

XXXXXXXXXXXX Owner's Broker Partner Request for Proposals

XXXXXXXX of the top R&D clusters in the world. XXXXXXXXXXXXXXX, a private 501(c)4, was created to serve as the responsible steward of the XXXXXX acre XXXXX and charged with an inspiring mission:

To promote university, industry and government collaborations leading to the establishment and maintenance of research, scientific and technology-based facilities within the RXXXXXXXXXXXX, creating quality jobs and opportunities for citizens.

The Foundation's XXXXX founding universities (XXXXXXXXXXXXXXXXXXXX) work in harmony with Park companies, ensuring a steady churn of research, discovery and innovation. This reputation attracts innovators, investors, entrepreneurs and large, multinational companies here to the heart of XXXXXXXX. Access to quality, educated workers and a high quality of life keep XXXXXXX and the region competitive.

The spirit of discovery and innovation continues to flourish within XXXXXXX; decades after the Park was first built, it remains one of the top R&D, life science and technology clusters in the world and its technical, chemical, and biomedical partnerships have produced discoveries that impact the lives of all people.

In XXXXXXXX, the XXXXXXXX purchased approximately XXXX acres, XXXXXXX, fronting on XXXXXXXX. Included within XXXXXXXX is over XXXXXXX square feet of existing office space. Additional information on XXXXXXXX can be found in the following pages.

XXXX is now initiating a two part mission driven initiative. The first is the development of a new mixed-use center that will be located on the eastern half of XXXXXXX. This new development will include retail, residential, F&B, office, public convening space as well as parks and plazas for recreation and events. The second is to fully lease the existing space located on the western portion of XXXXXXX to companies and partners such as:

- Second Generation / Stage 2 Technology & Innovation Companies
- New & Expanding University Programs
- Holding & Transition Space for the eastern portion of XXXXXXX
- Swing & Expansion Space for Existing Companies
- Additional Opportunities that fit within the mission of XXXXXXXX

XXXX staff will play an active role in the marketing, communications and recruitment efforts associated with the leasing of XXXXXXX. The successful Broker Partner will be expected to work in collaborative partnership with the Foundation team.

XXXXX is requesting responses to the following questions regarding your firm's expertise in the leasing of office buildings. Our initial goal is to gain a thorough understanding of your leasing philosophy, your experience level with this property type as well as institutional clients. XXXX believes it is critical that sound leasing systems, policies and procedures are in place to protect and cultivate the vision and future of XXXX.

We respectfully request this proposal for leasing services be kept strictly confidential and that you do not contact the property manager or any of the tenants at the XXXXXX properties. If you have any questions about the properties or this XXXX, please direct the questions to the Foundation office using the information provided below.

Your response to this RFP should, at a minimum, address but not be limited to the following items:

1. Please include resumes and background information for members of the leasing team, regional supervisor, and marketing staff who are going to be involved in this leasing assignment, if it is awarded to you. For each of these individuals kindly summarize by person:
 - Role on the leasing team and duties.
 - Time allocated to the respective Properties.
 - Percentage of time spent on Landlord Representation and Tenant Representation.
 - Industry affiliations and professional designations.
 - Listing of each property, regardless of product type, these individuals currently lease. Please also highlight the geographic coverage area and product type specialty of each team member.
2. Please also indicate what supervisory structure is in place relative to your leasing staff.
3. Please provide a list and description of all office buildings that your firm is currently leasing in the respective Property's area. Do these assignments of your firm or your specific team have any impact on your team's ability to devote their full efforts on leasing the respective Properties? Please explain how you address conflict in these situations.
4. Please describe the competitive impact of these properties on your team's ability to lease the respective Properties.
5. Please explain your team's marketing strategy with respect to new and renewal leases at the respective Properties. Please differentiate between asking and taking rate.
6. Please provide an example of the Owner's Reporting document structure that will be provided if selected for the project.
7. Please indicate the fee structure for leasing and other services that would be provided by your firm/team for this assignment. Additionally, please discuss your thoughts on compensation levels for the outside brokers who may be involved in the leasing efforts. Please provide details on any additional costs which may be involved in the leasing efforts which XXXX may incur.
8. Please address your marketing strategy on how you would sell for and against the respective properties, including strengths and weaknesses. Additionally, please discuss your team's recommendations for any physical or other enhancements to the respective properties, which would make this asset more competitive.
9. Please provide the most recent market information and statistics which are produced and/or utilized by your firm and your team. Please provide samples of your proposed marketing

material and means of marketing this Property. Additionally, please provide detail on any costs the owner may incur as a result of marketing.

10. Please describe any litigation that you or your team has been involved with as either a plaintiff or defendant in connection with your leasing transactions in the past 3 years.
11. Please provide detail regarding any leasing assignments for which your leasing team has been terminated (other than a sale of the asset) during the last 3 years.
12. Please discuss any possible conflicts of interest, which you and your team may have with regard to this assignment.

We would greatly appreciate your responses being submitted via email to XXXXX no later than 5PM XXXXXXXXXX in order for your firm to be considered. Upon the completion of our review of your responses, we will contact you to discuss any questions we may have and to arrange for the next phase of this evaluation.

We appreciate your timely efforts with respect to answering this request for proposal and look forward to your response.

Sincerely,

**For questions regarding this XXXX please
contact: XXXXXXXXXXXX
EMAIL**