

REQUEST FOR PROPOSAL FOR COMMERCIAL REAL ESTATE BROKER SERVICES

The Humboldt Bay Harbor, Recreation and Conservation District (District) is requesting a proposal for services of a Commercial Real Estate Broker (Broker) to help in the design, property lease evaluation and tenant search for the Redwood Terminal 2 in Samoa, California. Proposals are due on Thursday, March 27, 2014 at 12:00 PM at the offices of the Humboldt Bay Harbor, Recreation and Conservation District at; 601 Startare Drive Eureka, CA 95501.

Services provided will include but are not limited to:

- Compare commercial warehouse space and industrial yard area with similar properties that have recently leased, in order to determine its competitive market price.
- Market available commercial warehouse space and industrial yard area through electronic media and non-electronic media.
- Act as an intermediary in negotiations with potential Tenants over lease prices and other lease details.
- Monitor lease contract terms to ensure that they are handled in a timely manner.
- Complete lease agreements between parties in order to reflect the contractual obligations by each party (Landlord and Tenant).
- Site repair and upgrade evaluation.

Qualifications:

- Must have a California real estate license and have knowledge of laws, legal codes, government regulations, and agency rules that would apply to leasing commercial property in California.

**Please include proposed fee/commission schedule in proposal.

The District Reserves the right to check and evaluate professional qualifications and references of the Broker. The District reserves the right to accept any responsive and reasonable proposal from the Broker. Proposed candidates will be discussed by the District Board of Commissioners in a regularly scheduled public meeting. Award for contracted services with the Broker is to be announced no later than March 28, 2014. Award for these services is subject to the sole determination of the District. The District reserves the right to withhold award and re-request proposals at their sole discretion.

Questions shall be directed to Jack Crider, District CEO by phone (707)443-0801 or by email jcrider@humboldtby.org