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Executive Director

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DATE: 09/01/2023

RFP NUMBER: 24-017CG

RFP TITLE: Commercial Real Estate Broker Services

ADDENDUM NUMBER: 2

Questions and Answer and request for Appraisal and Survey

Question 1) Page 1: We received Addendum 1 outlining the location, date and time for the pre-proposal meeting. Is there any chance this will be broadcast on any teleconference service such as Zoom or Microsoft Teams?

Answer 1) No APS will not be hosting meetings via broadcast, teleconference, zoom or team.

Question 2) Page 11: 14. Insurance. Will we be required to furnish a Certificate of Insurance with our bid, or can that be done upon bid award?

Answer 2) Yes

Question 3) Page 22: Scope of Work. Has the 60± acres been legally subdivided from the land that the Tres Volcanes Community Collaborative School is located on and if not, when does the APS anticipate this will be complete?

Answer 3) No, the replat is in process, APS anticipates a timeframe of 4 to 6 months.

Question 4) Page 22: Scope of Work. Has the APS had this property appraised and if so, can it share the appraisal with us now so that we can evaluate it before preparing our proposal?

Answer 4) Yes, see attached

Question 5) Page 22: Scope of Work. Will the APS seriously consider a brokerage proposal that would sell this property in a time-defined way by public auction, and if not, specifically, why not? We have a

great deal of experience working with public agencies, including educational institutions on selling surplus real estate by public auction.

Answer 5) At this time APS is not interested in an auction. APS administration has decided to list property for a negotiated sell of this real property.

Question 6) Page 22: Scope of Work. Has the APS and/or its in-house brokerage staff ever sold any surplus real estate by public auction and if so, please comment on the results of those sales.

Answer 6) No

Question 7) Page 23: Scope of Work. Experience. Our firm holds real estate broker license in several states, however, not in New Mexico. We would normally with our local affiliate (in this case, in Albuquerque) to meet state licensing requirements for a "Broker of Record." Is this acceptable? Our firm has been in business since 1959.

Answer 7)No, APS is seeking a New Mexico Commercial Real Estate Firm/Broker.

Question 8) Page 23: Scope of Work. Price Proposal – Compensation. Our firm does not work on a traditional Seller (APS) paid commission. Our commission is paid by the Buyer through a Buyer Premium, which is added to the High Bid Price to achieve the Total Purchase Price. The APS would receive 100% of the High Bid Price and we would receive the Buyer Premium as our Commission. If that is acceptable, are we still restricted to not more than a 6% plus NMGRT? In addition, the way our purchase and sale agreements are structured, the Buyer pays all closing costs rather than splitting them with the Seller.

Answer 8) Per the RFP: APS has set a maximum compensation for all services not to exceed 6% of sales price not including NMGRT.

Question 9) Page 25: Evaluation Criteria. Is APS utilizing Federal Funds for this Property?

Answer 9) No

Question 10) Page 25: Evaluation Criteria. Upon determining the highest scoring firm, will the APS select that firm or will it be amongst the top 3 firms? Will the APS release the scoring matrix by reviewer and by category upon bid award and will there be any appeal period prior to the contract being executed between the APS and the winning bidder?

Answer 10) APS may or may not shortlist for interviews. It is what APS determines is in its best interests as allowed under the RFP. If APS chooses to shortlist firms for interviews, there is not requirement on the top three or any specific number but shortlisting or selection will be in accordance with the evaluation criteria for this RFP. APS does have the scoring matrix available after award as a public record. We are in the process of updating our webpage to include scores however anyone can make an

IPRA request for scores after award. As far as an appeal period, reference New Mexico procurement code for further information.

Question 11) Page 25: Evaluation Criteria. Our New Mexico Broker is a resident of Albuquerque. Will this satisfy the New Mexico Resident Business requirement? Our firm is domiciled outside of New Mexico.

Answer 11) No

Question 12) Page 26: Submittal Requirements. Proposal – Detailed Requirements. Will items such as Marketing Collateral Samples, Company Brochure and/or Case Study Examples of past projects be counted towards the 60-page limit?

Answer 12) Yes

Question 13) On page 22 under the Scope of Services it mentions the site was appraised in January 2022 and available upon request. Can you please provide me a copy of the appraisal, survey and draft replat when you have an opportunity?

Answer 13) Exhibit B - Survey, Exhibit C- Appraisal

ACKNOWLEDGE ADDENDUM WITH SUBMITTED PROPOSAL:

Addenda not signed and returned may consider the RFP non-responsive and may be rejected.

COMPANY/FIRM NAME

SIGNATURE

DATE