



# NORTHWEST FLORIDA STATE COLLEGE

100 College Boulevard, E. • Niceville, FL 32578-1347 • (850) 678-5111 • [www.nwfsc.edu](http://www.nwfsc.edu)

## **Request for Information NWFSC Foundation Real Estate Brokerage Services**

*For*

Northwest Florida State College Foundation, Inc.  
100 College Blvd.  
Niceville, FL 32578

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Date RFI Issued:	1/6/2021
Opportunities to view the property:	1/11/2021 (10:00 a.m. – noon) & 1/12/2021 (1:00 p.m. – 3:00 p.m.)
Questions Must Be Received by:	1/14/2021
Response to All Questions available on website at <a href="http://www.nwfsc.edu/about/purchasing">www.nwfsc.edu/about/purchasing</a> :	1/15/2021
<b>Submit Responses to RFI by:</b>	<b>1/22/2021 @ 4:00 p.m. (CST)</b>

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### **RESPONSE ACCEPTED VIA EITHER OF THE FOLLOWING:**

Email:  
[brandens@nwfsc.edu](mailto:brandens@nwfsc.edu)

Physical Address:  
NWFSC Foundation  
ATTN: Shiri Brandenburg  
100 College Blvd.  
Niceville, FL 32578  
(850) 729-4942



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## **Request for Information #2021-01 Real Estate Brokerage Services**

The Foundation Board of Directors, Northwest Florida State College Foundation (“Foundation”) requests information from qualified commercial real estate brokerage firms (“Consultant”) interested in providing professional real estate consulting and property listing services.

The Northwest Florida State College Foundation is a non-profit 501(c)3 organization that provides charitable and educational aid in the form of money and other property and services to and/or for the benefit of Northwest Florida State College. Through the solicitation of funds, the Foundation promotes educational opportunities, enhances instruction and performs other related activities at Northwest Florida State College that encourage and support research in learning. To learn more about the Foundation, please visit <https://nwfscfoundation.org>

The Foundation reserves the right to: 1) Consider negotiating and contracting with a Consultant responding to this RFI; or 2) Consider not entering into any contractual arrangement with any Consultant responding to this RFI.

SCOPE OF SERVICES: Provide the Northwest Florida State College Foundation with a marketing proposal that includes options for selling the College Courtyard Apartments in such a way that the College’s student athletes may maintain residence and use of the 4 apartment buildings and laundry facility at 30 Garden Lane:

<b>28 Garden Lane, Niceville, FL 32578</b>			
Legal Description	<b>VALPARAISO P/C 3 LOTS 1-5 BLK 3 &amp; RD AS</b>		
Parcel ID	<b>05-1S-22-256C-0003-0010</b>		
Zoning	<b>Multi-Family Residential (R-3)</b>		
Acreage (GIS)	1.44		
Year Built	2007		
Parking Spaces	Approx. 51, including 3 handicap		
	<b>Total Square Feet</b>	<b># Units</b>	<b>Unit Type</b>
Building 1	6,800	8	2BR/1BA
Building 2	6,800	8	2BR/1BA
Building 3	6,930	6	3BR/2BA
Building 4	6,800	8	2BR/1BA



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<b>30 Garden Lane, Niceville, FL 32578</b>			
Legal Description	<b>VALPARAISO P/C 3 LOTS 1-6 BLK 9 &amp; RD AS OR 793-710</b>		
Parcel ID	<b>05-1S-22-256C-0009-0010</b>		
Zoning	<b>Multi-Family Residential (R-3)</b>		
Acreage (GIS)	1.39		
Year Built	1984		
Parking Spaces	Approx. 50, including 2 handicap		
	<b>Square Feet</b>	<b># Units</b>	<b>Unit Type</b>
Building 5	932	1	Laundry Facility
Building 6	3,400	4	2BR/2BA
Building 7	2,800	4	2BR/1BA
Building 8	4,400	8	1BR/1BA
Building 9	5,600	16	2BR/1BA

To schedule a tour of the facility, contact Shiri Brandenburg, Foundation Accountant and Operations Manager, via email [brandens@nwfsc.edu](mailto:brandens@nwfsc.edu) or phone (850) 729-4942.

The Foundation seeks to enter into a contract with a Real Estate Brokerage Firm to provide the entire spectrum of services customarily provided to public educational entities by real estate firms. The services provided should include, but need not necessarily be limited to, the following:

- a) General real estate consulting services;
- b) Develop marketing strategies for the sale of the property;
- c) Negotiate with buyers on behalf of the Foundation;
- d) Coordinate real estate transaction closings;
- e) Property listing and sales services;
- f) Handling all other customary activities and services associated with real estate transactions.

Services will include consultation with Foundation staff, Foundation Board of Directors and other identified personnel as related to the sale of the property. Presentations at executive sessions and public meetings will be required. Consultants, at a minimum, should possess the following:

- a) Must be licensed and in good standing with the Florida Real Estate Commission;
- b) Must have an excellent reputation in the real estate community;
- c) Must be knowledgeable in the local real estate market and have experience with smaller commercial properties;
- d) Must be knowledgeable in the use of all public real estate records maintained by the County Assessor and County Clerk and Recorder;
- e) Knowledge and experience in the sale of public entity owned property is desired.



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Consultants should submit the following information:

1. A brief vitae of your firm and professional staff qualifications;
2. A brief overview of your firm's past experience in conducting similar transactions for other public educational entities;
3. A brief overview of what services your firm could potentially offer;
4. A brief statement as to how your firm may be uniquely qualified to serve as the Real Estate Brokerage Firm to the Foundation;
5. An estimate of the proposed selling price;
6. An estimate of the proposed commission rate for listing and selling of the property;
7. State any other costs the Foundation may anticipate relating to the real estate services to be provided;
8. Include a proposed agreement to include the minimum duration of same;
9. An overview of the methodology employed by your firm to conduct the sale of the property to include, but not be limited to, items such as (1) ensuring all aspects of the sale process is transparent and open to the public due to the Florida Sunshine Law and Open Records Act; (2) ensuring proper market analysis is conducted to arrive at a fair and reasonable selling price; and (3) strategy for marketing the property.

**All questions should be submitted via email to [brandens@nwfsc.edu](mailto:brandens@nwfsc.edu) by January 14, 2021. A response to all questions received will be made available at [www.nwfsc.edu/about/purchasing](http://www.nwfsc.edu/about/purchasing).**

**Submit a response to the College's Request for Information ELECTRONICALLY, NO LATER than 4:00 PM Central Standard Time on January 22, 2021 to Shiri Brandenburg, Foundation Accountant and Operations Manager via email [brandens@nwfsc.edu](mailto:brandens@nwfsc.edu).**

It is the Foundation's intent to review timely submitted RFI responses and potentially contact or meet with select firms to seek additional information or clarification.

<END OF RFI #2021-01>