

City of Myrtle Beach Request for Qualifications

Commercial Real Estate Agent

Issue Date: March 5, 2021



First in Service

Issued By:

**Purchasing Division
3231 Mr. Joe White Avenue
Myrtle Beach, SC 29577
Phone: 843-918-2170**

www.cityofmyrtlebeach.com

Introduction and Background

The City of Myrtle Beach is seeking qualifications from commercial real estate agents to assist in the development of downtown real estate to achieve the vision of the Arts and Innovation District. The intent is to retain a commercial real estate agent for a minimum of a one (1) year term, with annual renewals contingent upon performance outcomes.

The City of Myrtle Beach is a residential community and vacation destination at the heart of the Grand Strand, a 60-mile stretch of South Carolina's northeastern coast. Our 30,000 permanent residents and millions of visitors enjoy the wide beaches, the warm weather, and an incredible range of entertainment, nightlife, golf, shopping, dining, and live theatre. The City's has 900 staff members. It is a full service municipality providing the following services: administration, finance, accounting, payroll, utility billing, public works, solid waste, information technology, parks and recreation, planning and zoning, code enforcement, fire/EMS, law enforcement, and municipal court.

The vision of the Arts and Innovation District is to create and sustain a walkable mixed-use urban environment that will serve as the hub of artistic, cultural, and civic life in the traditional core of downtown Myrtle Beach. While the City-owned properties can be sold or leased for a variety of uses, the City's desire is to facilitate the location of diverse businesses and uses in the District that are complimentary to the focus on arts, culture, foods and beverages, entertainment, commercial retail, and residential above storefronts that support the vision for the District. It is intended for the uses to be activated throughout the day and evening, providing community and family related activities for year-round residents and tourists.

Scope

The City is seeking a commercial real estate agent to perform the full range of services related to the evaluation/appraisal of City properties for sale and non-City owned properties that may be of interest to the City, the negotiation process related to the development and execution of lease terms for City property, marketing of City properties, and guidance regarding maintenance of leased City properties. Services may include, but are not limited to:

- Identify, evaluate, and obtain offers from potential tenants.
- Interface with all applicable commercial building representatives and coordinate all written and verbal communications, negotiations, and structuring of the lease transaction.
- Coordinate the execution of all documentation relating to lease offers, contracts, amendments and/or addendums with City authorities.
- Coordinate with the City as needed to facilitate the completion of leasing transactions.
- Provide timely updates on project status to ensure communication with all applicable parties.
- Coordinate the maintenance of, and make available to the City, all records related to all transactions.
- Provide fair-market appraisals for City properties.
- Assist with listing, sale, and/or closing of City properties.
- Serve as a resource regarding the management of leased City properties.
- Provide other real estate related services as required in the normal course of business transactions.

Minimum Qualifications

The Agent must have documented evidence of the following:

- Office located in the Myrtle Beach area
- All applicable South Carolina real estate licenses
- If appropriate, written permission from broker to respond to this RFQ

Response Requirements

Responders should provide evidence of qualifications for work similar in nature to this project. Response requirements include:

- Transmittal letter briefly stating the understanding of the work to be done, and a statement of why the agent believes he/she is best qualified to perform the work
- Documentation of minimum qualifications (office location, SC real estate licenses, broker approval as appropriate)
- Description of prior commercial real estate experience that addresses the scope of this project over the past four (4) years, highlighting any experience with local governments and/or historic buildings
- If submitting as a team of agents, provide a complete listing of all key personnel who will be assigned to this project, their background experience, their qualifications, and their roles/responsibilities
- List of references with current contact information

Responses must be held firm for at least 120 days after response due date. Responses, as described above, must be sent to:

City of Myrtle Beach
Procurement Office
3231 Mr. Joe White Avenue
Myrtle Beach, SC 29577
Attn: Ann Sowers

Four (4) copies of responses must be submitted in a sealed envelope, and are due no later than 2:00PM on **Tuesday, March 23, 2021**. E-mail submissions will not be accepted. The City of Myrtle Beach is not responsible for late or misdirected mail.

Response Evaluation

The City intends to “short-list” agents responding to this RFQ and may interview one or more agents to better assess their qualifications. The City will evaluate based on qualifications, experience and performance with similar projects, references, ability to provide timely services, awareness of project issues, as well as opportunities and constraints.

Evaluation Team

The responses received will be independently evaluated by a review team who will work together to arrive at a final ranking of all submittals. The team will then make a recommendation. The City would then negotiate with the number one ranked agent to determine if it is possible to come to or enter into or agree

to an acceptable contract. The City must approve any contract. If the City determines that it is unable to come to an acceptable contract, or if the City refuses to approve a contract with the number one agent, then the City shall negotiate with the number two agent. This process shall be followed until the City approves a contract.

The City reserves the right to waive technicalities or irregularities, accept the qualifications and award a contract, to postpone acceptance and award of the contract, to reject any and all qualifications received and re-advertise the project, to negotiate for a partial scope of work, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of the City.

The City of Myrtle Beach does not expressly state or imply any obligation to reimburse responding agents for any expenses incurred in preparing submissions in response to this request.