



## ***Greater Los Angeles County Vector Control District***

*12545 Florence Ave.  
Santa Fe Springs, CA 90670  
www.glacvcd.org*

### **REQUEST FOR PROPOSAL (RFP) FOR COMMERCIAL REAL ESTATE BROKERAGE SERVICES IN LOS ANGELES COUNTY**

**Posting Date: August 12, 2019**

**Proposal Deadline: August 28, 2019 at 4pm**

#### **I. INTRODUCTION**

The Greater Los Angeles County Vector Control District (“District” or “GLACVCD”) is seeking proposals from licensed commercial real estate brokers (“Consultant”) to assist in the research and potential purchase of commercial property for the expansion of District facilities.

GLACVCD is a non-enterprise, independent special district, enabled and empowered to act as a public health agency as a result of legislation in compliance with the California State Health and Safety Code.

GLACVCD was formed in 1952 and is one of five mosquito and vector control agencies in Los Angeles County. The District services approximately six million residents in a 1,340 square mile area, making GLACVCD the largest vector control district in Los Angeles County. Funding is supported by ad valorem taxes or property taxes and benefit assessment taxes. Fiscal year 2019-2020, the minimum assessment rate is \$12.79 per standard parcel. Parcels within the black fly control assessment zone are charged an additional \$.30 for that service. Service programs include preventing and controlling mosquitoes, aquatic midges and simulium black flies with a staff of 89 full time employees. From April to November, the District supports its high season of vector activity with additional extra-help personnel as needed.

The District’s governing power is vested in the Board of Trustees, which is comprised of 36 members. One trustee is appointed by each member city and a county trustee is appointed by the County Board of Supervisors.

## **II. OBJECTIVE**

The District is requesting proposals from qualified and licensed commercial real estate agents and/or brokers. To meet the requirements of this request for proposal, this consultant shall comply with all applicable laws and regulations as it pertains to the purchase and acquisition of property/land for a public sector organization. The District will be accepting proposals from buyer agents and/or brokers with “recognized ability and standing” that are licensed to practice in the State of California.

The District desires to engage this consultant to identify properties for purchase as part of the District’s effort to expand staff office space and parking facilities. The consultant must demonstrate proficiency and experience in the following areas:

- Experience and proven track record in the purchase of commercial real estate properties including vacant land in the San Fernando Valley region of Los Angeles County.
- Knowledge of the current commercial real estate and land market in the San Fernando Valley region of Los Angeles County.
- Familiarity with public sector purchasing procedures and processes including funding mechanisms.
- Strong negotiation skills.

## **III. SCOPE OF SERVICES**

The selected Respondent will provide commercial real estate buyer side services, to include: 1) real estate consulting services; 2) providing information resources at no charge to the District including internet subscription access to commercial real estate databases; and 3) providing information on market trends to assist the District in real estate decision making.

### **A. Terms of Engagement**

A contract award in response to this Request for Proposal (RFP) will begin upon award and expire one (1) year from the date of contract execution. The District shall have the option to extend the contract for one (1) additional year term. The final selection and award will be made by the Greater Los Angeles County Vector Control District Board of Trustees.

### **B. Proposal Requirements**

**Consultant’s proposal shall include the following items:**

- EXECUTIVE SUMMARY: The summary shall include a statement of the work to be accomplished, how CONSULTANT proposes to accomplish and perform each specific service and unique problems perceived by CONSULTANT and their solutions. The executive summary shall not exceed five (5) pages.
- REFERENCES AND QUALIFICATIONS:

- Background of CONSULTANT and support personnel, including professional qualifications and length of time working in CONSULTANT's capacity. Include one (1) page resumés of key personnel for services that CONSULTANT proposes to perform including relevant experience of CONSULTANT as it relates to the scope of services contemplated by the RFP.
- Specific experience with public entity clients, for example; special districts, vector control districts or other governmental entities. If CONSULTANT has provided services for the Greater Los Angeles County Vector Control District in the past, identify the name of the project and the department for which CONSULTANT provided those services. If CONSULTANT is proposing as a team or joint venture, provide the same information for each member of the team or joint venture.
- Other resources, including total number of employees, number and location of offices, number and types of equipment available to support this project.
- CONSULTANT shall provide three (3) references, preferably from other governmental entities, for whom CONSULTANT has provided services.
- INSURANCE REQUIREMENTS: Signed statement indicating CONSULTANT's willingness and ability to provide insurance coverage in amounts stated herein, if selected.
- SIGNATURE PAGE: CONSULTANT must sign the proposal. The proposal must be signed by a person authorized to bind the firm submitting the proposal. Proposals signed by a person other than an officer of the company or partner of the firm are to be accompanied by evidence of authority.

CONSULTANT is expected to examine this RFP carefully, understand the terms and conditions for providing the services listed herein and respond completely.

#### **IV. CONTRACT PRICING**

Compensation for the entire scope of services as indicated in this RFP, including research, marketing and any additional/specialty support services related to potential purchase or lease transactions, shall be through commercial real estate brokerage commissions based on sale price, purchase price or total rental consideration, as follows:

##### **A. Purchase Commission**

Should the District complete a transaction for the purchase of any real property, the District expects that vendor will be entitled to a brokerage commission paid **by the seller of the property**, pursuant to a commission split agreement between vendor and seller's broker, in accordance with standard market practice. Vendor will warrant that this is the case, and/or state other commission scenarios for consideration, if any, that it feels may be relevant.

## **Questions and Requests for Clarification**

Questions and requests for clarification concerning this RFP should be made no later than 4:00 PM on August 28, 2019. Inquiries should be directed to:

Greater Los Angeles County Vector Control District  
12545 Florence Avenue  
Santa Fe Springs, CA 90670

Attention: Truc Dever, General Manager  
Email: [tdever@glacvcd.org](mailto:tdever@glacvcd.org)

## **Submission of Proposal**

All proposals must be emailed directly to the Greater Los Angeles County Vector Control District to be received no later than 4:00 PM on Wednesday, August 28, 2019. Late submissions after the deadline will not be accepted. Submit one (1) electronic copy (PDF is preferred) to [tdever@glacvcd.org](mailto:tdever@glacvcd.org).

## **Evaluation of Proposals**

Proposals will be examined for compliance with all requirements specified in this RFP and those that do not comply will be subject to disqualification without further consideration. In evaluating the proposals and selecting the successful agent, the District will consider the agent's qualifications and experience, as well as commission fees. While pricing is important, it should be noted that the lowest cost proposal is not a guarantee of selection for real estate services. Evaluation of the proposals will take into account specialized experience and technical competence, references, location and ability to meet the District's requirements.

## **Final Selection**

The District staff and the Ad Hoc Committee of the Board of Trustees will review all proposals submitted and will request an interview with selected agents. The District will send written notification to those agents selected for an interview, which will take place at the District's Santa Fe Springs office in early September 2019.