitively negotiate various commercial real estate transactions (Tenant Representation Services) to meet CivicSD's needs and other real estate services as needed. Civic SD may establish through this solicitation a bench of qualified firms from which to solicit other product representation services, which may include Landlord Representation. CivicSD seeks to maximize real estate opportunities for the benefit of, and on behalf of CivicSD to provide some or all of the following services:

1. Represent CivicSD and competitively negotiate commercial real estate transactions (Tenant Representation Services) to meet CivicSD's needs.
2. Provide comprehensive real estate services including research and analysis of all available properties meeting CivicSD's minimum requirements, space identification, negotiation, buildout, and move in.
3. Identify strategic opportunities for reducing occupancy costs through the consolidation, relocation, reconfiguration, building or acquisition of space.
4. Perform market analyses, including determining the fair market value of potential lease and dispositions.
5. Site location assistance.
6. Negotiate, as directed by CivicSD, to purchase, sell, and/or lease (as landlord or as tenant) a variety of real estate interests in a manner consistent with the strategy selected by CivicSD.
7. Perform such other real estate services as required by CivicSD.

Previous experience providing similar services to other municipal or governmental entities is preferred, but not required.

TO RESPONDENTS THAT HAVE ALREADY SUBMITTED A PROPOSAL: No action required outside of the RFP and subsequent First Addendum.

TO RESPONDENTS THAT HAVE NOT, AS YET, SUBMITTED A PROPOSAL: Please submit a full proposal as per the RFP and in accordance with the amendments listed previously as well as the amendment listed above.