



NEW MEXICO FINANCE **AUTHORITY**

REQUEST FOR QUOTATION

COMMERCIAL REAL ESTATE AGENT

The New Mexico Finance Authority (“NMFA”) is requesting quotations (the “Request”) from experienced commercial real estate agents (“Contractor” or “Agent”) to provide services for its office relocation, via buy or build. Currently the NMFA is located at 207 Shelby Street, Santa Fe, New Mexico 87501, occupying a building of approximately 12,500 sq. ft spread across three floors. The NMFA is experiencing rapid growth, including growing from 40 employees to an anticipated 60 with a cap of 75 in the future, thus needing a much larger space.

Services

The potential Contractor, as requested by the NMFA shall perform the following services:

- I. Needs Assessment – Assist the NMFA, along with any other contractors, in formulating requirements for new office space. As a minimal example, this should include space requirements, bathrooms, IT, workflow, conference and board rooms, as well as location.
- II. Search – Identify suitable space, locations, whether buy or build, via on and off market listings.
- III. Negotiation/Closing – Assist the NMFA in negotiating a favorable purchase agreement and ensure a timely and smooth closing.

Quotation

Please submit a quotation outlining a fixed fee for the services described above. You must also include:

- Background\Biography of your company highlighting your related experience.
- Summaries of prior related work.
- List of References
- Key Personnel who will be primarily responsible for the work



NEW MEXICO FINANCE **AUTHORITY**

Additional information about your firm must be included as part of your quotation, to include:

- Experience with medium to large scale commercial transactions
- Expertise in Santa Fe with knowledge of the central regional market, to include office relocations
- Expertise with needs assessment
- Level of accessibility and responsiveness
- Negotiation expertise and closing experience
- Track record of timely closings

The term of the contract will be negotiated based on the quotation received and other factors. Contract terms will comply with NMFA requirements. Please note that the NMFA is requesting quotes from several Agents and there is no guarantee that your firm or any other firm will receive a contract award. NMFA reserves the right in its sole discretion to cancel this Request and/or award a contract to one or more offerors that, in the sole discretion of the NMFA, are most advantageous to carrying out the needs of the NMFA.

Any protest to an award must be made in conformance with the NMFA's Procurement Policy available at www.nmfa.net.

The deadline to submit quotations is June 18, 2021, at 4 PM Mountain Time. Your quotations must be e-mailed to dcdebaca@nmfa.net. If you have any other questions please contact Dora Cde Baca, Chief Administrative Officer, at 505-992-9625.