

July 7, 2016

**REQUEST FOR PROPOSAL FOR COMMERCIAL REAL ESTATE BROKER,
CITY OF MORROW, GA**

Please be advised that the City of Morrow, Georgia, in coordination with the Downtown Development Authority for the City of Morrow and the Urban Redevelopment Agency for the City of Morrow (hereinafter collectively the "City") will be accepting sealed proposals between now and August 1, 2016.

Scope of work: The City is seeking a Commercial Real Estate Broker to assist with the sale and/or leasing of three (3) commercial developments within the City of Morrow. The buildings include an Executive Office building with over 30 tenants, a vacant space within a mall that is over 90,000 square foot, and a large open space within the mall complex with several shops and buildings within that setting. The open space property may be excluded from the ultimate contract.

Instructions: Morrow is seeking proposals for commercial real estate brokers to provide their fee structures for the sale and or lease of the commercial properties. The properties will be further defined once a proposal has been received and will be shown at the pre-proposal meeting. The three tracts of property are large commercial real estate spaces, and two of which currently contain active tenants. Please ensure that your proposal is received no later than August 1, 2016 at 2 p.m. The proposal should at minimum contain the following information:

1. Please submit a statement of qualifications and experience in the market place, specifically experience with commercial property in the Metropolitan Atlanta area and please identify any property sold Clayton County and the City of Morrow, if applicable.
2. Please note that the person or entity entering the proposal must meet the following minimum qualifications:
 - a. Must have been a Commercial Real Estate Broker for at least five (5) years;
 - b. Must have previously brokered the sale of one or more office buildings over 20,000 square feet; and
 - c. Must have previously brokered the sale of one or more shopping centers or shopping center spaces.
3. Please state how many commercial properties you have sold in the Metropolitan Atlanta area during the previous two years.
4. Pricing. Please submit a proposal that includes information on your general fee structures and any alternative fee structures that you may have available.

5. Please also include a cover letter that references the proposal and provides some information about yourself or your company, as well as complete contact information.
6. Please provide an outline of the strategy to be utilized in attracting interested parties.

Pre-proposal meeting: For all interested parties, there will be a non-mandatory pre-proposal meeting at the City of Morrow Court Room on July 20, 2016 at 2p.m. The properties will be discussed at this meeting. No agency submitting a proposal is required to attend this meeting, and any party not attending the meeting may still provide a proposal.

Amendments and Inquiries: If you have any questions related to this proposal process, please contact Sylvia A. Redic at sylviaredic@cityofmorrow.com. Prior to submitting your proposal, please check the City of Morrow website at: www.cityofmorrow.com for any amendments and/or addendums to this Request for Proposal. No individual notification will be given, but any changes to the process will be posted.

Please ensure that all proposals are sealed and sent either by registered mail and/or hand delivery. Please mark them attention Sylvia Redic.

Proposals shall be judged based upon a combination of price, experience, proposed strategy, and other pertinent contents of the proposal, but the City shall reserve the sole right to choose any submitted proposal in its sole and absolute discretion.

Please note that the Broker will have exclusive listing to these properties, and will be required to enter into a contract acceptable to the City, but which shall be in line with the proposal submitted.