



Connecticut Lottery Corporation
777 Brook Street
Rocky Hill, CT 06067

Commercial Real Estate Services Request for Qualifications

**This document is subject to change.
Visit www.ctlottery.org for the most current information.**

I. Introduction

The CLC seeks a commercial real estate broker with experience providing commercial property tenants the real estate market services described in Section III of this RFQ. Experience servicing government and nonprofit entities is highly preferred.

Qualified brokers are invited to respond **by 4:00 PM ET on July 22, 2020**. Direct all submissions in only PDF by email to Jeffrey Yue at jeff.yue@ctlottery.org. Submissions must be labeled “Statement of Capability – Commercial Real Estate Services”.

Inquiries regarding this RFQ must be submitted only by email to Mr. Yue by no later than 4:00 PM ET on July 9, 2020. **Contact with any other CLC representative or State of Connecticut official concerning this RFQ may result in disqualification.**

The CLC will respond to questions on or about July 17, 2020.

Vendor selection will be made on or about July 31, 2020.

All dates are subject to change in the CLC’s sole discretion.

II. Our Current Position

The CLC is a quasi-public agency of the state of Connecticut headquartered in Rocky Hill. The standalone facility consists of approximately 92,500 square feet of net rentable area, divided almost equally between office/administrative space and warehouse space. The CLC also maintains space in a shared Newington facility with approximately 14,800 square feet of net rentable area, divided almost equally between office/administrative space and warehouse space. The CLC leases both facilities.

With its leases scheduled to expire within the next few years, the CLC desires to explore its real estate options.

III. What We Are Looking For

In the commercial real estate context, the CLC needs to know what properties are available, where they are located, how they compare to what we currently have, and the pros and cons related to viable properties, the pros and cons of maintaining the status quo or moving – whether by renewing our current leases, relocating under new leases, purchasing our current facilities, purchasing new facilities, a combination of these, or other creative options.

We're looking for a vendor to advise and work with the CLC in the creation, development, and evaluation of commercial real estate options to meet the CLC's current and future facility needs for its office, retail, and warehouse operations.

More specifically, the vendor will be expected to:

- assess and define the CLC's physical space needs and gaps;
- perform research, data collection, and analysis of commercial real estate market conditions, locations, pricing, and occupancy options;
- perform analysis of purchase or lease options for current and new facilities;
- prepare and present findings, key points of decision-making, and recommendations; and
- propose options and strategies that include realistic timelines.

The CLC expects the selected vendor to represent the CLC and provide property leasing or acquisition transaction services, including, without limitation, assisting in the development of materials to solicit offers and proposals from property sellers and lessors; negotiation of property acquisition and/or lease terms and conditions; document preparation, coordination, and execution; and other services associated with purchase and/or lease of commercial property that the CLC may request during the engagement.

The CLC will finalize the scope of work and its goals and objectives with the successful vendor prior to contract execution.

IV. Who You Are

Minimum qualifications for participation in this RFQ:

1. Vendor must have an office that has operated for the last ten (10) years in Connecticut, preferably within Hartford and Middlesex Counties.
2. Vendor and the agents it assigns to the CLC's account must be licensed and in good standing with the Connecticut Real Estate Commission.
3. Vendor's lead agent assigned to the CLC's account and responsible for the coordination and

execution of the work must have a minimum of ten (10) years' experience in the active practice of commercial real estate, possess Certified Commercial Investment Member (CCIM) and Society of Office and Industrial Realtors (SOIR) designations, be knowledgeable about Connecticut's commercial real estate market, and have a proven track record of providing real estate services involving commercial properties, preferably representing government and/or nonprofit tenants and buyers in such transactions in Hartford and Middlesex Counties.

V. Response Requirements

Interested and qualified vendors must submit a PDF version statement of capability no longer than fifteen (15) pages total. Generic marketing and promotional materials may be utilized, but responses tailored to this RFQ are strongly preferred.

Each submission must include the following information in the order in which it is requested:

A. Company Profile (not counting towards the fifteen-page limit)

1. Provide vendor's full legal business name (including any fictitious business names, e.g. DBAs); street and mailing address of its principal place of business, as well as for all locations from which work will be performed if different from the principal office. Each vendor must state whether it is registered or qualified with the Connecticut Secretary of State to do business in Connecticut.
2. Provide background of vendor, including its founding and history; principal owners; number of employees, including number of licensed agents in Connecticut; average annual revenue; and any other company information vendor would like the CLC to know.
3. Provide the name, title, and contact information of vendor's lead agent who will direct and coordinate the work.
4. If the vendor intends to enter into a partnering arrangement with other companies to perform the work, including subcontractors, then it must clearly explain this collaboration. The vendor must provide the names and qualifications of such third parties and describe the vendor's relationship history with them and the specific work responsibilities they will have.
5. Identify any known related-party relationships between the vendor (or its owners, officers, directors, agents, or primary members) and (i) a CLC officer, director, or employee, or (ii) either of the CLC's current landlords: (A) GTJ REIT or any of its owners, officers, directors, employees, or primary members, or (B) Vernel Company LP/Marnew Corporation or any of its owners, officers, directors, employees, or primary members.

B. Experience & References

1. Provide a statement certifying vendor fully meets all minimum qualifications outlined in Section IV.
2. Describe vendor's relevant knowledge and experience specific to the work (Section III).
3. For each individual assigned to the CLC's account, provide their relevant experience, qualifications, and licenses/certifications, including any experience they have servicing government and/or nonprofit clients.

4. Provide a list of pending and completed commercial acquisition and/or leasing transactions within the past three (3) years overseen by vendor's lead agent, especially as a buyer/tenant representative. Also identify the property's location and square footage and the type of client represented either as a government client or corporate client. Details may be anonymized to protect client confidentiality, if necessary.
5. Provide three (3) references of business clients preferably of similar size and in a similar situation as the CLC for whom the vendor has provided comparable services. References from government entity and/or nonprofits clients evidencing vendor's research capabilities and the experience of proposed account team members are highly desirable. For each reference, please provide contact information, a description of services provided, and the dates of service.

C. Proposed Approach

1. State vendor's understanding of the scope of work and deliverables.
2. Provide a description of vendor's approach to the scope of work. In other words, describe how vendor would typically approach work of this type. Explain the methods and tools used for information gathering, and for communications with the CLC; account team organization, roles, and responsibilities; approach to keeping the CLC apprised of project status; and any other related details, in the vendor's discretion. Identify any challenges vendor might face while performing the services and how they will be addressed. Vendor may, but is not required to, suggest scoping changes that will better enable the CLC to accomplish work objectives.
3. Provide sample pages of commercial real estate site location analyses and space needs assessments prepared by vendor. Include the table of contents from these reports. If none, then provide sample pages from other real estate advisory reports completed by vendor along with their table of contents. Details may be anonymized to protect client confidentiality, if necessary.

D. Optional Services

Vendor may, but is not required to, identify other services not identified or requested in this RFQ that will inform or assist the CLC's real estate strategy.

E. Proposed Fee

Describe vendor's proposed method of compensation for the services in Section III, including site search, brokerage, and negotiation Services (e.g., commission, fee-for-service, hybrid). Specify which services are included in this compensation and which services would require additional fees. Clearly identify pricing assumptions.

Vendor should not include its standard form of agreement or service terms and conditions, unless expressly requested by the CLC.

F. Declarations

The CLC is an extremely sensitive enterprise given the nature of its business, and its success depends on maintaining the public's trust and confidence.

Identify any circumstance involving the vendor that could materially affect the viability of its RFQ submission, its ability to perform the work, its operations, or its financial stability, or that could harm or subject the CLC to public scrutiny if the CLC were to contract with vendor. Examples of material circumstances include, but are not limited to, any threatened or pending (or closed) bankruptcy, regulatory proceeding, or litigation involving the vendor or its teaming partners; pleas, convictions, or judgments against the vendor or its teaming partners or their representatives for violations of law or regulation; grievances or complaints against the vendor or its teaming partners or their representatives; and the debarment or suspension of the vendor or its teaming partners from contracting or submitting proposals for contracts with any federal, state, or local government or quasi-government entity, or Native American body.

VI. Award

The CLC will use information obtained from this RFQ to determine, in its sole discretion, the vendor that, all things considered, the CLC determines to be in its best interest. Price is an important factor, but it may not be the only basis for award.

VII. CLC Reservations

In addition to any rights set forth elsewhere in this RFQ, the CLC reserves the right to take any of the following actions, in its sole discretion, at any time:

- A. Accept or reject any or all submissions, in whole or in part, and to award or not award a contract based on submissions received;
- B. Waive any technicalities, informalities, irregularities, or non-material deficiencies in a submission;
- C. Waive any non-material specification(s) that cannot be complied with by any vendor;
- D. Waive any informality in the RFQ process if doing so, as determined solely by the CLC, is in the CLC's best interest;
- E. Conduct discussions with any or all vendors for the purpose of clarification and/or modification of their submissions;
- F. Arrange to receive work from other providers, or obtain or perform the work itself, sought under this RFQ;
- G. Solicit additional and/or new submissions from anyone;
- H. Clarify, supplement, modify, suspend, or terminate this RFQ in whole or in part, or withdraw and reissue a new RFQ with terms and conditions materially different from this RFQ;

- I. Obtain information from any and all sources concerning a vendor that the CLC considers relevant to this RFQ, and to consider such information in evaluating the vendor's submission;
- J. Make a whole award, multiple awards, a partial award, or no award;
- K. Disqualify any vendor whose conduct and/or submissions fails to conform to the requirements of this RFQ;
- L. Negotiate contract provisions, including provisions not found in this RFQ, with one or more potential vendors in any manner the CLC deems fit (negotiations may be held with multiple vendors concurrently or on an individual basis at separate times as the CLC determines); and
- M. Set aside the original successful vendor if the CLC determines that the vendor is unable to fulfill the CLC's requirements for any reason. The CLC may, but shall not be obligated to, award the contract to a different responsible vendor.

VIII. Freedom of Information Act

The CLC is subject to Connecticut's Freedom of Information Act. This means that any information you provide to the CLC could be shared with the public. The CLC strongly recommends that you do not include any proprietary or confidential information in your submission. If, however, a submission contains proprietary or confidential information, then you must provide the CLC with a redacted copy of your submission labeled as the "Public Copy." Information that a vendor in good faith considers exempt from public disclosure must be clearly identified. Cost/pricing, resumes, and marketing information is subject to public disclosure. Vendors should not preface their submissions with a general proprietary statement, or use page headers or footers that arbitrarily mark all pages "Confidential." **Each vendor is solely responsible for, and the CLC shall have no liability to a vendor for, the inclusion of any vendor exempt information contained in any redacted submission or the provision of such redacted submission to a third-party.**