

**REQUEST FOR PROPOSAL
REAL ESTATE BROKERAGE SERVICES**

OVERVIEW

The Effingham County Industrial Development Authority (ECIDA) is seeking proposals from experienced and qualified real estate brokers to assist with the leasing of office space within their new office building located at 100 Enterprise Drive, Rincon, GA 31326.

The selected broker will be responsible for identifying, negotiating, and securing office leases that align with the ECIDA's requirements and goals. This office building will serve as the primary location for our organization, so it is imperative to secure tenants whose business operations are conducive to a professional environment and align with the ECIDA's operational standards.

It is the intent of this request for proposal (RFP) to have the broker supply real estate services as outlined herein.

SITE DESCRIPTION

The following property is proposed to be leased:

Location: 100 Enterprise Drive, Rincon, GA 31326 (intersection of Highway 21 and Old Augusta Road)

Building Size and Layout:

Total building area:	30,622 SF
Available leasable space:	13,631 SF
Configuration:	6 individual tenant spaces (see exhibit for layout)

1st Floor	2nd Floor	3rd Floor
A – 1,201 SF	D – 1,058 SF	F – 8,791 SF
B – 1,278 SF	E – 1,198 SF	(can be subdivided)
C – 1,059 SF		

PROPOSAL OVERVIEW

The following information is required and must accompany your proposal:

1. **COVER LETTER:** Provide a cover letter indicating your interest in serving as ECIDA's real estate broker to lease office space at 100 Enterprise Drive, Rincon, GA 31326.
2. **BACKGROUND INFORMATION:** Briefly introduce yourself, listing years in business, size of your firm, location and qualifications. Provide number and nature of the team to be assigned to this project, with a brief bio for each person listed.
3. **EXPERIENCE SUMMARY:** Describe your relevant real estate experience. Provide a list of past projects or clients that are similar in scope completed within the last five (5) years.
4. **PROPOSED STRATEGY:** Outline your approach to leasing office space.
5. **ADDITIONAL SERVICES:** Describe any additional services or value offered through your firm.
6. **FEE SCHEDULE:**
 - a. State your commission/rate for listing and leasing of property.
 - b. State your proposed method of compensation.
 - c. State any other costs ECIDA should be aware of relating to the real estate services to be provided.
7. **REFERENCES:** Provide a list of three applicable references. Include name, title, and contact information for each reference as well as a brief description of the specific services provided.

SUBMISSION INSTRUCTIONS

Proposals must be submitted via email to bherndon@effinghamindustry.com by close of business January 31, 2025. Proposals will be reviewed and eligible brokers will be contacted for an interview. Late submissions will not be considered.

SCOPE OF SERVICES

The successful broker will be expected to provide the following:

1. Assess the property, recommend and develop leasing strategies for the identified property;
2. Develop marketing materials to advertise the property for lease and distribute the materials to potential tenants via appropriate form(s) of media and report results to ECIDA on a bi-monthly basis;

3. Facilitate showings;
4. Identify and secure qualified tenants and negotiate lease terms on behalf of ECIDA;
5. Provide regular progress updates and reports, and handle all other customary activities and services associated with real estate transactions.

EVALUATION AND SELECTION PROCESS

The issuance of this RFP and the receipt of proposals do not obligate ECIDA to award a contract. ECIDA reserves the right to adjust the submission deadline, accept or reject any or all proposals received in response to this RFP, negotiate with any broker or firm that submits a proposal, or cancel this RFP in whole or in part at its discretion.

SELECTION CRITERIA

Selection of a broker will be made based on the following criteria:

1. Ability of the broker to meet or exceed the requirements defined in the RFP;
2. Experience, qualifications, references;
3. Knowledge of regional real estate market and ability to market to prospects;
4. Regional reputation and local presence/experience;
5. Fee schedule.

ORAL PRESENTATION/INTERVIEWS

Brokers responding to this RFP may be asked to deliver an oral presentation of their proposal. Additional technical or cost-related information may be requested for clarification; however, such requests will not alter the content of the original submission. While interviews are optional and may not be conducted, if an interview is scheduled, it is crucial that the personnel assigned to the project, along with key representatives, attend and actively participate.