

Request for Proposals for Real Estate

Taipei Economic and Cultural Office in Chicago, hereinafter referred to as "TECO in Chicago", is seeking proposals from local qualified real estate brokers/firms to assist the TECO in Chicago with the possible purchase of a commercial property to be located in downtown area in the City of Chicago as the new office of the TECO in Chicago.

- A. Case number: CHI20120701
- B. Product creates date: Thursday 8th of August, 2012 at 05:00 p.m.
- C. Due date: Friday 24th of August, 2012 at 4:00 p.m.
- D. Contracting agency: Taipei Economic and Cultural Office in Chicago.
- E. Contact Address: 57&58 FL., Two Prudential Plaza, 180 N. Stetson Avenue, Chicago, IL 60601, and
Tel: 312-616-0100 ext. 337.
- F. Procurement budget cap for the project: estimated total six million two hundred seventy thousand dollars. (USD6,270,000.00)
- G. A. SCOPE OF SERVICES

The successful firm shall agree to contract with the TECO in Chicago to provide the following:

- Services required involve performing market analysis,
- Developing strategies for purchase of property,
- Negotiating with sellers on behalf of the TECO in Chicago,
- Coordinating real estate appraisals,
- Coordinating real estate transaction closings, and
- Handling all other customary activities and services associated with real estate transactions.

Services may include consultation with staffs of TECO in Chicago relating to the purchase of property.

Presentations at related meetings may be required.

H. BROKER'S QUALIFICATIONS

Respondents to this RFP shall have the following qualifications:

- Must be licensed and in good standing with the State of Illinois.
- Must have an excellent reputation in the real estate community.
- Must be knowledgeable in the local real estate market and have experience with small and large commercial properties.
- Must be knowledgeable in the use of all public real estate records.

All the respondents must remain current and not be in default of any obligations due the State of Illinois including, but not limited to, the payment of taxes, fines, penalties, licenses or other monies due to the State of Illinois.

I. Proposals will be accepted at the TECO in Chicago (57&58 FL., Two Prudential Plaza, 180 N. Stetson Avenue, Chicago, IL 60601). One (1) original and nine (9) copies of the proposals must be submitted in a sealed envelop and shall be labeled: "To provide Professional Real Estate Brokerage Services for the TECO in Chicago". The TECO in Chicago will receive proposals until 4:00 p.m., local time on Friday 24th of August, 2012.

J. The following information must accompany the proposal:

1. Copy of the real estate firm/broker resume and licensure, and a copy of the resume and licensure of any other key team members
2. Description of your firm including size of firm, history, location, number and nature of the professional staff to be assigned to this project; staff experience and training
3. List of references and experience in assisting similar size entities, including any and all services for government agencies and/or diplomatic missions
4. Additional services offered through your firm

5. Provide examples of tools/resources and applications to be used in support of service delivery

6. Fee schedule

K. Any questions regarding this Request for proposals should be directed to Mr. Stan Mak (Tel: 312-616-0100 ext. 337) or e-mailed to stanmak@tecochicago.org.

L. Award of Contract: September, 2012

M. Project Start Date: Upon contract award

N. Contract Time Frame: The contract time frame for this project will be for a period of 1 year from the date of contract award. The contract may be renewed for an additional 1 year term as may be agreed to in writing by both the broker/firm and the TECO in Chicago.

O. Issuance of this RFP and receipt of proposals does not commit the TECO in Chicago to award a contract. The TECO in Chicago reserves the right to postpone receipt date, accepting or rejecting any or all proposals received in response to this RFP, or to negotiate with any of the brokers/firms submitting an RFP, or to cancel all or part of this RFP.

P. All proposals will be reviewed and evaluated by the Evaluation Committee of TECO in Chicago. The TECO in Chicago shall not be obligated to accept the lowest priced proposal, but shall make an award in the best interest of the project.

Q. After written proposals have been reviewed, discussions with prospective firms may or may not be required.

R. Proposals Evaluation meeting will be scheduled at 10:00a.m., on Saturday 25th of August, 2012 at the Chinese Cultural Center of the TECO in Chicago (address: 55 E. 63rd Street, Westmont, IL 60559).