

CITY OF GRAND JUNCTION, COLORADO

CONTRACT

This CONTRACT is made and entered into this 3rd day of January 2025, by and between the City of Grand Junction, Colorado, a government entity in the County of Mesa, State of Colorado, hereinafter in the Contract Documents referred to as the "Owner" and Bray Commercial, LLC, hereinafter in the Contract Documents referred to as the "Broker."

WITNESSETH:

WHEREAS the Owner advertised that sealed Proposals would be received for furnishing all that is required for the provision of the Service(s) required and described by the Contract Documents, referred to herein as the **Commercial Real Estate Broker Services RFP-5533-24-KF**.

WHEREAS, the Owner has awarded the contract to the above-named Broker and said Broker is now ready, willing, and able to provide the Service(s) specified under the Contract Documents.

NOW, THEREFORE, in consideration of the compensation to be paid to the Broker, the mutual covenants hereinafter set forth and subject to the terms hereinafter stated, it is mutually covenanted and agreed as follows:

ARTICLE 1

<u>Contract Documents</u>: It is agreed by the Parties hereto that the following list of instruments, and documents which are attached hereto, bound herewith, or incorporated herein by reference constitute and shall be referred to either as the "Contract Documents" or the "Contract", and all of the said instruments, and documents taken together as a whole constitute the Contract between the Parties hereto, and they are fully a part of this agreement as if they were set out verbatim and in full herein:

The order of the contract document governance shall be as follows:

- a. The body of this Contract Agreement
- b. Negotiated Terms and Conditions
- c. Solicitation Documents, including all Addenda: Commercial Real Estate Broker Services (RFP-55339-24-KF)
- d. The Broker's Response to the Solicitation

- e. Service Change Requests (directing changed service(s) to be performed)
- f. Amendments

ARTICLE 2

<u>Definitions:</u> The clauses provided in the Solicitation apply to the terms used in the Contract and all the Contract Documents.

ARTICLE 3

<u>Contract Service(s)</u>: The Broker agrees to furnish all labor, technology usage, equipment, materials, meetings, travel, mileage, per diem, permits, licensing, and any other expense necessary, and required to complete the tasks associated with the Service(s) described, set forth, shown, and included in the Contract Documents.

ARTICLE 4

Contract Price and Payment Procedures: The Broker shall accept, as full and complete compensation for the performance and completion of all Service(s) specified in the Contract Documents, the commission structure outlined in the Broker's submitted proposal response and updated through negotiated terms. The compensation under this Contract is contingent upon and subject to lawful appropriations made by the Grand Junction City Council for the use and benefit of this Service(s). The terms of this Contract, including the commission structure, shall not be modified except by a formal Amendment or another written directive of the Owner. The Owner shall not issue an Amendment or other written directive requiring additional services that would result in compensation exceeding the appropriated amount for real estate transactions unless and until the Owner provides the Broker with written assurance that sufficient lawful appropriations have been made to cover the costs of such additional services.

ARTICLE 5

<u>Contract Binding:</u> The Owner and the Broker each bind itself, its partners, successors, assigns, and legal representatives to the other party hereto in respect of all covenants, agreements, and obligations contained in the Contract Documents. The Contract Documents constitute the entire agreement between the Owner and Broker and may only be altered, amended, or repealed by a duly executed written instrument. Neither the Owner nor the Broker shall, without the prior written consent of the other, assign or sublet in whole or in part its interest under any of the Contract Documents. Specifically, the Broker shall not assign any monies due or to become due without the prior written consent of the Owner.

ARTICLE 6

<u>Severability:</u> If any part, portion, or provision of the Contract shall be found or declared null, void, or unenforceable for any reason whatsoever by any court of competent jurisdiction or

any governmental agency having the authority thereover, only such part, portion, or provision shall be affected thereby and all other parts, portions, and provisions of the Contract shall remain in full force and effect.

IN WITNESS WHEREOF, City of Grand Junction, Colorado, has caused this Contract to be subscribed and sealed and attested on its behalf; and the Broker has signed this Contract the day and the year first mentioned herein.

The Contract is executed in two counterparts.

CITY OF GRAND JUNCTION, COLORADO

— DeauGianed by

By: Duane Hoff Ir.	1/9/2025	
Duane Hoff Jr., Contract Administrator	Date	
Bray Commercial, LLC		
By: Thursa Englinedt	1/8/2025	
Theresa Englbrecht, Commercial Broker	Date	



Negotiated Terms and Conditions

Services provided under this Agreement shall be rendered strictly on an as-needed basis, at the sole discretion of the City, and only when deemed necessary and in the best interest of the City. The City expressly reserves the right to identify, pursue, and manage real estate opportunities internally. In such instances, the City shall have no obligation to engage the services of the Broker/Firm or to pay any commission or fees associated with the transaction.

The commission structure under this Agreement shall be as follows:

- Purchase Price: Up to \$1,000,000 Commission Rate 3%
- Purchase Price: \$1,000,001 to \$5,000,000 Commission Rate 2.5%
- Purchase Price: Above \$5,000,000 Commission Rate 2%
- Dual Representation of both seller and buyer Commission Rate 3.5%



Request for Proposal

RFP-5533-24-KF

Commercial Real Estate Broker Services for the City of Grand Junction

Responses Due:

December 3, 2024, before 2:30 p.m. MST

Accepting Electronic Responses Only
Submitted Through the
Rocky Mountain E-Purchasing System (RMEPS)

https://www.bidnetdirect.com/colorado/city-of-grand-junction

(The purchasing agent does not have access to or control the vendor side of RMEPS. If the website or other problems arise during response submission, the Proposer MUST contact RMEPS to resolve the issue before the response deadline 800-835-4603)

NOTE: All City solicitation openings will be held virtually, information is in Section 1.8.

Purchasing Agent:

Kathleen Franklin kathleenf@gjcity.org 970-244-1513

Table of Contents

Section 1.0: Administrative Information & Conditions for Submittal	3
Section 2.0: General Contract Terms and Conditions	8
Section 3.0: Insurance Requirements	14
Section 4.0: Specifications/Scope of Services	16
Section 5.0: Preparation and Submittal of Proposals	20
Section 6.0. Evaluation Criteria and Factors	24
Section 7.0. Solicitation Response Form	26

Section 1.0: Administrative Information & Conditions for Submittal

- 1.1. Americans with Disability Act (ADA) Compliance Mandate: Following HB21-1110. all documents produced and submitted in response to this solicitation must adhere to the provisions outlined in §§24-85-101, C.R.S., and subsequent sections, as well as the Accessibility Standards for Individuals with a Disability, as established by the Office of Information Technology under section §24-85-103 (2.5), C.R.S. Additionally, all documents must align with the State of Colorado's technology standards related to accessibility, including Level A.A. conformity with the latest iteration of the Web Content Accessibility Guidelines (WCAG) as integrated within the State of Colorado's technology standards.
- **1.2. Required Review:** The Proposer is responsible for thoroughly reviewing all solicitation documentation to gain a comprehensive understanding of the scope, specifications, project requirements, and all associated rules, regulations, laws, conditions, instructions, and procurement policies related to the solicitation process and the Project or Work outlined in this Request for Proposal (RFP).
- **1.3. Issuing Office:** This RFP is issued by the City of Grand Junction, Colorado (hereafter "City"). The Purchasing Agent responsible for this procurement is:

Kathleen Franklin kathleenf@gjcity.org

Except for pre-proposal or site visit meeting(s), all inquiries, concerns, clarifications, or communications regarding this solicitation—including those about the process, specifications, or project scope—must be submitted in writing to the Purchasing Agent. Any communication directed to other City personnel may result in the disqualification of the Proposer's submission.

- **1.4. Purpose:** The City of Grand Junction, Colorado is seeking comprehensive proposals from qualified and experienced professional firms capable of providing commercial real estate brokerage services. The detailed Scope of Work can be found in Section 4.0. All services will be provided under the terms and conditions outlined in the solicitation.
- **1.5. The Owner:** The City is the "Owner" which will act by and through its authorized representative(s); "Owner" or "City" may be used interchangeably throughout this Solicitation.
- 1.6. Compliance: All Proposers, by submitting a proposal, commit to adhere to all terms and conditions, requirements, and instructions in this RFP as stated or implied herein or modified by addenda. Should the Owner omit anything necessary to understand the requirements clearly, or should it appear that various instructions conflict, the Proposer(s) shall secure instructions from the Purchasing Agent before the submittal deadline.

- **1.7. Controlling Authority:** The 2023 version of the City <u>Procurement Policy</u> applies to this Solicitation.
- **1.8. Submission:** See section 5.0 of this Solicitation for Preparation and Submittal Terms. Proposals shall be formatted as directed in Section 5. To participate in the solicitation opening, please utilize the following information and link:

Solicitation Opening, Commercial Real Estate Broker Services, RFP-5533-24-KF December 3, 2024, 2:30 p.m. (America/Denver)

Please join the meeting from a computer, tablet, or smartphone. https://meet.goto.com/365835085

Dial in using a phone.

Access Code: 365-835-085

United States: +1 (646) 749-3122

Join from a video-conferencing room or system.

Meeting ID: 365-835-085

Dial in or type: 67.217.95.2 or inroomlink.goto.com

Or dial directly: 365835085@67.217.95.2 or 67.217.95.2##365835085

Get the app now and be ready when your first meeting starts: https://meet.goto.com/install

- **1.9. Public Disclosure:** Under the Colorado Open Records Act (CORA), all information (except for items designated as classified, confidential, or proprietary) within any bid or proposal is subject to public disclosure. Upon the issuance of an award and executed contract, both the solicitation file and the bid(s) or proposal(s) contained therein are subject to an Open Records Request. In instances of Solicitation or Project cancellation, public disclosure is contingent upon adherence to pertinent laws.
- **1.10. Public Disclosure Record:** If the Proposer knows its employee(s) or subcontractors having an immediate family relationship with an Owner employee or elected official, the Proposer must provide the Purchasing Agent with the name(s) of the individuals. The individuals are required to file a "Public Disclosure Record", and/or a statement of financial interest, before conducting business with the Owner.
- 1.11. Collusion Clause: Each Proposer, by submitting a proposal, certifies that it is not involved in any collusive action(s) or activity(ies) that may violate applicable federal or state antitrust laws, rules, and/or regulations. Any proposal(s) found to have evidence or reasonable belief of collusion among the Proposers will be rejected. The Owner reserves the right, at its discretion, to accept future proposals for the same service(s) or work from participants identified in such collusion.
- **1.12. Gratuities:** The Proposer shall certify and agree that no gratuities or kickbacks were or will be paid in connection with this Proposal and/or an award of a Contract, nor

- were any fees, commissions, gifts, or other considerations made contingent upon the award of a Contract. If the firm breaches or violates this warranty, the Owner may, at its discretion, terminate the Contract without liability to the Owner.
- **1.13. Ethics:** No Proposer shall accept or offer gifts or anything of value and/or enter into any business arrangement with any employee, official, or agent of the Owner.
- **1.14. Altering Proposals:** Any alterations made before the opening date and time must be initiated by the Proposer. Proposals may not be altered or amended after the submission deadline.
- **1.15. Multiple Offers:** If a Proposer submits more than one proposal, THE ALTERNATE PROPOSAL must be marked "ALTERNATE PROPOSAL." The Owner reserves the right to make the award in the best interest of the Owner.
- **1.16. Withdraw of Proposals:** A proposal must be firm and valid for award and may not be withdrawn or canceled by the Proposer for ninety (90) days following the submittal deadline date, and only before award.
- **1.17. Exclusions:** No oral, telephonic, emailed, or facsimile proposal will be considered.
- **1.18. Contract Documents:** The Contract Documents consist of the complete solicitation and the Proposer's response. Solicitation documents are available on the City Purchasing website under, Purchasing Bids.
- **1.19.** Questions Regarding Specifications or Scope of Services: All requests for clarification or interpretation of the Scope of Services/Work and Specifications must be submitted in writing via email to the Purchasing Agent by the inquiry deadline. Questions submitted after the deadline may not receive a response.
- **1.20. Acceptance of Proposal Content:** The Proposal selected by the Owner, if any, shall become a part of the Contract Documents. Failure of the successful Proposer to accept the obligations in the Contract may result in cancellation of the award and such Proposer may be removed from future solicitations. When a Contract is executed by and between the Proposer and the City, the Proposer may be referred to as the "Agency," "Agent," "Broker," "Consultant," "Contractor," or "Firm."
- 1.21. Addendum: Official response to questions, interpretations, corrections, and changes to this solicitation or extensions to the opening/receipt date will be made by the Purchasing Agent by a written Addendum to the solicitation. The sole authority to authorize addenda shall be vested in the Purchasing Division. Addenda will be issued electronically through BidNet Direct Rocky Mountain E-Purchasing System website at https://www.bidnetdirect.com/colorado/city-of-grand-junction. A Proposer(s) must acknowledge receipt of all addenda in the proposal(s).
- **1.22.** Exceptions and Substitutions: All proposals meeting the intent of this RFP will be considered for the award. A Proposer that takes exception to the specifications does so at the Proposer's risk. The Owner reserves the right to accept or reject any or all

substitutions or alternatives. When offering substitutions and/or alternatives, the Proposer must state any exception(s) in the section to which the exception(s) pertain(s). Exception/substitution, if accepted, must meet, or exceed the stated intent and/or specification(s). The absence of stated exception(s) indicates that the Proposer has not taken exception(s), and if awarded a Contract, shall hold the Proposer responsible for performing in strict accordance with the Contract Documents.

- 1.23. Confidential Material: All materials submitted in response to this RFP shall ultimately become public record and shall be subject to inspection after the Contract award. "Proprietary or Confidential Information" is defined as any information that is not generally known to competitors, and which provides a competitive advantage. Unrestricted disclosure of proprietary information places it in the public domain. Only submittal information identified with the words "Confidential Disclosure" and uploaded as a separate document may establish the information as confidential or proprietary. Any material the Proposer(s) intends to be treated as confidential or proprietary must include a written explanation for the request. Consistent with the Colorado Open Records Act (CORA), the request shall be reviewed and decided by the Owner. If denied, the Proposer will have the opportunity to withdraw its proposal or to remove the confidential or proprietary information. Neither cost nor pricing information nor the entire proposal may be claimed as confidential or proprietary.
- 1.24. Response Material Ownership: All proposals become the property of the Owner upon receipt and may only be returned to the Proposer at the Owner's option. Selection or rejection of the proposal shall not affect this right. The Owner shall have the right to use all ideas or adaptations of the ideas contained in any proposal received in response to this RFP, subject to limitations in the materials marked as "Confidential Material." Disqualification of a proposal does not eliminate the City's right.
- **1.25. Minimal Standards for Responsible Prospective Proposers:** The Proposer must affirmatively demonstrate its responsibility. To meet the minimum requirements, a prospective Proposer:
 - **1.25.1.** Possess adequate financial resources or the ability to secure such resources to ensure the firm's solvency and project capacity. Refer to Section 5.0.G for information.
 - **1.25.2.** Demonstrate the ability to comply with the required or proposed schedule. Provide documentation of past projects completed within the last two years, including a comparison of original schedules to actual completion dates, and an explanation of the methods used to manage and mitigate delays.
 - **1.25.3.** Show a satisfactory performance record on projects of similar scope and size.
 - **1.25.4.** Maintain a satisfactory record of integrity and ethical practices.

- **1.25.5.** Be otherwise qualified and eligible to receive an award and enter into a Contract with the Owner.
- **1.25.6.** Ensure that its/his/her Proposal(s) comply with the requirements provided in the "Preparation and Submittal of Proposals."
- **1.26. Disqualification of a Proposer:** A Proposal will not be accepted from, nor shall a Contract be awarded to, any person, firm, corporation, or entity that is in arrears to the Owner, upon debt or Contract, or that has defaulted, as surety or otherwise, upon any obligation to the Owner, or that is otherwise deemed irresponsible or unreliable.

Proposers may be required to submit satisfactory evidence demonstrating its responsibility, practical knowledge of the Project it is proposing, and possession of the necessary financial and other resources to complete the proposed Service/Work. Either of the following reasons, without limitation, shall be considered sufficient to disqualify a Proposer and Proposal:

- **1.26.1.** More than one Proposal is submitted for the same Service/Work from an individual, firm, consultant, contractor, or corporation under the same or different name; and
- **1.26.2.** Evidence of collusion among Proposers. Any participant in such collusion shall not receive recognition as a Proposer for any future Service/Work of the Owner until such participant has been reinstated as a qualified Proposer.
- **1.27. Taxes:** The Owner is exempt from State, County, and Municipal Taxes and Federal Excise Taxes; therefore, all fees shall not include taxes.
- 1.28. Sales and Use Taxes: The Firm and all subcontractors are required to obtain exemption certificates from the Colorado Department of Revenue for sales and use taxes. Proposals shall reflect the removal of sales and use tax on materials, fixtures, and equipment.
- **1.29.** Federal Taxpayer Identification Certificate: Successful Proposer(s) new to conducting business with the City must furnish a completed standard "Federal Taxpayer Identification Certificate (W-9)" before the Contract is executed. Additionally, the City reserves the right to request a current W-9 from established business relationships as necessary.
- **1.30. Public Opening:** The opening of the Proposal(s) shall be conducted publicly in a virtual meeting following the proposal deadline. Proposers, representatives, and interested people may be present. Proposals shall be received and acknowledged to maintain transparency in the process. As per the nature of an RFP, only the company name(s) and the business location of the proposing firm(s) will be disclosed.

Section 2.0: General Contract Terms and Conditions

- 2.1. Acceptance of Terms: A proposal submitted in response to this RFP shall constitute a binding offer which shall be acknowledged by the Proposer on the Letter of Interest or Cover Letter. The Proposer must be legally authorized to execute a Letter of Interest or Cover Letter together with contractual obligations. By submitting a proposal, the Proposer accepts all terms and conditions including compensation, as set forth herein/the Contract Documents. A Proposer shall identify clearly and thoroughly any variations between its proposal and the Owner's requirements. Failure to do so may be deemed a waiver of any right(s) to subsequently modify the term(s) of performance, except as specified in the RFP.
- 2.2. Execution, Correlation, Intent, and Interpretations: The Contract Documents shall be signed by the Owner and the Firm. By executing the Contract, the Firm represents that it has familiarized itself with the conditions under which the Service is to be performed and correlated its observations with the requirements of the Contract Documents. The Contract Documents are complementary, and what is required by anyone, shall be as binding as if required by all. The Contract Documents intend to include all labor, materials, equipment, services, and other items necessary for the proper execution and completion of the Scope of Services as defined in the technical specifications contained herein.
- 2.3. Permits, Fees, & Notices: The Firm shall secure and pay for all permits, governmental fees, and licenses necessary for the proper execution and completion of the Services. The Firm shall give all notices and comply with all laws, ordinances, rules, regulations, and orders of any public authority, including the City, bearing on the performance of the Service(s). If the Firm observes that any of the Contract Documents are at variance in any respect, it shall promptly notify the Purchasing Agent in writing, and necessary changes will be made to reconcile the variation as determined to be in the best interest of the City. If the Firm performs any Services knowing it to be contrary to such laws, ordinances, rules, and regulations, and without such notice to the Owner, it shall assume full responsibility and shall bear all costs attributable to the non-conforming Services.
- **2.4.** Responsibility for those Performing the Services/Work: The Firm shall be responsible to the Owner for the acts and omissions of its employee(s) and all other person(s) performing any of the Services/Work under the Contract.
- 2.5. Payment & Completion: The Contract Sum is stated in the Contract and is the total amount payable by the Owner to the Firm for the performance of the Service(s) under the Contract. Upon receipt of written notice that the deliverable(s) is ready for final inspection and acceptance and upon receipt of the invoice for payment, the Owner's Project Manager will promptly make such inspection and, when the Owner finds the Service(s) acceptable under the Contract and the Contract fully completed, the Owner shall make payment in the manner provided in the Contract Documents. Partial payments will be based upon estimates prepared by the Firm of the value of Service(s) performed under the Contract Documents. The Service(s) performed by the

Firm shall follow generally accepted professional practices and the level of competency presently maintained by other practicing professional Agencies in the same or similar type of Service(s) in the community. The Service(s) to be performed by the Firm hereunder shall be done in compliance with applicable laws, ordinances, rules, and regulations.

- 2.6. Changes in the Services: The Owner, without invalidating the Contract, may order changes in the Services within the general scope of the Contract consisting of additions, deletions, or other revisions. All such changes in the Services shall be authorized by Change Order/Amendment and shall be executed under the applicable conditions of the Contract. A Change Order/Amendment is a written order to the Firm signed by the Contact Administrator issued after the execution of the Contract, authorizing a change in the Services or an adjustment in the Contract sum or the Contract time.
- **2.7. Minor Changes in the Services:** The Owner shall have the authority to order minor changes in the Services not involving an adjustment to the Contract Sum or an extension of the Contract Time and not inconsistent with the intent of the Contract.
- 2.8. Correction of Services: All Services/Deliverables shall meet a standard comparable to the prevailing skill and expertise in the relevant market or industry. If any Services/Deliverables provided by the Firm are found by the Owner to be non-conforming to the terms of the Contract, the Firm shall promptly correct such issues. The Firm shall bear all expenses associated with the correction of the rejected Services, including any additional Services required by the Owner as a result thereof, at no additional cost to the Owner.
- 2.9. Acceptance Not Waiver: The Owner's acceptance of or approval of Service(s) furnished hereunder shall not in any way relieve the Firm of its responsibility to maintain the high quality, integrity, and timeliness of its Services. The Owner's approval or acceptance of, or payment for, any Services shall not be construed as a future waiver of any right(s) under the Contract, or of any cause of action arising out of performance under this Contract.
- **2.10.** Change Order/Amendment: No oral statement of any person shall modify or otherwise change, or affect the terms, conditions, or specifications stated in the Contract. All amendments to the Contract shall be made in writing by the City Contract Administrator.
- **2.11. Assignment:** The Firm shall not sell, assign, transfer, or convey the Contract resulting from this RFP, in whole or in part, without the prior written approval from the Owner.
- **2.12. Compliance with Laws:** Proposals must comply with all Federal, State, County, and local laws governing the Service and the fulfillment of the Service(s) for and on behalf of the public. The Firm hereby warrants that it is qualified to assume the

- responsibilities and render the Services described herein and has all requisite corporate authority and professional licenses in good standing as required by law.
- **2.13. Debarment/Suspension:** The Firm hereby certifies that the Firm is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any governmental department or agency.
- **2.14. Confidentiality:** All information disclosed by the Owner to the Proposer and/or the Firm for the Services to be performed or information that comes to the attention of the Firm during the performance of such Services is to be kept strictly confidential.
- **2.15.** Conflict of Interest: No public official and/or Owner employee shall have interest in the Contract resulting from this RFP.
- **2.16.** Cancelation of Solicitation: Any solicitation may be canceled by the Owner, or any solicitation proposal response may be rejected in whole or in part when it is in the best interest of the City.
- 2.17. Contract: This solicitation, the Proposer's proposal/submitted documents, and any negotiations, when properly accepted by the Owner, shall constitute an enforceable agreement equally binding between the Owner and the Firm. The Contract represents the entire and integrated agreement between the City and the Firm, collectively the Parties, and supersedes all prior negotiations, representations, or agreements, either written or oral, including the solicitation documents. The Contract may be amended or modified only with Amendment.
- 2.18. Contract Termination: The Contract shall remain in effect until any of the following occurs: (1) Contract expires; (2) completion of Services; (3) final acceptance of Services; or (4) for convenience terminated by either party with a written Notice of Cancellation stating therein the reasons for such cancellation and the effective date of cancellation at least thirty days past notification.
- **2.19. Employment Discrimination:** During the performance of any Services, the Firm agrees to:
 - 2.19.1. Not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, disability, citizenship status, marital status, veteran status, sexual orientation, national origin, or any legally protected status except when such condition is a legitimate occupational qualification reasonably necessary for the normal operations of the Firm. The Firm agrees to post in conspicuous places, visible to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - **2.19.2.** In all solicitations or advertisements for employees placed by or on behalf of the Firm, shall state that such Firm is an Equal Opportunity Employer.

- **2.19.3.** Notices, advertisements, and solicitations placed following federal law, rule, or regulation shall be deemed sufficient for meeting the requirements of this section.
- 2.20. Immigration Reform and Control Act of 1986 and Immigration Compliance: The Firm certifies that it does not and will not during the performance of the Contract employ personnel without authorization services or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986 and/or law regulating immigration compliance.
- **2.21.** Failure to Deliver: In the event of failure of the Firm to perform under the Contract, the Owner, after due oral or written notice, may procure Services from other sources and hold the Firm responsible for any and all costs resulting in the purchase of additional Services and materials necessary to perform the Service(s). This remedy shall be in addition to any other remedies that the Owner may have.
- **2.22. Failure to Enforce:** Failure by the Owner at any time to enforce the provisions of the Contract shall not be construed as a waiver of any such provisions. Such failure to enforce shall not affect the validity of the Contract or any part thereof, or the right of the Owner to enforce any provision of the Contract at any time under the terms thereof.
- **2.23. Force Majeure:** The Firm shall not be held responsible for failure to perform the duties and responsibilities imposed by the Contract due to legal strikes, fires, riots, rebellions, and acts of God beyond the control of the Firm unless otherwise specified in the Contract.
- 2.24. Indemnification: The Firm shall defend, indemnify, and save harmless the Owner and all its officers, employees, insurers, and self-insurance pool, from and against all liability, suits, actions, or other claims of any character, name, and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the Firm, or of any Firm's agent, employee, subcontractor or supplier in the execution of, or performance under, the Contract which may result from proposal award. The Firm shall pay any judgment concerning costs that may be obtained by and/or against the Owner arising out of or under the performance or non-performance.
- 2.25. Independent Firm: The Firm shall be legally considered an independent Firm and neither the Firm nor its employees shall, under any circumstances, be considered servants, or agents of the Owner. The Owner shall be at no time legally responsible for any negligence or other wrongdoing by the Firm, its servants, or agents. The Owner shall not withhold from the Contract, payments to the Firm any federal or state unemployment taxes, federal or state income taxes, Social Security, or any other amounts for benefit(s) to the Firm. Further, the Owner shall not provide to the Firm any insurance coverage or other benefits, including Workers' Compensation, normally provided by the Owner to its employees.

- **2.26. Ownership:** All documents, plans, concepts, and work prepared under the Contact, *etc.*, created by the Firm for this Service, shall become the property of the Owner. All information furnished by the Owner is and shall remain the Owner's property.
- 2.27. Patents/Copyrights: The Firm agrees to indemnify and hold harmless the Owner from any claims, including but not limited to those related to patents, copyrights, trademarks, or any other form of intellectual property rights infringement. In no event shall the Owner be held liable to the Firm for any damages, awards, costs of defense, or other expenses arising from allegations of intellectual property infringement. Any agreement resulting from the response to this Solicitation shall be rendered null and void in the event of patent, copyright, or other intellectual property infringement. This includes but is not limited to the creation of derivative works based on the intellectual property of others.
- **2.28. Governing Law**: The Contract and/or any agreement(s) as a result of responding to this RFP shall be deemed to have been made in, and shall be construed and interpreted by, the laws of the City of Grand Junction, Mesa County, Colorado. Any action arising out of or under this Solicitation and/or Contract shall be in District Court 21st Judicial District, Mesa County, Colorado.
- **2.29.** Expenses: Expenses incurred in the preparation, submission, and presentation of a proposal in response to this solicitation are the responsibility of the Firm and shall not be charged to the Owner.
- **2.30. Sovereign Immunity:** The Owner specifically reserves and asserts its rights under Colorado law and the cases applying and construing the same, governmental immunity. See 24-10-101 C.R.S *et seq.*
- 2.31. Public Funds/Non-Appropriation of Funds: Funds for payment have been provided through the Owner's budget approved by the City Council for the stated fiscal year only. Colorado law prohibits the obligation and expenditure of public funds beyond the fiscal year for which a budget has been approved. Therefore, anticipated obligations that may arise past the end of the stated Owner's fiscal year shall be subject to budget approval. The Contract will be subject to and provide a non-appropriation of funds clause under Colorado law.
- **2.32. Performance of the Contract:** The Owner reserves the right to enforce the performance of the Contract in any manner prescribed by law or equity as deemed by the Owner to be in the best interest of the Owner (in the event of breach or default) of resulting Contract award.
- 2.33. Default: The Owner reserves the right to terminate the Contract if the Firm fails to meet delivery or completion schedules, or otherwise fails to perform under the terms of the Contract. In the event of a breach or default, the Owner is authorized to procure similar services from an alternate firm and to hold the defaulting Firm responsible for any additional costs incurred to complete services for the project or property.

2.34. Piggyback: Agreements resulting from this solicitation are intended primarily for the Owner. However, other governmental entities may be extended the opportunity to utilize the awarded Contract, contingent upon the agreement of the successful Proposer and the participating agencies. All participating entities must adhere to the specifications, terms, conditions, and contract prices established within the agreement. Each governmental entity shall establish its own contract, issue its own orders, be invoiced directly, make its own payments, and issue its own exemption certificates as required.

It is understood and agreed that the City is not a legally binding party to any contractual agreement made between another governmental entity and the Firm as a result of this solicitation. The City shall not be held liable for any costs or damages incurred by any other entity.

2.35. Definitions:

- **2.35.1.** "Agency," "Agent," "Broker," "Consultant," "Contractor," or "Firm" is the person, organization, entity, agent, broker, or consultant identified as such in the proposal and throughout the Contract. The term encompasses the Agency, Broker, Consultant, Contractor, Firm, or its authorized representative(s).
- **2.35.2.** "City" or "Owner" is the City of Grand Junction, Colorado, and is referred to throughout the Contract Documents.
- 2.35.3. "Contract Sum" is the total amount payable, as specified in the Contract Documents, that the City agrees to pay the Firm/Contractor for the full and satisfactory completion of the Services/Work, including all materials, labor, equipment, services, and any other obligation required under the Contract Documents. The Contract Sum may be established as a Fixed Lump Sum, Guaranteed Maximum Price (GMP), or a Not-to-Exceed amount, depending on the terms outlined in the Contract Documents. Any adjustment to the Contract Sum shall be made only following the provisions of the Contract Documents and must be duly authorized by the Parties.
- 2.35.4. "Deliverable" refers to any tangible or intangible work product, report, document, presentation, or other output produced by the Firm as part of the Service(s). All deliverables must comply with the Americans with Disabilities Act (ADA) and HB21-1110, which mandates adherence to the provisions outlined in §§24-85-101, C.R.S., and subsequent sections, as well as the Accessibility Standards for Individuals with a Disability established by the Office of Information Technology under section §24-85-103(2.5), C.R.S. Additionally, all documents must align with the State of Colorado's technology standards related to accessibility, including Level A.A. conformity with the latest iteration of the Web Content Accessibility Guidelines (WCAG) as integrated within the State of Colorado's technology standards.

- **2.35.5.** "Key Personnel" designates the crucial individual(s) from the Agency or Broker or Consultant or Firm essential for the successful execution and completion of the Services. The individual(s) will possess specialized skills, knowledge, or experience required for the Project's specific scope of work.
- **2.35.6.** "Proposer" refers to the person(s) legally authorized by the Agency, Broker, Consultant, or Firm to make an offer and/or submit a response fee proposal in response to the solicitation.
- **2.35.7.** "Project" or "Work" refers to the endeavor outlined in this solicitation to create the product, service, or deliverable.
- **2.35.8.** "Services" includes all labor, materials, equipment, and/or professional skills necessary to produce the Work and meet the requirements of the Contract Documents.
- **2.35.9.** "Subcontractor" is a person(s) or organization that has a direct contract with the Agency to perform any of the service(s). The term subcontractor is referred to throughout the Contract and means the subcontractor or its authorized representative.

Section 3.0: Insurance Requirements

The selected Broker/Firm agrees to procure and maintain, at its own expense, comprehensive insurance coverage with an insurer rated A- or better by A.M. Best, sufficient to cover all liabilities, claims, demands, and obligations arising under the Contract. This insurance coverage shall meet or exceed any additional insurance requirements imposed by the Contract or by law. The Contractor/Firm's failure to procure or maintain adequate coverage, in the required amounts, duration, or types, shall not relieve it of any liabilities or obligations assumed under the Contract. Furthermore, the Contractor/Firm shall ensure that all such insurance remains in full force and effect throughout the term of the Contract.

The Broker/Firm shall procure and maintain and shall ensure that any subcontractors, if applicable, also procure and maintain, the insurance coverage specified below. All insurance policies shall be maintained in forms and with insurers acceptable to the Owner. The required coverage must be maintained continuously to address all liabilities, claims, demands, and obligations assumed by the Broker/Firm under the Contract. For any claims-made policies, the Broker/Firm shall secure appropriate retroactive dates and extended reporting periods to ensure continuous coverage. Unless otherwise specified in the Special Conditions, the minimum coverage limits shall be as follows:

(a) Commercial General Liability with minimum combined single limits of:

ONE MILLION DOLLARS (\$1,000,000) each occurrence, and

TWO MILLION DOLLARS (\$2,000,000) general aggregate.

The policy shall apply to all premises, products, and completed operations. The policy shall include coverage for bodily injury, broad form property damage (including completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual, products, and completed operations. The policy shall contain a severability of interest provision.

(b) Errors and Omissions Liability

ONE MILLION DOLLARS (\$1,000,000) per occurrence, and

TWO MILLION DOLLARS (\$2,000,000) aggregate.

(c) **Professional Liability**

ONE MILLION DOLLARS (\$1,000,000) each claim, and

TWO MILLION DOLLARS (\$2,000,000) aggregate.

(d) Cyber Liability

ONE MILLION DOLLARS (\$1,000,000) per occurrence, and

TWO MILLION DOLLARS (\$2,000,000) aggregate.

(e) **Automobile Liability** with minimum combined single limits for bodily injury and property damage of not less than:

ONE MILLION DOLLARS (\$1,000,000) each accident

Concerning each of the Broker/Firm's owned, hired, or non-owned vehicles assigned to be used in the performance of the Services/Work.

- (f) Workers Compensation and Employers' Liability: The Broker/Firm shall, at its own expense, comply with all applicable State of Colorado Laws and Regulations concerning Workers' Compensation and other statutory insurance as required. Additionally, the Broker/Firm agrees to indemnify and hold harmless the City of Grand Junction from any claims or liabilities arising from non-compliance with these requirements.
- 3.1. Additional Insured Endorsement: The policies required by paragraphs (a), (d), and (e) above shall be endorsed to include the City, its elected and appointed Officials, employees, and volunteers as Additional Insureds. Every required policy above shall be primary insurance, and any insurance carried by the Owner, its officers, or its employees, or carried by or provided through any insurance pool of the Owner, shall be excess and not contributory insurance to that provided by the Broker/Firm. The

Broker/Firm shall be solely responsible for any deductible losses under any policy required above.

Section 4.0: Specifications/Scope of Services

4.1. General/Background: The City of Grand Junction, located in Western Colorado, is the largest city on Colorado's Western Slope and serves as a major commercial, cultural, and transportation hub in the region. Known for its vibrant downtown, outdoor recreation opportunities, and proximity to scenic landmarks, Grand Junction is a growing community with a commitment to sustainable development and strategic urban planning.

The City is requesting proposals from qualified commercial real estate brokers or firms to support its needs in purchasing, selling, leasing, or conducting other real estate transactions involving City-owned properties. The City aims to achieve fair market value in all transactions and will collaborate with the selected broker to develop a strategic plan to realize this objective. All transactions require City Council approval before closing to ensure alignment with the City's long-term goals.

This solicitation's purpose is to establish an independent service contract with a professional broker or firm capable of providing comprehensive commercial real estate services to the City, as outlined herein. The awarded successful firm will work closely with the City's legal counsel and personnel on all transactions and engage with the City Council as necessary to facilitate efficient and transparent processes.

4.2. Scope of Services: The selected firm shall enter into a contract with the City of Grand Junction to deliver the following services:

4.2.1. Marketing and Transaction Support

- Develop and Execute Marketing Strategies: Create and implement effective marketing plans to maximize financial returns through sales, leases, and other transactions involving City-owned properties.
- Valuation Techniques and Comparable Market Data: Utilize accurate valuation techniques and rely on comparable market data for fair assessments.
- Negotiate Transactions: Represent the City in negotiations with potential buyers, lessees, or other interested parties to secure favorable outcomes.
- Coordinate Closings: Work alongside the City's legal counsel to manage and finalize real estate transaction closings effectively.
- Perform Associated Real Estate Activities: Handle all other tasks and services typically related to real estate transactions, ensuring they are completed with a high level of professionalism and in the City's best interests.

4.2.2. Strategic Analysis and Reporting

- Strategic Portfolio Analysis and Market Trends: Provide in-depth analysis and guidance, incorporating knowledge of local, regional, and national market trends to maximize long-term value.
- Highest and Best Use Analysis: Prepare reports on the optimal use of City properties for informed decision-making.
- Development Scenarios and Guidance: Explore potential development options and offer strategies to meet the City's real estate goals.
- Provide Regular Reporting: Deliver detailed updates to the Project Manager, covering marketing activities, buyer/lessee contacts, and other key developments.

4.2.3. Consultation and Communication

- Maintain Consistent Communication: Ensure prompt and professional communication with the Project Manager, particularly during periods of active transactions.
- Consult with City Personnel: Work closely with City staff, including delivering presentations at public meetings when necessary.
- Land Use, Zoning, and Location Guidance: Provide expert advice on land use, zoning, and location to support strategic decisions.

4.2.4. Transparency and Compliance

 Conflicts of Interest Disclosure: Fully disclose all potential conflicts of interest related to the contract, and outline measures to address and manage any conflicts.

4.3. Special Conditions & Provisions:

4.3.1. Questions Regarding the Solicitation Process or the Scope of Services:

Kathleen Franklin, Purchasing Agent kathleenf@gjcity.org

4.3.2. Cost Proposal: The proposed commission or pricing structure must be **allinclusive**, covering all costs necessary for the complete and successful delivery of services. Please refer to Section 4.4., Contract Term, which specifics that all contracted fees and rates will remain fixed for the duration of the initial contract term and any renewal periods.

This all-inclusive pricing should encompass but is not limited to, equipment, expenses related to real estate commissions or fees, labor, licensing, materials,

meetings, mileage, per diem, permits, technology usage, travel, and any other expenses essential to ensure the effective delivery of the services.

Proposer(s) are required to complete the Solicitation Response Form in Section 7.0. Additionally, provide a detailed breakdown of all direct charges and potential costs associated with the real estate broker services. This should include consulting service hourly rates, commission schedules, and standard procedures. For typical real estate representation, specify a maximum fee, such as a 3% commission of the sales price for the seller's representative and 3% for the buyer's representative, or less. Itemize all fees, distinguishing between hourly rates and flat rate fees, as applicable. Additionally, include any other expenses necessary to accomplish the tasks and deliverables under the contract.

The Owner will not be responsible for, nor liable for, any costs outside of the agreed pricing structure. This includes, but is not limited to, taxes, insurance, interest, penalties, termination fees, attorneys' fees, liquidated damages, or any other unforeseen expenses.

All fees and pricing will be subject to negotiation between the Firm and the Owner.

- **4.3.3.** Laws, Codes, Rules, and Regulations: The Firm shall ensure that all Services provided meet all Federal, State, County, and City laws, codes, rules, regulations, and requirements for providing such Services.
- **4.3.4. Contract:** A binding Contract shall consist of (1) the RFP and any Addendum(s) thereto, (2) the Proposer's response (Proposal) to the RFP, (3) any clarification of the Proposal, if applicable, and (4) the City's Purchasing Department's acceptance of the proposal through a "Notice of Award." All Exhibits and Attachments within the RFP are incorporated into the contract by reference.
 - A. The Contract expresses the complete agreement of the parties and, performance shall be governed solely by the specifications and requirements contained therein and other laws as applicable.
 - B. Any change to the Contract, whether by modification and/or supplementation, must be accomplished by a formal Contract Amendment signed and approved by and between the duly authorized representative of the Proposer and the Contract Administrator or by a modified Purchase Order/Contract before the effective date of such modification. The Proposer expressly and explicitly understands and agrees that no other method and/or no other document, including acts and oral communications by or from any person, shall be used or construed as an amendment or modification to the Contract.
- **4.3.5. Project Manager:** The designated City Project Manager will be responsible for making timely decisions regarding the services or work proposed and performed by the Firm, ensuring alignment with the defined Scope of Services related to real estate transactions. The Project Manager will also oversee the approval and acceptance of all services and work completed under the Contract.

Throughout the Contract period, all notices, letters, submittals, and other communications intended for the City should be directed to the City Project Manager to ensure effective coordination and communication.

4.3.6. Contract Administrator: The Contract Administrator for the City is Duane Hoff, Jr., CPPB. Contract-related inquiries, issues, change orders, amendments, and communications related to the Contract during the time Services are provided will be directed to:

Duane Hoff, Jr., Contract Administrator duaneh@gicity.org (970) 244-1545

4.4. Contract Term: The Contract will become effective upon execution by both Parties, with services commencing on January 1, 2025, and continuing through the 2025 calendar year. The Contract may be renewed for up to three (3) additional one-year terms upon mutual agreement between the Contractor and the City, contingent on satisfactory performance and the City Council's annual appropriation of funds. <u>Each renewal term will adhere to the terms, conditions, costs, rates, and commission schedule of the original Contract. All fees, rates, and pricing shall remain fixed for the duration of the initial contract term and any subsequent renewal period.</u>

4.5. Attached Documents:

Appendices* if the link is not functioning, please try an alternate browser and refresh the page.

Appendix 1 – There are no attachments for this solicitation

4.6. Tentative Calendar of Events:

Solicitation available
 November 1, 2024

• Inquiry deadline, no questions after this date November 13, 2024, close of business

• Final Addendum Posted, if required November 18, 2024

Submittal deadline for proposals
 December 3, 2:30 p.m. MST

• Owner evaluation of proposals December 3 – 12, 2024

• Interviews, *if required*Tentative Interview Time blocks:

December 16, 2024, 2:00 p.m. – 4:00 p.m. December 18, 2024, 3:00 p.m. – 5:00 p.m. December 20, 2024, 10:00 a.m. – noon

• Final Selection Week of December 23, 2024

• Contract execution January 2, 2025

Section 5.0: Preparation and Submittal of Proposals

Submission: <u>Each proposal shall be submitted in electronic format only, adhering to HB21-1110 and only through BidNet</u> ® <u>Direct Rocky Mountain E-Purchasing System website link:</u> (https://www.bidnetdirect.com/colorado/city-of-grand-junction).

This site offers both "free" and "paying" registration options which allow for full access to the City's documents and electronic submission of proposals. (Note: "free" registration may take up to 24 hours to process. Proposers are encouraged to submit its proposal as early as possible, allowing enough time for technical difficulties that may be encountered in the BidNet ® system</u>) Please view the "Electronic Vendor Registration Guide" at https://www.gicity.org/501/Purchasing-Bids for details. (The purchasing agent does not have access to or control the vendor side of RMEPS. If there are website or other problems that arise during response submission, the Proposer MUST contact RMEPS to resolve the issue before the response deadline 800-835-4603).

To ensure accurate comparison and evaluation, proposals must adhere to the format outlined in Section 5.0 "Preparation and Submittal of Proposals." The uploaded response to this RFP should be a single PDF document containing all necessary information. Proposers must demonstrate an interest in this Project, highlight relevant experience, and address its capability to fulfill the Scope of Service(s) stated herein. Proposals must be clear, concise, and free of extraneous information, adhering to the specified formatting requirements (Sections A to I) as outlined below by the Owner to facilitate effective review and evaluation:

Proposals should be limited to a maximum of 40 pages.

A. Cover Letter: The Proposer(s) must submit a cover letter that succinctly explains its interest and expertise in providing the services outlined in this solicitation. The letter will include a summary of the Proposer's relevant qualifications and experience.

The cover letter must include the name, address, phone number, and email address of the Firm's principal contact person, as well as identify the individual(s) authorized to make presentations and formal commitments on behalf of the Firm. The letter shall bear the signature of the person having proper authority to legally bind the Firm and specify its role and signature authority.

By submitting a response to this solicitation, the Proposer agrees to all requirements outlined herein, including compliance with all contractual, legal, and ethical standards related to the project.

- **B.** Solicitation Response Form: The Proposer(s) shall complete and submit the attached Solicitation Response Form with its proposal
- **C. Cost Proposal:** Complete and submit the Solicitation Response Form provided in Section 7.0. Additionally, include all required information as outlined in Section 4.3.2 and any other specified details.

D. Qualifications, Experience, Credentials, and Capacity: The proposal should showcase the Firm's relevant experience, capabilities, qualifications, and resources that demonstrate the ability to fulfill the Scope of Services outlined in the solicitation. Proposers should highlight a strong track record of managing similar projects and relevant experience in the Western Colorado market, particularly in office properties or buildings.

Proposers are encouraged to include:

- An organizational chart and resumes of key personnel, detailing individual expertise and experience.
- A summary of the Firm's strengths and years of expertise in the Grand Junction, CO real estate market or surrounding areas, with emphasis on relevant projects and successful transactions within the region.
- Procedures and contingency plans for managing challenges or mitigating risks if a transaction faces difficulties.

Additionally, demonstrate the Firm's ability to identify and engage commercial and industrial property owners regarding the availability of properties for development or redevelopment. Describe strategies for effective outreach and communication with landowners, including successful approaches for securing development or transactional opportunities.

Supporting materials, such as client testimonials, performance evaluations, or metrics illustrating the success of comparable projects, are also encouraged.

E. Strategy and Implementation Plan: The Proposer(s) must provide a detailed strategy to achieve the objectives outlined in this RFP for real estate brokerage services, with a specific focus on fulfilling the Scope of Services. This strategy should reflect a comprehensive understanding of the Owner's goals and present a logical sequence of tasks from initiation to completion.

The proposal may use a written narrative or another appropriate format to illustrate how each component of the Scope of Services will be addressed. Include key deliverables, such as property evaluations, market analysis, and updates on active transactions, along with standard timelines for these activities. Highlight any value-added components, such as innovative methods, advanced technology, enhanced reporting capabilities, or support services. Additionally, outline strategies for effective communication, engagement, and any proposed cost-saving measures or efficiency improvements.

This plan should demonstrate the Proposer's capability to meet the solicitation objectives and deliver successful outcomes for the City.

F. References: Proposer(s) must provide at least three (3) recent and relevant references, preferably within Colorado, who can attest to the Firm's experience in

delivering real estate brokerage services comparable in scope, size, and complexity to those required by the City. The Firm should have worked with these references to acquire properties on behalf of the client. Ideally, references should include at least one municipal agency and validate the Firm's ability to perform in alignment with the Scope of Services.

For each reference, include the following details:

- (a) Client's Name and Address
- (b) Point of Contact (Name, Telephone Number, and Email Address)
- (c) Dates of Service
- (d) Broker Assigned to the Project
- (e) Description of Transaction and Services Provided
- (f) Explanation of Any Variations from Expected Outcomes or Deviations in Scope or Cost

This information will allow the City to thoroughly assess the Firm's effectiveness, reliability, and capability to deliver comparable commercial real estate broker services.

- G. Financial Statements: DO NOT INCLUDE FINANCIAL STATEMENTS WITH THE PROPOSAL. If the Owner deems it necessary, the Proposer shall furnish a financial statement for its prior fiscal year, prepared by a certified public accountant. This statement should include a balance sheet, profit and loss statement, and any other pertinent financial documents to demonstrate the Proposer's financial capability and stability for fulfilling obligations under this solicitation. Upon request, such information shall be treated as confidential by the Owner and exempt from public disclosure. These financial documents must accurately reflect the financial standing of the entity, subsidiary, division, or subdivision responsible for providing services. For partnerships or joint ventures, individual financial statements are required for each general partner or joint venture. Consolidated financial statements of a Parent Corporation or joint venture will not be accepted as a valid response.
- H. Legal Proceedings and Lawsuits: Provide a comprehensive list of any legal proceedings or lawsuits involving the Firm, its employees, or any subcontractors who may be delivering services to the City. This list should include all current litigation and its statuses, as well as any matter(s) that have been filed, settled, and/or otherwise adjudicated in the last five years. For each case, describe the underlying cause or reason for the action, along with the outcome or status.

If the Firm has had any contracts terminated for default within the past five years, describe each incident. "Termination for default" is defined as a notice to cease performance due to the Firm's non-performance or poor performance, where either (a) the matter was not litigated due to inaction by the Firm, or (b) the matter was

- litigated and resulted in a determination of default. Include the other party's name, address, phone number, and email address. If no terminations for default have occurred in the past five years, please state this clearly.
- I. Additional Data: Furnish any additional pertinent information that is directly related to the qualifications and capabilities of the Firm. This may include details about specific expertise, innovative technologies, sustainability, approaches, or any other information that will enhance the evaluation of the Firm's suitability to provide the Services outlined in this solicitation.

Section 6.0. Evaluation Criteria and Factors

- 6.1. Overview: An evaluation committee, appointed by the City, will assess all qualified responses. Proposal(s) will be selected based on the ability to demonstrate the necessary expertise and capability essential for delivering the scope of services. Additionally, the committee will consider the integrity and reliability of the proposals, to ensure the highest degree of confidence in full faith and performance.
- **6.2. Intent:** Only Respondents who meet the qualification criteria will be considered. Therefore, the submitted proposal must indicate the Proposer's ability to provide the services described herein.
- 6.3. Evaluation Summary: Proposals will be prioritized based on the criteria, categories, and values described below. The City reserves the right to reject any portions of proposals and take into consideration past performance of previous awards and contracts with the Owner of any Proposer, or Firm in determining a final award(s), if any.

Evaluation Criteria & Weighted Values will be worth ninety (90) %

- Responsiveness of Submittal to the RFP (10) %
 - Evaluation of how well the proposal addresses and conforms to all aspects of the RFP, including completeness, accuracy, and adherence to preparation and submittal instructions.
- Understanding of the Services and Objectives (20) %
 Assessment of the Proposer's demonstrated understanding of the City's specific goals and objectives for the project, including its ability to articulate how its proposed approach aligns with the objectives.
- Qualifications, Experience, Credentials thirty (30) %
 The Proposer's demonstrated expertise in the successful execution and delivery of comparable Services. The Proposer showcased the ability to exhibit the requisite skill levels, certifications, and all other essential competencies necessary to deliver the services.
- Strategy & Implementation (30) %
 Proposer has provided a clear interpretation of the City's objectives regarding the required Services, and a fully comprehensive plan to achieve successful completion. See Section 5.0. Item E Strategy and Implementation Plan for details.

The following Criteria shall be worth twenty (10) %

Cost Proposal (10) %
 All fees associated with the Services are provided and are complete and comprehensive.

- **6.4. Shortlisting Proposers:** The City expects to follow the process below to shortlist proposals. The City reserves the right to modify this process if it is in the best interest of the City.
 - All proposals will be reviewed for compliance with mandatory requirements as outlined in this RFP. Proposals deemed non-responsive will be eliminated from consideration. The Purchasing Agent may contact Proposers for clarification of its proposal.
 - Committee members will independently evaluate and score proposals and submit scores back to the Purchasing Agent. Scores will be entered into an Evaluation Matrix to assist in analyzing and prioritizing the responsive Proposals.
- **6.5. Negotiations:** The City reserves the right to negotiate with the highest-rated Proposer(s) and will not engage in negotiations with lower-rated Proposer(s) unless negotiations with higher-rated Proposer(s) have been unsuccessful and are subsequently terminated. The selected Firm may submit revisions to its proposal, including but not limited to adjustments to price, best and final offer, and technical aspects, because of negotiations, if deemed in the best interest of the City.
- **6.6. Interview(s):** The Owner reserves the right to invite the highest ranked Proposer(s) to participate in a virtual, or in-person interview(s) if needed. Shortlisted Proposer(s) will be notified of the interview process, including format, duration, and location, following the RFP shortlist selection process.
- **6.7. Reference Checks:** The City reserves the right to conduct reference checks with the top-ranked Proposer(s) to verify its past performance, reliability, experience, and ability to deliver the services outlined in this solicitation. These reference checks will help confirm the Proposer's qualifications, reliability, and adherence to project timelines and budgets, ensuring a successful relationship. In addition, the City reserves the right to check other references as it deems appropriate or in its best interests when evaluating the proposal response.
- **6.8. Award:** Proposer(s) shall be ranked based on the criteria listed in Section 6.3. The City reserves the right to consider all the information submitted and/or presentations, if required, in selecting the Project Firm.

Section 7.0. Solicitation Response Form

RFP-5533-24-KF

"Commercial Real Estate Broker Services for the City of Grand Junction"

The Proposer must submit the entire form, either typed or printed, fully completed, dated, and signed

1)	Hourly Consulting Services Rate): \$		
	Hourly Rate Written (in words):			
				dollars
2)	Tiered or Scalable Commission	Schedule		
	a. Purchase Price Up to \$	 		
	- Commission	%		
	Commission Written (in words):			
				percent.
	b. Purchase Price From \$	····	to \$	
	- Commission	%		
	Commission Written (in words):			
				percent.
	c. Purchase Price Above \$	····		
	- Commission	%		
	Commission Written (in words):			
				percent.
3)	Dual Represents (if the Broker re	presents both th	e seller and the	buyer):
	- Commission	%		
	Commission Written (in words):			
				percent.

The City reserves the right to accept any portion of the services to be performed at its discretion.

The undersigned has thoroughly examined the entire Request for Proposal and therefore submits the proposal and schedule of fees and services attached hereto.

This Proposal is firm and irrevocable for ninety (90) days after the time and date set for receipt of proposals.

The undersigned Proposer accepts and agrees, by the *terms and conditions contained in this Request for Proposal,* that it is prepared, ready, and willing to perform and provide services as described in the attached Proposal if the same is accepted by the City.

The undersigned Proposer acknowledges the right of the City to reject any and all Proposal(s) submitted and to waive any informality(ies) and irregularity(ies) therein in the City's sole discretion.

By submission of the Proposal, each Proposer certifies, and in the case of a joint Proposal each party thereto certifies as to its own capability, that the Offer has been arrived at independently, without collusion, consultation, communication, or agreement as to any matter relating to the Proposal with any other Proposer or with any competitor.

Prices in the Proposal have not knowingly been disclosed with another Proposer and will not be before award.

- Prices in the Proposal have been arrived at independently, without consultation, communication, or agreement to restrict competition.
- No attempt has been made nor will be to induce any other person or Firm to submit a proposal to restrict competition.
- The individual signing the Proposal certifies that it is a legal agent of the Firm, authorized to represent the Firm, and is legally responsible for the offer concerning supporting documentation and fees/prices provided.
- Direct purchases by the City of Grand Junction are tax-exempt from Colorado Sales or Use Tax. Tax-exempt No. 98-903544. The undersigned certifies that no Federal, State, County, or Municipal tax will be added to the above-quoted prices.
- The City of Grand Junction payment terms shall be Net 30 days.

Prompt payment discount of	percent of the net dollar will be offered, to
the Owner if the invoice is paid within invoice.	days after the receipt of the

RECEIPT OF ADDENDA: The undersigned F to the Solicitation, Specifications, and other C	·
State number of Addenda received:	
The Proposer is responsible for ensuring acknowledged.	all Addenda has been received and
Submit a letter signed by the entity Owner authority to act on behalf of the Proposer. B must furnish a completed W-9 form.	, ,
Entity Name	Authorized Agent Name, & Title
Authorized Agent Signature	Telephone Number
Address of Proposer	E-mail Address of Agent
City, State, and Zip Code	Date

Name, address, city, and state of Subcontractor	Description of Service(s) to be performed	Est. Value & % of Service(s)

The undersigned Proposer proposes to subcontract the following portion of Services:

The undersigned Proposer acknowledges the right of the City to reject any Offers submitted and to waive informalities and irregularities therein in the City's sole discretion.

By submission of the Proposal, each Proposer certifies, and in the case of a joint Proposal each party thereto certifies as to its own organization, that this Offer has been arrived at independently, without collusion, consultation, communication, or agreement as to any matter relating to this Proposal with any other Proposer or with any competitor.



ADDENDUM NO. 1

Date: November 19, 2024

From: City of Grand Junction Purchasing Division

To: All Offerors

RE: Commercial Real Estate Broker Services for the City of Grand Junction,

RFP-5533-24-KF

Offerors responding to the above-referenced solicitation are hereby informed that requirements have been clarified, modified, superseded, and supplemented as to this date as hereinafter described.

Please make note of the following clarifications:

1. **Q:** What do you see as possible projects in the 12 months?

A: Specific projects are expected to vary depending on the City Council's priorities.

2. **Q:** Could we co-broker with other firms as needed?

A: Co-brokering arrangements with other firms may be permitted, especially for transactions requiring specialized expertise. Any co-brokered relationship should be disclosed to the City and meet the RFP's terms and insurance requirements.

3. **Q:** What past experiences are you interested in seeing in the RFP?

A: Please refer to Section 5.0.F. of the solicitation.

4. **Q:** Are 3 key people sufficient to fulfill the requirement?

A: The purpose of the Request for Proposal is for the Proposer to assess the scope and prepare a proposal outlining their recommended strategy and implementation plan. The City will then evaluate and score the proposal according to Section 6.0.

5. **Q:** Can a Broker apply for this position as an individual Broker, and not as a Brokerage, provided the Insurance requirement is met on the RFP?

A: An individual broker may apply, provided they meet the insurance and contractual requirements specified in the RFP. The RFP allows flexibility for individual brokers to work directly with the City if they can fulfill all obligations.

Addendum 1 RFP-5533-24-KF

6. **Q:** The RFP is intended for that Commercial Broker to work as a direct contact with the City, not the Brokerage. Perhaps the named Broker accepts and signs the awarded Contract, instead of the Brokerage?

A: The contract may be awarded directly to the named Broker as the main point of contact with the City, rather than to the brokerage. This means the Broker, not the brokerage, would be the signatory, maintaining a direct relationship with the City throughout the contract term.

7. **Q:** At the end of the RE person's Contract term, would the in progress Real Estate deals still close to the former Real Estate person?

A: Only if there is a pending contract.

The original solicitation for the project services noted above is amended as indicated. Please acknowledge receipt of this addendum on the Solicitation Response Form signature page of the proposal documents.

All other conditions of the subject remain unchanged.

Respectfully,

Kathleen Franklin, Senior Buyer City of Grand Junction, Colorado



November 26, 2024

Kathleen Franklin 255 N 5th Street Grand Junction, CO 81501 kathleenf@gicity.org 970-244-1513

Re: RFP-533-24-KF - Commercial Real Estate Broker Services

Dear Ms. Franklin:

Thank you for the opportunity to submit our proposal for the Commercial Real Estate Broker Services contract for the City of Grand Junction. At Bray Commercial, we are honored to be considered to support the City's real estate needs and to bring our expertise to this partnership.

With over 70 years of experience in the Grand Junction real estate market, Bray Commercial has established itself as a trusted partner, committed to earning our clients' confidence every day. Our firm provides comprehensive real estate services with a single point of contact, ensuring seamless solutions tailored to meet the unique objectives of each client. Unlike other firms, Bray Commercial exclusively focuses on commercial real estate, allowing our team to deliver an exceptional level of specialization and knowledge that translates to results for our clients.

We are confident that Theresa Englbrecht is exceptionally well-qualified to consult and assist the City in achieving its goals related to property acquisitions, sales, leasing, and other real estate endeavors. Our associates are full-time, dedicated professionals with a depth of experience in all facets of commercial real estate transactions.

For this engagement, we have designated Theresa Englbrecht for the City's selection to serve as your primary point of contact. This approach allows us to tailor our service and responsiveness to meet your needs, ensuring efficient, high-quality support throughout our partnership.

Contact info:

Theresa Englbrecht
Bray Commercial
1015 N 7th Street
Grand Junction, CO 81501
970-201-1849
Theresa@brayandco.com

Thank you again for considering Bray Commercial. We look forward to the opportunity to contribute to the City of Grand Junction's vision and success.

Sincerely,

Robert Bray

Robert Bray Bray Commercial Real Estate

Additionally:

Dear Ms. Franklin:

In response to the Commercial Real Estate Broker Services RFP for the City of Grand Junction, I have prepared a strategic marketing plan, and a current resume including a complete reference list. As noted, the City is requesting proposals from qualified commercial real estate brokers to support its needs in real estate transactions involving City-owned properties. Fortunately, after serving the past three years as the 2022-2024 Commercial Real Estate Broker for the City of Grand Junction, I command those precise skills. My successful real estate career reflects 18 years of Commercial-Only Real Estate experience, as well as 18 years' experience from my previous Mechanical Engineering career. My engineering career path gained me 12 years' experience as a Manufacturing Design Engineer with Ball Corporation in Denver, and 6 years as a metal fabrication/design engineer at Schauenburg Flexadux in Grand Junction. The positions in my professional roles strengthened my skills as a negotiator and cost estimator, all which allowed me the readiness to assist in advising the City to achieve fair market value in all transactions.

The sections below contain my Marketing and Strategy Plan as it relates to the requirements for the City of Grand Junction Commercial Real Estate position. Also contained within this response is my current resume, and a list of professional references with full contact information. Feel free to communicate with any of my noted references. Supplemented to my qualifications are Bray Commercial Management resumes, with additional information as requested on the RFP, and Bray Commercial company marketing tools.

Regards,

Theresa Englbrecht

Theresa Englbrecht Bray Commercial Real Estate

RFP-5533-24

Marketing Strategies:

- Market Research: Start by conducting in-depth market research to identify key trends, demand, and the target audience for City-owned properties. This includes assessing market conditions and competitor properties to develop a competitive advantage.
- Strategic Marketing Plans: Create tailored marketing plans that leverage a mix of online platforms, advertising, and public relations to promote available properties. This may include listings on commercial real estate websites, social media campaigns, and community outreach efforts.
- **Targeted Outreach**: Develop a database of potential buyers, tenants, developers, and investors. Use email campaigns, direct mail, and industry networking events to reach potential stakeholders.
- **Brand Positioning**: Position City-owned properties as attractive investment opportunities by emphasizing unique selling points such as location, value, historical significance, or potential for future development.

Valuation Techniques and Comparable Market Data

- Market Analysis: Use current market data, such as property sale prices, lease rates, and occupancy trends, to compare City-owned properties with similar properties in the area. This will help in determining a fair market value.
- Valuation Models: Use industry-standard techniques such as the Income Approach, Sales Comparison Approach, or Cost Approach to accurately value properties. For leased properties, consider rent rolls, current lease terms, and tenant profiles.
- **Adjust for Market Variations**: Ensure that the valuation reflects local market conditions, considering factors such as zoning, infrastructure, and upcoming trends.

Negotiate Transactions

- **Stakeholder Engagement**: Maintain open communication with potential buyers, lessees, and investors, ensuring you understand their needs and can propose mutually beneficial terms.
- **Negotiation Preparation**: Set clear objectives and boundaries before entering negotiations. This includes defining acceptable pricing, terms, and conditions, while also remaining flexible to adjust based on the needs of the other party.
- **Win-Win Solutions**: Aim for outcomes that benefit both the City and the other party involved. This may involve structured payment terms, long-term leases, or development incentives to make the transaction more appealing.
- **Legal and Compliance Considerations**: Ensure that negotiations align with city policies, legal frameworks, and ethical standards to protect the City's interests.

Coordinate Closings

- **Documentation and Due Diligence**: Work closely with the City's legal counsel to ensure all necessary documentation (contracts, title reports, surveys, etc.) is prepared. Ensure that all terms and conditions of the deal are met.
- **Timely Process Management**: Manage the closing timeline to ensure that all necessary approvals and steps are completed efficiently, keeping all stakeholders informed and on schedule.
- **Closing Coordination**: Work with title companies, escrow officers, and other involved parties to facilitate the smooth transfer of ownership or leasehold interests. Ensure that all financial transactions are properly handled and recorded.

Perform Associated Real Estate Activities

- **Tenant Relations**: For leased properties, develop and maintain positive relationships with tenants, addressing any concerns they may have and ensuring lease compliance.
- **Risk Management**: Assess and mitigate any risks associated with City-owned properties, including environmental hazards, legal liabilities, or potential vacancies.
- **Portfolio Management**: Continuously monitor the performance of the City's real estate portfolio, suggesting improvements or divestitures as necessary to maximize returns.

Broker's Resume:

Theresa Englbrecht

Commercial Broker Associate Bray Commercial Real Estate 1015 N. 7th Street Grand Junction, CO 81501 970-201-1849

Education:

- BS Mechanical Engineering, Northern Arizona University, 1986
- Broker License, Real Estate Training Center, Colorado RE Broker Course, 2006

Professional experience:

- Commercial Real Estate Broker, Bray Commercial, January 1, 2016 to present
- Commercial Real Estate Broker, Coldwell Banker Commercial, September 2006 to December 2015
- Mechanical Design Engineer Schauenburg, Grand Junction, CO, February 1998 to August 2004
- Mechanical Design Engineer Ball Metal Container Systems, Broomfield CO July, 1988 to August 1997

Client list:





Awards:

- **Top Producer**, for Bray Real Estate 2023, \$31 Million in sales
- <u>Top Commercial Broker</u>, for the GJARA market Commercial 2023, \$31 Million in sales/leasing contracted closings.
- Top Sales Broker 2022, Q1 Q2 and Q3 Bray Commercial
- At Bray Commercial 2016 to 2025, sales volume at Bray ranged between \$9 to \$30M annually
- Number 1 Commercial Broker in Colorado, CBC 2012
- <u>Top Commercial Broker</u>, CBC Colorado 2008
- <u>Sales Volume:</u> 2008, 2010, 2012, 2013, 2014, 2015 (\$8M) with sales and leasing volume of \$10 Million+ annually





Additional Information about Bray Commercial:

Robert Bray, CEO



Robert Bray is the Managing Broker at Bray Commercial and has more than 48 years in real estate industry and a native in the community. He has been actively involved in the company since 1974 and has served in many roles. Robert's leadership and vision for Bray Commercial has made it what it is today. The focus of our Core Values Family, Community and Integrity are the very foundation of our business and how we deliver the best service to all our clients. Robert considers a company culture of ethics and social responsibility not only the right thing to do, but also the essential thing to do in sustaining a business. In his case, it is a family real estate firm his grandfather launched in 1946.

Robert was awarded the very prestigious award from the Bill Daniels *Being a Difference Award*, which recognizes individuals practicing high standards of ethical leadership in business and within their communities.

Education

BA Geology & Business, Mesa Junior College, 1971 BSBA Real Estate, University of Denver, 1974

Present Community Involvement

Active Member: HBA of Northwestern Colorado, Grand Junction Rotary Club, Grand Junction Area

Realtor Association

Founding Member- Bray Cares Foundation





Michelle Urlacher, President



Michelle is the President for Bray & Company and leads support and direction in the services that we offer to our clients. Michelle has been in the real estate industry for over 20 years with a multitude of experience in different facets of real estate. Her experience has been a Transaction Coordinator, Appraiser, Commercial Real Estate Analyst, Commercial Property Manager as well as a real estate Marketing Director.

In her most recent work, prior to joining Bray and Company she gained extensive knowledge in contracting with different government agencies. She was responsible for managing and ensuring compliance with the companies' multitude of government contracts. She oversaw all government contracting and managed over 200 different government contracts including the GSA, State of Colorado, City of Grand Junction, BLM, U.S. Forest Service, multiple cities, and county master service agreements. Michelle also was in charge of training employees on government contracting compliance.

Michelle also holds strong principles in line with Family, Community, and Integrity. Her most recent community involvement has been centered around this.

Present Community Involvement

Initiated and formed the Caring for Our Home Community fund in response to helping the community during the pandemic.

Supporting Member- Ethics Program at Colorado Mesa University Member Advisory Committee- Daniels Fund Ethics Initiative Business Program Vice President- Professional Women in Building

Michelle will be a great asset to ensure we are providing exceptional service to the City of Grand Junction.

Noted:

Legal Proceedings and Lawsuits

- The firm and point of contact do not have any current litigations and no contracts terminated for default within past five years.
- Bray Commercial has had 1 litigation case in the past 5 years in regard to documentation in a purchase which was settled with no fault associated with the firm.

Bray Commercial publishes the Valley's only Commercial report:

2024 Q3 Commercial Report: SUMMARY

A SNAPSHOT OF MESA COUNTY'S

COMMERCIAL REAL ESTATE MARKET

QUARTER 3 2024



SALES

UP 2% YTD 2023: \$146.1M

NUMBER OF SALES



UP 1% YTD 2023: 145 217 ACTIVE LISTINGS

ACTIVE LEASES

COUNTY SALES TAX REVENUE



YTD 2024: \$41.0M UP 2.3% YTD 2023: \$40.1M COMMERCIAL BUILDING PERMITS



YTD 2024: 26
DOWN 7%
YTD 2023: 28

Commercial | Property Management | Business Advisors Group | Development 1015 N. 7th Street Grand Junction, CO 81501 970.241.2909 www.braycommercial.com



2024 Q3 Commercial Report:





The Bray Commercial Quarterly Report tracks trends and information important to local businesses



MARKETING MATTERS

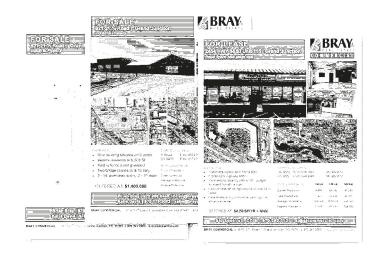
Sophisticated and professionally prepared marketing is essential to maximizing your property's exposure. Marketing commercial properties requires strategic planning and professional marketing.



MARKETING SIGNAGE

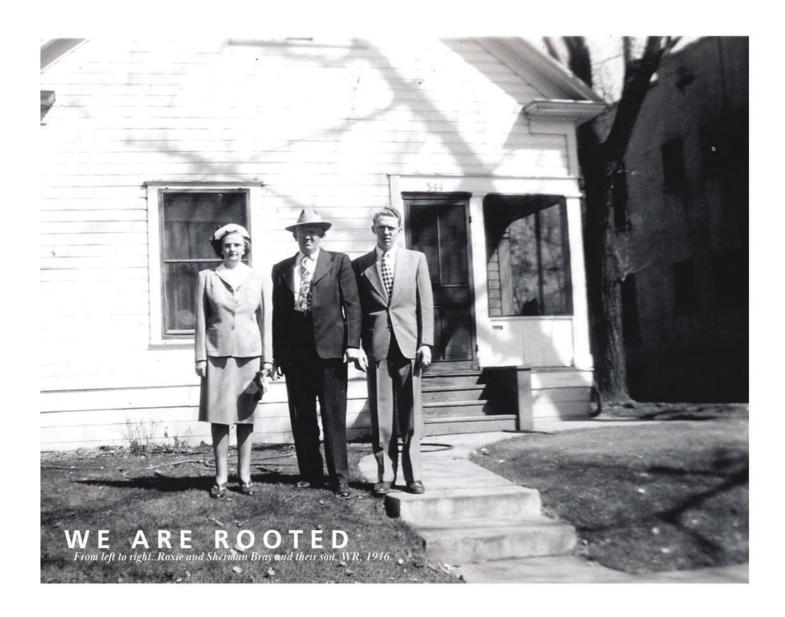
Highly recognized, eye-catching, professionally designed signage sets your property apart.

Our design professionals make it easy to create, install, and display industry-unique signage.



MARKETING PACKAGE

Custom and professionally designed marketing pieces will be created to highlight the properties selling points and features.



OUR HISTORY

Bray & Co has built its success as the largest independent brokerage on the Western Slope of Colorado for over 75 years.

Sherman and Roxie Bray founded Bray & Co on a handshake and a promise to earn, every day, the trust of their clients. Four generations later, Bray & Co still remains a leader in real estate on the Western Slope, servicing the needs of buyers, sellers, investors, landfords, tenants and homebuilders. Bray & Co has thrived through four local boom/bust cycles - uranium in the 50s, coal in the 60s, oil shale in the 80s and gas in the 2000s and vows to still push forward, no mater what may come.

Headquartered in Grand Junction, Colorado, with a satellite office in Rifle, Bray & Co agents are experts working in Mesa, Garfield, Delta and Montrose counties. With 70+ agents strong with backup support of 50+ employees, Bray & Co operates: Residential and Commercial Brokerage, Real Estate Development, Property Management and Construction and Maintenance services.

In addition to being a leader in the respective areas of business, Bray & Co is very involved in their community and industry.

TRUST EARNED EWERY DAY, SINGE 1946.



Section 7.0. Solicitation Response Form

RFP-5533-24-KF

"Commercial Real Estate Broker Services for the City of Grand Junction"

The Proposer must submit the entire form, either typed or printed, fully completed, dated, and signed

1)	Hourly Consulting Services Rate: \$	
	Hourly Rate Written (in words):	
	nero	_ dollars
2)	Tiered or Scalable Commission Schedule	
	a. Purchase Price Up to \$ 10,000,000	
	- Commission 3-6 %	
	Commission Written (in words):	
	Three to six	percent.
	b. Purchase Price From \$ to \$to	000
	- Commission 3-6 %	
	Commission Written (in words):	
	Three for six	percent.
	c. Purchase Price Above \$ 4,000,001	
	- Commission 3-4 %	
	Commission Written (in words):	
	Three IT six	percent.
3)	Dual Represents (if the Broker represents both the seller and the buyer):	
	- Commission %	
	Commission Written (in words):	
	Fire	percent.

RFP-5533-24-KF

The City reserves the right to accept any portion of the services to be performed at its discretion.

The undersigned has thoroughly examined the entire Request for Proposal and therefore submits the proposal and schedule of fees and services attached hereto.

This Proposal is firm and irrevocable for ninety (90) days after the time and date set for receipt of proposals.

The undersigned Proposer accepts and agrees, by the *terms and conditions contained* in this Request for Proposal, that it is prepared, ready, and willing to perform and provide services as described in the attached Proposal if the same is accepted by the City.

The undersigned Proposer acknowledges the right of the City to reject any and all Proposal(s) submitted and to waive any informality(ies) and irregularity(ies) therein in the City's sole discretion.

By submission of the Proposal, each Proposer certifies, and in the case of a joint Proposal each party thereto certifies as to its own capability, that the Offer has been arrived at independently, without collusion, consultation, communication, or agreement as to any matter relating to the Proposal with any other Proposer or with any competitor.

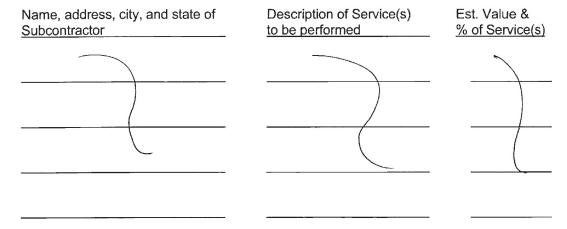
Prices in the Proposal have not knowingly been disclosed with another Proposer and will not be before award.

- Prices in the Proposal have been arrived at independently, without consultation, communication, or agreement to restrict competition.
- No attempt has been made nor will be to induce any other person or Firm to submit a proposal to restrict competition.
- The individual signing the Proposal certifies that it is a legal agent of the Firm, authorized to represent the Firm, and is legally responsible for the offer concerning supporting documentation and fees/prices provided.
- Direct purchases by the City of Grand Junction are tax-exempt from Colorado Sales or Use Tax. Tax-exempt No. 98-903544. The undersigned certifies that no Federal, State, County, or Municipal tax will be added to the above-quoted prices.
- The City of Grand Junction payment terms shall be Net 30 days.
- Prompt payment discount of _______ percent of the net dollar will be offered, to
 the Owner if the invoice is paid within ______ days after the receipt of the
 invoice.

RFP-5533-24-KF

	to the Solicitation, Specifications, and other Contract Documents.					
	State number of Addenda received:	<u> </u>				
	The Proposer is responsible for ensuring acknowledged.	g all Addenda has been received and				
	Submit a letter signed by the entity Owne authority to act on behalf of the Proposer. Emust furnish a completed W-9 form.					
	Bray Commercial Entity Name	Commercial Broken Authorized Agent Name, & Title				
<i>C</i>	Authorized Agent Signature	970 -201- 1849 Telephone Number				
	Address of Proposer	E-mail Address of Agent				
	Grand Junt Mr CO City, State, and Zip Gode 81501	1/- 27-Z4 Date				

The undersigned Proposer proposes to subcontract the following portion of Services:



The undersigned Proposer acknowledges the right of the City to reject any Offers submitted and to waive informalities and irregularities therein in the City's sole discretion.

By submission of the Proposal, each Proposer certifies, and in the case of a joint Proposal each party thereto certifies as to its own organization, that this Offer has been arrived at independently, without collusion, consultation, communication, or agreement as to any matter relating to this Proposal with any other Proposer or with any competitor.

BRAY&CO-02

NICHOLEC



REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT Diane Kane				
Mountain West In & Fin Serv LLC	PHONE (A/C, No, Ext): (970) 254-0838	FAX (A/C, No): (970) 243-3914			
100 E Victory Way Craig, CO 81625	E-MAILESS: dianek@mtnwst.com				
	INSURER(S) AFFORDING COVERA	AGE NAIC#			
	INSURER A: Westfield Insurance Group				
INSURED	INSURER B: Pinnacol Assurance	41190			
Bray and Company	INSURER C: Hiscox Insurance Company	Inc. 10200			
1015 N 7th St	INSURER D: Underwriters At Lloyds	15642			
Grand Junction, CO 81501	INSURER E:				
	INSURER F:				
COVERAGES CERTIFICATE NUMBER:	REVISION	NUMBER:			

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SI	UBR WD POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMIT	S	
Α	X COMMERCIAL GENERAL LIABILITY					EACH OCCURRENCE	\$	1,000,000
	CLAIMS-MADE X OCCUR		058476R	11/10/2024	11/10/2025	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$	1,000,000
			August August Annibus (Magazine 210)	200000000000000000000000000000000000000	Act made and out to consider to	MED EXP (Any one person)	\$	5,000
						PERSONAL & ADV INJURY	\$	1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE	\$	2,000,000
	X POLICY PRO-					PRODUCTS - COMP/OP AGG	\$	2,000,000
	OTHER:	9					\$	
Α	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident)	\$	1,000,000
	X ANY AUTO		058476R	11/10/2024	11/10/2025	BODILY INJURY (Per person)	\$	
	OWNED SCHEDULED AUTOS					BODILY INJURY (Per accident)	\$	
	HIRED AUTOS ONLY NON-OWNED AUTOS ONLY					PROPERTY DAMAGE (Per accident)	\$	
		9 9					\$	
Α	X UMBRELLA LIAB X OCCUR					EACH OCCURRENCE	\$	1,000,000
	EXCESS LIAB CLAIMS-MADE		058476R	11/10/2024	11/10/2025	AGGREGATE	\$	1,000,000
	DED X RETENTION\$ 0	2				2 10 10 10 10	\$	
В	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				7/1/2025	X PER OTH-		
	ANY PROPRIETOR/PARTNER/EXECUTIVE	N/A	1758742	7/1/2024		E.L. EACH ACCIDENT	\$	500,000
	(Mandatory in NH)	N/A				E.L. DISEASE - EA EMPLOYEE	\$	500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - POLICY LIMIT	\$	500,000
C	Professional Liab		MPL4296931.24	11/12/2024	11/12/2025	Limit		1,000,000
D	Cyber Liability		KN214CYLA241-1	11/10/2024	11/10/2025	Limit		2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CENTIFICATE LIOL DED	CANCELLATION
CERTIFICATE HOLDER	CANCELLATION

City of Grand Junction c/o Mesa County Building Department Dept 5005 PO Box 20,000 Grand Junction, CO 81502 SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

On Hills