

**ALAMEDA CORRIDOR  
REAL ESTATE BROKERAGE SERVICES  
Request for Proposals dated May 15, 2024**

***Responses to Questions***

Issued May 30, 2024

- 1. Does the potential realtor have to be registered as a small/disadvantaged business?**

**ACTA's response: No.**

- 2. Can the potential realtor hold an office with a certified small/disadvantaged construction business and qualify?**

**ACTA's response: Not necessary.**

- 3. Can you please describe the ideal office space and office project for ACTA?**

- a. Size of your current suite vs. the size of your ideal space.** The current size of ACTA's current suite is 7,074 rentable (6,222 usable) square feet of space. We are looking to have the broker assist us in determining the ideal size for a new office space.
- b. Layout – How many offices, cubicles, conference rooms, kitchens, receptionist areas, IT rooms, storage areas are ideal?** 12 offices (3 executive), no cubicles, a large and small conference room, a kitchen, an IT room, and storage space.
- c. Do you have ideal sizes and dimensions for each? (A rough estimate is acceptable if you do not know exact size and dimensions for each).** The approximate size of our executive offices is currently 21' by 17'. The size of our staff offices is 16' by 9'. We look forward to input from the broker on the ideal new sizes.
- d. How does your current suite and your current project compare to your ideal suite and office project?** Please see response to question 3c.

- e. **If given the opportunity, what would you change to your current office layout and suite?** We would remove the cubicles which were for Alameda Corridor Engineering Team contractors who will no longer be working with ACTA after June 30, 2024.
- f. **If given the opportunity, what would you have changed to your current office project?** Nothing.
- g. **What do you like about your current suite and office project?** They are very functional, aesthetically pleasing and the individual offices are comfortable and provide privacy.
- h. **Please feel free to describe your ideal office suite and project.** We would like one similar to our current office layout, but with less space.

**4. Can you please describe your ideal lease?**

- a. **Ideal Budget.** We would like the cost to be less than what we are currently billed monthly, reflecting the current market pricing and smaller space.
- b. **Ideal Lease Length.** Five years.
- c. **Ideal Size.** Please see section 3c.
- d. **Parking Needs. (Amount of parking stalls required, reserved stalls vs. unreserved, amount of visitor hours per month needed).** 12 parking stalls. Three reserved and 9 unreserved. About 25 hours of visitor parking per month.
- e. **Do you need a right to terminate in your lease?** Yes.
- f. **Utilizing your lease vs. landlord's lease.** We would use ACTA's agreement between the broker and ACTA, and the Landlord's lease between ACTA and the Landlord.
- g. **What is the likelihood of renewing your current lease?** Uncertain.
- h. **Please feel free to describe your ideal office lease.** ACTA will look for advice from our broker and Co-General Counsel.

**5. Can you please describe the ideal brokerage firm to represent you?**

- a. **What is most important to you?**
- b. **How would you suggest we can win your business?**
- c. **Is it important to have a brokage firm represent you which does not have conflicts of interest (such as a listing firm representing both your current landlord and ACTA on the same transaction?)**
- d. **Please feel free to describe your ideal brokerage firm.**

ACTA's response: ACTA is looking for the brokerage firm which is best at providing the services described in Attachment 2 (Scope of Services) of the RFP.

- 6. Can you please describe your ideal real estate process?**
- a. In your mind, how can we make the process as seamless and easy as possible for you?
  - b. What is most important to you?
  - c. Please feel free to describe the ideal real estate process for you.

ACTA's response: We will look to the Proposers to describe the best process for ACTA and explain why it is.

- 7. How do you imagine ACTA's space needs will change in the near and distant future?**

ACTA's response: Please see response to question 3e for the near term. We envision having the remaining 12 ACTA staff for the long term.

- 8. How do you choose vendors to assist you in your potential move?**
- a. Moving company, IT and Cabling, General Contractor for potential Tenant Improvement Buildout, etc.
  - b. Do you have any restrictions on vendors you are allowed to retain?
  - c. On a 1 to 10 scale with 10 being the most important, how important is it for you to have a brokerage firm assist in managing said vendors?

ACTA's response: We will look to the Proposers to describe the best process for ACTA and explain why it is.

- 9. Are you able to send us your lease, any lease amendment(s) and your current floor plan?**

ACTA's response: Please see attached original lease, along with the 1<sup>st</sup> and 2<sup>nd</sup> amendments to the lease and floor plan.

- 10. Can you provide more details on the current office space at Aero Long Beach (e.g., square footage, layout)?**

Please see ACTA's response to question number 9.

- 11. Are there any specific features or amenities in the current office space that are essential for the new lease?**

ACTA's response: Conference room, kitchen and storage space.

**12. Are there specific areas or buildings within the 10-mile radius that ACTA prefers or has considered?**

ACTA's response: No.

**13. Are there any restrictions or preferences regarding the proximity to public transportation or other infrastructure?**

ACTA's response: It would be helpful if the space is near an exit of the Long Beach portion of the 405 or 710 freeways.

**14. Can you provide a detailed description of the requirements for the new office space (e.g., number of rooms, specific facilities, parking spaces)?**

ACTA's response: Please see responses to Section 3 and 4d above.

**15. Is there a preferred type of building (e.g., modern, historical, green- certified)?**

ACTA's response: No, we will look to the broker to help us to identify the benefits and costs.

**16. Are there any preferred formats for the submission beyond the 6-page limit mentioned (e.g., digital format, specific file types)?**

As indicated in the RFP under Section 3.1 Proposal Submission, proposals must be submitted in PDF format.

**17. Should any specific documents be included in the proposal, such as proof of licenses or certifications?**

ACTA's response: Please see Section 3 of the RFP. No proof of licenses or certification are required.

**18. How will the proposals be scored across the different criteria listed in the selection form (e.g., weightage of qualifications vs. cost structure)?**

ACTA's response: Please see Attachment 3 of the RFP.

**19. Are there any additional criteria or sub-criteria that will be considered during the evaluation?**

ACTA's response: The four evaluation criteria, shown in Attachment 3 of the RFP: Qualifications, Experience, References, and Brokerage Arrangement, will each be weighted at 25%.

**20. Can you provide examples of previous successful projects that are similar to this one?**

ACTA's response: No. This is for Broker to identify.

**21. How important is local experience in the evaluation process compared to other factors like overall experience and methodology?**

ACTA's response: That is a case for the Proposer to make.

**22. What level of detail is required for client references (e.g., contact information, detailed project descriptions)?**

ACTA's response: Please see Section 3.3.3 of the RFP. Each reference should have contact information and a brief description of the project.

**23. Are there any specific types of projects or clients that you prefer to see as references?**

ACTA's response: We would like to see references that have close knowledge of the work that was done for them by your firm.

**24. What are the primary areas where ACTA is looking for cost savings (e.g., lower rent, reduced operational costs)?**

ACTA's response: We will look to the Broker to provide information on these areas.

**25. Are there specific metrics or benchmarks that ACTA uses to evaluate cost savings?**

ACTA's response: This should be provided by Proposer.

**26. Are there any negotiable terms in the sample agreement provided?**

As indicated in the RFP under Section 3.3.1 Transmittal Cover Letter, ACTA may consider modifications to agreement terms that address issues that impact all proposers collectively.

**27. Are there any additional legal or regulatory requirements that need to be considered beyond those mentioned in the RFP?**

ACTA's response: We will look to the Broker to provide information on these areas.

**28. What are the key milestones and deadlines for the project after the proposal submission?**

ACTA's response: This is for the Proposer to identify.

**29. Is there flexibility in the timeline for securing the new office space?**

ACTA's response: We would like the timeline to be sooner rather than later to help give ACTA the negotiating power of time.

**30. What is the preferred method of communication for updates and queries during the proposal evaluation period?**

ACTA's response: As indicated on page 2 of the RFP, responses to questions will be posted on ACTA's website. It is the responsibility of proposers to review ACTA's website for any RFP revisions or answers to questions prior to submitting a proposal to ensure their proposal is complete and responsive.

**31. How often should the selected firm provide updates once the contract is awarded?**

ACTA's response: This is for the Proposer to recommend.

**32. Will there be opportunities for site visits to the current office space or potential new office locations?**

ACTA's response: Not as part of the proposal process.

**33. How should we coordinate these visits if they are part of the evaluation process?**

ACTA's response: N/A

**34. While the RFP indicates a 0% requirement for small business participation, are there any incentives or preferences for including small businesses or minority-owned firms as subcontractors?**

ACTA's response: There will not be any preferences or incentives due to State law.

**35. What is ACTA's diversity, equity and inclusion strategy?**

ACTA's response: The ACTA Governing Board has established a Small Business Enterprise (SBE) participation goal for all ACTA contracts awarded after January 1, 2017, of an aggregate average of 25% by contract value, and/or 25% of all contracts awarded to certified SBE firms. The minimum required SBE participation level by contract value for the proposed contract is 0%.

**36. Is there interest in including DEI and sustainability practices into the real estate services to impact your workplace?**

ACTA's response: If desired, the Proposer should make a case for inclusion.

**37. How important is creating a world-class workplace to retain and recruit talent?**

ACTA's response: We would like Class A space if it is within our budget.

**38. Does ACTA prefer to have these additional services (workplace, DEI, sustainability) in-house (not with outside consultants) and included in the brokerage services at no additional cost?**

ACTA's response: Yes