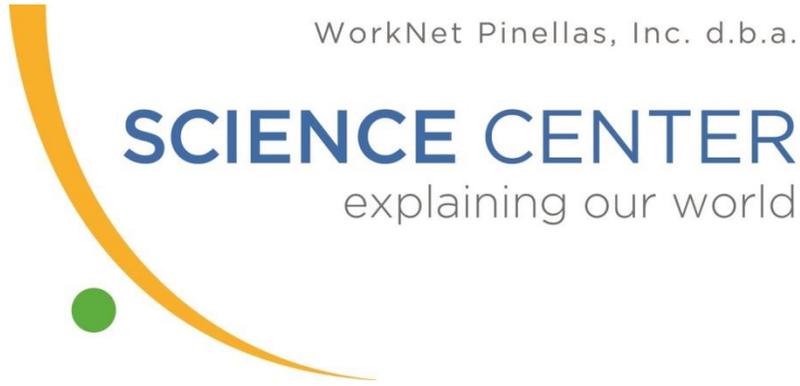


WorkNet Pinellas, Inc. d.b.a.



# SCIENCE CENTER

explaining our world

## **REQUEST FOR PROPOSAL Real Estate Services**

**Issued January 14, 2019  
RFP #: 19-0114**

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## INTRODUCTION

## SCOPE OF WORK

The engagement will be to analyze the present condition of the Science Center building and grounds and propose a marketing plan including pricing and handling of costs and expenses to achieve a successful sale.

## KEY INFORMATION

- Questions concerning this RFP must be submitted in writing by email to [RFP@careersourcepinellas.com](mailto:RFP@careersourcepinellas.com). Deadline for submitting questions is 5:00 p.m. EST, January 18, 2019. Please reference **RFP No. 19-0114** in the subject line. Answers will be posted on the CareerSource Pinellas website at [http://careersourcepinellas.com/rfps\\_&\\_bids](http://careersourcepinellas.com/rfps_&_bids) as soon as possible after the deadline.
- Sealed responses to this RFP must be submitted by no later than 2:00 p.m. EST on January 31, 2019. The outside of the package should be marked “**RFP # 19-0114**” and submitted to:

**WorkNet Pinellas Inc.**  
**Real Estate Services**  
**Attention: Jennifer Brackney**  
**Chief Executive Officer**  
**13805 58<sup>th</sup> Street N., Suite 2-140**  
**Clearwater, FL 33760**

- Any response, or portion thereof, received after the submittal deadline will be declared unresponsive and will not be considered.
- The official opening of the responses to this RFP will be held in the conference room at the address shown above on January 31, 2019 at 2:30 p.m. EST.
- The anticipated effective date of a contract resulting from this RFP will be on or about February 15, 2019. This date is tentative and subject to the identification and selection of a qualified respondent.

## A. BACKGROUND OF ORGANIZATION

WorkNet Pinellas, Inc. d/b/a Science Center of Pinellas is a 501(c)(3) non-profit organization. The CareerSource Pinellas Board of Directors is appointed and designated by the Pinellas County Board of County Commissioners to act as the Pinellas County Local Area Workforce Board under provisions of the Workforce Innovation and Opportunity Act (WIOA) of 2014. CareerSource Pinellas has requested and received certification as the Local Workforce Development Board by CareerSource Florida, Florida's State Workforce Development Board. This public-private partnership supports and promotes economic growth through workforce development. CareerSource Pinellas is one (Region 14) of twenty-four local workforce development boards in Florida.

The Board of CareerSource Pinellas is comprised of representatives of businesses in Pinellas County, local educational entities, labor organizations, community-based organizations, economic development agencies, one-stop partners, and other individuals deemed appropriate. Membership composition requirements are reviewed and certified by the Governor of the State of Florida once every two years. Criteria for composition of the Board are set forth in Section 107, Title I of the Federal Workforce Innovation and Opportunity Act (WIOA) of 2014 and the State of Florida's policies. The Board of CareerSource Pinellas currently serves as the Administrative and Fiscal Agent for the region.

WorkNet Pinellas, Inc. dba Science Center of Pinellas currently owns the building known as the Science Center of Pinellas County located at 7701 22nd Avenue North, St. Petersburg, Florida, 33710. The building was purchased on December 12, 2014. Through a transparent and open voting process, the Local Workforce Development Board of Directors has decided to sell the building and the appurtenant 6.78 acres MOL for the highest amount possible in a cash sale. This Request for Proposal (RFP) is to implement a transparent and open process to employ the use of an appropriate commercial real estate company to advise WorkNet Pinellas, Inc. in the marketing and sale of said property

## B. KEY INFORMATION

- Questions concerning this RFP must be submitted in writing by email to [RFP@careersourcepinellas.com](mailto:RFP@careersourcepinellas.com). Deadline for submitting questions is 5:00 p.m. EST, January 18, 2019. Please reference **RFP No. 19-0114** in the subject line. Answers will be posted on the CareerSource Pinellas website at [http://careersourcepinellas.com/rfps\\_&\\_bids](http://careersourcepinellas.com/rfps_&_bids) as soon as possible after the deadline.
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- The anticipated effective date of a contract resulting from this RFP will be on or about February 15, 2019. This date is tentative and subject to the identification and selection of a qualified respondent.

## C. SCOPE OF SERVICE and FUNDING AVAILABLE

### 1) Scope of Services

This Request for Proposal (RFP) is to implement a transparent and open process to employ the use of an appropriate commercial real estate company to advise WorkNet Pinellas, Inc. in the marketing and sale of said property. The scope of services include the following: 1) A description of how you would approach the pricing and marketing of the Science Center; 2) a description of the marketing methods that would be employed in the selling of this building; 3) a description of your system for proposing an initial selling price; and 4) a proposed commission structure.

### 2) Funding Available

WorkNet Pinellas, Inc. will make sufficient commission available from the proceeds of the sale.

## D. CONTRACTOR QUALIFICATIONS AND REQUIREMENTS

Respondent must meet all of the minimum qualifications outlined below.

- Has provided services similar in nature and complexity for at least two years;
- Has contracted to provide services similar in nature and complexity, with at least one organization within the past three years.
- Be licensed to conduct business in the State of Florida.
- Maintain appropriate insurance.
- Possess valid real estate licenses.

## E. GENERAL CONDITIONS

### 1) Response Due Date and Time

Each proposer is required to submit its response to this RFP no later than 2:00 p.m. EST on January 31, 2019. The delivery of the response is solely and strictly the responsibility of the respondent. **Responses received after 2:00 p.m. EST on January 31, 2019 will be considered unresponsive and will not be considered.**

Only a fully responsive RFP will be considered. All conditions set forth in this RFP must be followed to be considered fully responsive. All responses must be manually and duly signed by an authorized corporate officer, principal, or partner (as applicable).

### 2) Response Content

Should your firm be interested in providing these Real Estate Services as described in the Scope of Services section within this RFP please prepare a response to this RFP and include the following information in your response in the order presented below:

- a) Cover letter that includes a statement that the firm understands the scope of the services sought and a statement guaranteeing the price for the term of the contract. This cover letter must be signed by an individual with the authority to bind the firm to the response presented. The cover letter should include the following corporate profile information:
  - i. A full legal and company name
  - ii. Home office location
  - iii. Commercial specialties and services
  - iv. Broker's name and number of licensed real estate agents and support personnel
  - v. Name of Broker in charge and Agent in charge of this project
  - vi. Code of Conduct and how you manage any conflicts of interest
- b) Table of Contents
- c) Scope of Services. In this section respondent should explain its proposed approach to sell the Science Center of Pinellas County. The scope of services should include the following:
  - i. Description of how you would approach the pricing and marketing of the Science Center.
  - ii. Description of the marketing methods and venues that would be employed in the selling of this building.
  - iii. Please provide your system for proposing an initial selling price.
- d) Appendix A – Organization Information
- e) Appendix B - Qualification and Requirements
- f) Appendix C – References
- g) License Information. Provide a copy of your State of Florida real estate business license.
- h) Budget Information. Provide a total cost for the delivery of the services. The budget information should include the following information:
  - a. Please provide your proposed commission structure.
- i) Other Information. Please include any additional information not already requested that your firm considers essential to your response including but not limited to any conflict of interest and assurances of confidentiality.

### 3) RFP Timeline

| Solicitation Action                                   | Date  |
|---|---|
| Issue RFP   | January 14, 2019  |
| Question & answer period                              | January 18, 2019 through 5:00 p.m. EST                                |
| Responses to RFP Due                                  | January 31, 2019 at 2:00 P.M. EST                                     |
| Evaluation of Responses                               | Begins on or about February 1, 2019 and will continue until completed |
| Negotiation with most qualified contractor responding | After review and approval by the Board or one of the Committees       |
| Contract begins                                       | On or about February 15, 2019.  |

### 4) Who can submit a response

Any private-for-profit corporation, not-for-profit corporation, a governmental unit, or public agency properly organized in accordance with State and Federal law and in business for at least 3 years may submit a response. Minority and women-owned and operated businesses are encouraged to submit a response.

Responses will not be reviewed if (1) the respondent has been disbarred or suspended or otherwise determined to be ineligible to receive federal funds by an action of any governmental agency; (2) the respondent's previous contract(s) with CareerSource Pinellas have been terminated for cause; (3) the respondent has not complied with an official order to repay disallowed costs incurred during its conduct of programs or services; or (4) the respondent's name appears on the convicted contractor list.

## 5) Response Format

Each response should be prepared simply and economically, providing a clear and concise presentation of the information requested in this RFP in the order requested. Elaborate or expensive bindings, colored displays, and promotional materials are neither necessary nor encouraged unless they are provided as examples of your firm's expertise.

WorkNet Pinellas, Inc. will not return responses, binders or exhibits. All responses become the property of WorkNet Pinellas, Inc. and, in accordance with TEGL 15-16, information contained in the proposals submitted by responders will be maintained in a manner that is confidential, to avoid the use of the information by another responder to their advantage and to prevent collusive bidding.

Each firm submitting a response to this RFP agrees that the preparation of all materials and all presentations are at the respondent's sole cost and expense, and WorkNet Pinellas, Inc. shall not, under any circumstances, be responsible for any costs or expenses incurred by a respondent.

The respondent should follow the instructions in this RFP in order to be considered fully responsive. Submissions should be concise and easily understood.

Responses should be submitted on 8 ½" X 11" papers, a minimum of 12-point font size and single-spaced. Text should be presented single-sided on each separate page. The response shall not exceed 15 pages in length, excluding required appendixes.

Do not respond to any questions in this RFP by referencing material presented elsewhere. The response provided immediately after the restatement of the question shall be considered complete and stands on its own merits. A response of "*will comply*" or "*see above*" or similar statement shall be considered unresponsive. Failure to respond to any section of this RFP may result in disqualification of the proposal.

Submissions must include:

- 1 signed paper original and 5 paper copies of the entire original response delivered to Real Estate Services, Attention: Jennifer Brackney, CEO, CareerSource Pinellas, 13805 58<sup>th</sup> Street North, Suite 2-140, Clearwater, FL, 33760. The original should be stamped or marked "Original" on the front. No email or facsimile copies will be accepted.
- The response must be submitted in a sealed package with **RFP # 19-0114** prominently displayed on the front or top of package.
- 1 flash drive on which the response is saved must be included in the sealed package. Please format the text in a Word document. PDF submissions will be considered non-responsive.

## 6) Improper Business Relationships / Conflict of Interest

In connection with this RFP, each respondent shall ensure that no improper, unethical, or illegal relationships or conflicts of interest exist between or among the respondent, CareerSource Pinellas, and any other party(ies) to this RFP. The respondent is responsible for disclosing at the

point of response submission any such relationships. CareerSource Pinellas reserves the right to determine the materiality of such relationships, when discovered or disclosed, whether intended or not, and to decide whether or not respondent disqualification and/or cancellation of contract shall result. Such disqualification and/or cancellation shall be at no fault or liability whatsoever to WorkNet Pinellas, Inc.

## **7) Questions**

All questions of this RFP document must be submitted in writing and received by WorkNet Pinellas, Inc. by the due date shown under “RFP Time Line”; see contact information for questions on the front page of this RFP. CareerSource Pinellas will make a good-faith effort to prepare a written response to each question or request for clarification as soon as possible after the deadline. Any resultant interpretation or clarification response, if issued, will be added to the CareerSource Pinellas website.

## **F. Contract Term and Conditions**

This RFP and the evaluation and selection process shall in no way be deemed to create a binding contract or agreement of any kind between WorkNet Pinellas Inc. and any respondent. All legal rights and obligations between the successful respondent, if any, and WorkNet Pinellas Inc. will come into existence only when a contract is fully executed by both parties, and the legal rights and obligations of each party shall at that time be only those rights and obligations which are set forth in the contract and any other document specifically referenced in that contract.

The term of this contract shall be from a period commencing on or about February 15, 2019 and terminating May 30, 2019 with an option to extend for up to three (3) additional one-month periods based on performance, business needs.

No third party contracts or subcontracts will be allowed unless specifically approved in writing by WorkNet Pinellas, Inc.

## **G. Subrecipient vs Contractor**

In accordance with USDOL TEGL 15-16 issued January 17, 2017, Any entity selected to provide the requested real estate services, including for-profits, nonprofits, educational organizations, and State or Local governments shall be considered a subrecipient when acting as a realtor and therefore must comply with 2 CFR 200, including any requirements identified by the USDOL under 2 CFR part 2900. A summary of the Uniform Administrative Guidance requirements along with links to the above referenced Code of Federal Regulations (CFRs) can be found on the USDOL website at this [link](#).

## **H. Evaluation and Selection**

The evaluation of each response to this RFP will be based on the proposer’s overall expertise and track record in delivering the services requested in this RFP and proposed price. Consideration will be given to the entity’s integrity, compliance with public policy (Uniform Guidance), record of past performance, and financial and technical resources. See breakdown of selection criteria below

The selection committee will review and score each proposal deemed responsive, place the responses in rank order, and present the results along with their recommendation to the appropriate

committee of the Board for review. A final selection will be made by the Board or a designated committee of the Board, contingent upon successful contract negotiations. Upon selection of the most qualified respondent, staff will begin negotiations in order to secure a contract at a level of compensation that WorkNet Pinellas, Inc. determines is fair, competitive and reasonable. Should WorkNet Pinellas, Inc. be unable to negotiate a satisfactory contract with the respondent considered to be most qualified at a price WorkNet Pinellas, Inc. determines to be fair, competitive and reasonable, negotiations with that respondent will be formally terminated. WorkNet Pinellas, Inc. shall then undertake negotiations with the next most qualified respondent, re-solicit for the services, identify an operator and develop a contract under a sole source method consistent with 2 CFR 200.320(f) or postpone/cancel the RFP as determined by the Executive Committee of the Board.

Final award of a contract will be contingent upon:

- identification of a respondent qualified and capable of successfully providing the services sought by WorkNet Pinellas, Inc. in this RFP and performing under the terms and conditions of the this procurement and the resulting contract;
- successful negotiation of a contract at a price WorkNet Pinellas, Inc. determines to be fair, competitive and reasonable; and
- Availability of sufficient funding.

**Criteria for Selection**

| <b>CRITERIA</b>   | <b>WEIGHT FACTOR</b> |
|---|----------------------|
| Requirements<br>a. The response was received by the due date and time.<br>b. The response was presented in the required format, all questions in this RFP answered, an original and the correct number of copies provided and a flash drive provided on which the response was saved. | MANDATORY            |
| Experience of contractor and key staff that would be involved in delivering these Real Estate Services as described in this RFP.  | 50 Points            |
| Cost Reasonableness - The commission information reflects reasonable costs for the staff and services as detailed in the Scope of Service.  | 50 Points            |
| <b>TOTAL SCORE</b>  | 100 Points           |

**Appeal Procedure**

From the date and time of selection/notice of intent to award, any entity has 72 hours (3 business days) in which to file a written appeal/protest with the Chief Executive Officer at the address included within this RFP. Any appeal(s)/protest(s) will be heard by individuals selected by the Executive Committee of the Local Workforce Development Board. The decision of this ad hoc committee is final.

**I. Conditions of this RFP - Reserved Rights**

The issuance of this RFP constitutes only an invitation to present a response. All information provided by WorkNet Pinellas, Inc. in this RFP is offered in good faith; WorkNet Pinellas, Inc. makes no certification that any item is without error. WorkNet Pinellas, Inc. is not responsible or liable for any use of the information or for any claims attempted to be asserted there from.

The rights reserved by WorkNet Pinellas, Inc., which shall be exercised in its sole and absolute discretion, and shall be at no fault, cost or liability whatsoever to WorkNet Pinellas, Inc. include, without limitation, the right to:

- Supplement, amend or otherwise modify or cancel any provisions set forth in this solicitation at any time.
- To accept or reject any or all responses, to re-advertise this RFP, to postpone or cancel this process and to change or modify the time line at any time.
- Disqualify any respondent that submits an incomplete or inadequate response or is not responsive to the requirements of this RFP.
- Disqualify any respondent who demonstrates less than full understanding of this RFP in its entirety.
- Waive any defect, technicality or irregularity in any response received.
- Require additional information and/or oral presentation from one or more respondents to supplement or to clarify the response submitted.
- Determine whether the respondent's written or oral representations are true, accurate and complete.
- Determine whether the respondent has the necessary experience, including seeking and evaluating independent information on any respondent.
- Consider any information submitted that is not requested by CareerSource Pinellas in a response as supplemental information and not subject to evaluation by the proposal review team or Board.
- Accept or reject in part or entirely the contractor's pricing. CareerSource Pinellas prohibits the changing of pricing and/or revenue responses after the RFP closing date and time except through the negotiation process.
- End contract negotiations if acceptable progress, as determined by the Executive Committee, is not being made within a reasonable time frame.
- Change specifications and modify contracts as necessary to (a) facilitate compliance with the legislation, regulations and policy directives, and (b) to manage funding.
- Request additional services. If the respondent is to be engaged to perform any additional services, the scope and fee will be negotiated in a separate contract to be awarded as a result of this solicitation. Such contracts, including provisions for additional fees, are valid only if approved in writing by both the respondent and CareerSource Pinellas.

**Appendix A – Organization Information**

**Real Estate Services**

RFP No. 19-0114

|  |  |   |                                      |
|--|--|---|--------------------------------------|
| Company /Organization Name:  |  |   |                                      |
| Mailing Address:   |  |   |                                      |
| City:  |  | State:  | ZIP:                                 |
| Physical location:   |  |   |                                      |
| City:  |  | State:  | ZIP:                                 |
| Name of Company Owner:   |  |   |                                      |
| Contact Person:  |  | Title:  |                                      |
| Phone:   |  | Ext.  | Fax:                                 |
| Email Address:   |  | Website Address:                                |                                      |
|  |  |   |                                      |
| Date Firm was Established:   | Years in Business:                       | Total # Full-time Employees at this location:   |                                      |
| Legal Structure of Business:   | <input type="checkbox"/> Sole Proprietor | <input type="checkbox"/> Partnership            | <input type="checkbox"/> Corporation |
|  | <input type="checkbox"/> Non-profit      | <input type="checkbox"/> Other(please indicate) |                                      |
| Employer's Federal ID #:   | Unemployment Comp ID #:                  |   |                                      |
| Dunn and Bradstreet. #:  | Primary NAICS and or (SIC) Code:         |   |                                      |
| Is your company current on all State of Florida tax obligations?   | <input type="checkbox"/> Yes             | <input type="checkbox"/> NO                     |                                      |
| Is your company licensed by the State of Florida?  | <input type="checkbox"/> YES             | <input type="checkbox"/> NO                     |                                      |
| Does your company / organization have an approved indirect cost rate?  | <input type="checkbox"/> YES             | <input type="checkbox"/> NO                     |                                      |
|  |  |   |                                      |
| Description of your business, product(s) and/or service(s):  |  |   |                                      |
|  |  |   |                                      |
| <b>Authorized Signature:</b> Execution hereof is certification that the undersigned has read and understands the terms and conditions of the RFP, and that the undersigned's principal is fully bound and committed. |  |   |                                      |

## Appendix B – Company Qualifications

### Real Estate Services

**RFP No. # 19-0114.** Respondent must meet all of the minimum qualifications outlined below. Please answer each question and initial by your answer.

- Has your company provided services similar in nature and complexity as those requested in this RFP for at least three years?  Yes  No Initial: \_\_\_\_\_
- Has your company contracted to provide services similar in nature and complexity as those requested in this RFP with at least one organization within the past three years? Performance of similar services as an employee does not fulfill this requirement.  Yes  No Initial: \_\_\_\_\_
- Does your company or one of your collaborative partners have subsidiaries, a parent organization, or other affiliates?  Yes  No Initial: \_\_\_\_\_ If yes, provide a full explanation on a separate sheet of paper.
- Is your company or one of your collaborative partners presently debarred or suspended or otherwise determined to be ineligible to receive funds by a government agency?  Yes  No Initial: \_\_\_\_\_ If yes, provide a full explanation on a separate sheet of paper.
- Has your company had a previous contract(s) with WorkNet Pinellas, Inc., and/or any other workforce board, terminated for cause?  Yes  No Initial: \_\_\_\_\_ If yes, provide a full explanation on a separate sheet of paper.
- Has your company complied with all official orders to repay disallowed costs incurred during your company's delivery of programs or services?  Yes  No Initial: \_\_\_\_\_ If no, provide a full explanation on a separate sheet of paper.
- Does your company's name appear on any convicted contractor list?  Yes  No Initial: \_\_\_\_\_ If yes, provide a full explanation on a separate sheet of paper.
- Has your company had a contract terminated for default in the last five years? Termination for default is defined as notice to stop performance, delivered to respondent due to respondent's non-performance or poor performance and the issue of performance was either not litigated due to inaction on the part of respondent; or litigated and determined that respondent was in default.  Yes  No Initial: \_\_\_\_\_ If yes, provide a full explanation on a separate sheet of paper.
- Has your company or any of your collaborative partners declared bankruptcy and/or had any assets attached by any court in the last three (3) years?

Yes  No Initial: \_\_\_\_\_ If yes, provide a full explanation on a separate sheet of paper.

- Is your company financially solvent?  Yes  No Initial: \_\_\_\_\_ If no, provide a full explanation on a separate sheet of paper.
- Is your company a minority-owned and/or woman-owned business?  
 Yes  No Initial: \_\_\_\_\_
- Is your company legally registered in the State of Florida?  Yes  No  
Initial: \_\_\_\_\_

## **Appendix C – Company References**

### **Real Estate Services**

RFP No. 19-0114

Respondent must include a list of references that can speak to the respondent's prior experience and past performance in delivering similar services. Reference names and contact information should be included. WorkNet Pinellas, Inc. reserves the right to contact any person(s) or organization(s) who is familiar with the work of respondent to document the qualifications and successful experiences of respondent, as well as to solicit character references.