



REQUEST FOR EXPRESSION OF INTEREST

To Provide

**COMMERCIAL CONSULTATION, LEASING AND CAPITAL RAISE
SERVICES FOR THE CONSTRUCTION OF
A CLASS "A" OFFICE BUILDING**

RESPONSE #10202015-001

**INFORMATION REQUEST DATE
OCTOBER 20, 2015**

**SUBMITTAL DEADLINE
November 13, 2015**

REQUEST FOR EXPRESSION OF INTEREST (RFI)
To Provide
COMMERCIAL CONSULTATION, LEASING AND
CAPITAL RAISE SERVICES FOR THE CONSTRUCTION OF
A CLASS “A” OFFICE BUILDING

BROOKS DEVELOPMENT AUTHORITY (BDA)
SAN ANTONIO, TEXAS 78235

I. GENERAL INFORMATION

The Brooks Development Authority is a Defense Base Development Authority and political subdivision of the state of Texas, formed under Chapter 379B of the Local Government Code of the state of Texas (“Authority or Brooks”). Brooks oversees the development of land at Brooks City Base and is located in Bexar County, Texas within the current boundaries of the City of San Antonio. Total property owned by Brooks includes approximately 1,200 acres. Brooks is releasing this Request for Expression of Interest (“RFI”) to solicit responses from qualified firms to provide Commercial Consultation, Leasing and Capital Raise (Real Estate Consultant) services in a two step process.

- Step 1. (Relative Value of Service is 35%). Assist Brooks in the Request for Proposal (RFP) process for the selection of a developer/builder to design, develop and construct a Class “A” office building. The selected Real Estate Consultant will develop the Request for Proposal which will be released to solicit services to be provided by a developer/builder, Proposals will be reviewed, evaluated and a recommendation made to Staff of the selected developer/builder firm. Subsequent to the selection of the developer/builder the Real Estate Consultant will assist Brooks in negotiating the Development Agreement.

- Step 2. (Relative Value of Service is 65%). At the discretion of Brooks and subsequent to the selection of the developer/builder Brooks may engage the Real Estate Consultant to provide additional services which include pre and post construction leasing services, and represent Brooks in soliciting, negotiating and delivering office building project financing. The amount of services required in Step 2 is dependent upon what services will be provided by the office developer/builder.

II. PROCEDURES FOR SUBMISSIONS

Brooks seeks a qualified firm and/or individuals (Respondent) to provide professional consultation services to assist Brooks in the Request for Proposal (RFP) process to select an office developer/builder, and to provide services for the financing, development, construction and leasing of an office building. Interested persons are expected to be experienced and qualified to (1) conduct the RFP process, (2) provide Leasing and Sales Services to include market research and feasibility analysis, (3) Capital Markets and Project Funding Services, and (4) General Real Estate Consulting services.

Qualified individuals and/or firms are requested to submit the following:

Respondent Name: Business name, DBA (if applicable) and principal contact person, including office location, address, telephone number, fax number and e-mail address.

Qualifications and Experience

Provide a statement of qualifications and experience of the firm and the individuals that would be assigned to Brooks on this engagement.

Consultation Services Pertaining to the Development and Construction of a Class “A” Office Building:

Provide a description of your experience, qualifications, and strategy to conduct a Request for Proposal process on behalf of Brooks for a developer/builder to develop, design and construct a Class “A” office building.

Leasing and Sales Services:

Provide a description of your brokerage, leasing and sales services. Include qualifications and years of experience. Describe pre-construction and post construction leasing strategy for a Class “A” office building and your approach to commissions.

Capital Markets and Project Funding:

1. Provide a description of your experience and capabilities to solicit, structure, raise capital, and negotiate the financing on behalf of Brooks for the construction of a Class “A” office building.
2. Describe your experience to prepare offering documents as needed to source funds.
3. Describe how your firm will identify sources of project funding.
4. Describe your experience pertaining to the review and evaluation of term sheets and making recommendations on options and course of action.
5. Describe your experience in negotiating with lenders, investors, developers and other providers of capital.

General Real Estate Consulting Services:

1. Provide a description of your general real estate consulting services.
2. Provide three references.

III. INQUIRES

1. Inquires should be made by phone call or by electronic communication to Milo Nitschke, Chief Financial Officer (210) 678-3306 or by email to Milo.Nitschke@brookscity-base.com with a cc to Lucynda.Massey@brookscity-base.com.

IV. RESPONSE TO RFI

Responses will be received by the Books Development Authority at 3201 Sidney Brooks, San Antonio, TX 78235 until 4:00 p.m. Central Time, on November 13, 2015. Responses may also be submitted by e-mail to Milo.Nitschke@brookscity-base.com with a copy to Lucynda.Massey@brookscity-base.com.

Copies of this RFI may be downloaded at www.brookscity-base.com.

Envelopes containing responses are to be addressed as follows:

Brooks Development Authority

RFI to Provide Commercial Consultation, Leasing and Capital Raise Services for the Construction of a Class “A” Office Building

ATTN: Lucynda Massey, Procurement Manager

3201 Sidney Brooks

San Antonio, Texas 78235

Brooks Development Authority reserves the right to reject any and all proposals, to negotiate portions thereof, and to select any proposal, considering the qualifications and other factors. The proposer shall furnish such additional information that Brooks Development Authority may reasonably require.