Q&A Response to On Call Real Estate Brokers RFQ

Dated: Tuesday, November 24

Q: Appraisal services (Section V.1). Does the City expect the broker to provide appraisal services directly, or to arrange them through a separate licensed appraiser? Or would broker opinions of value or market analyses meet the City's needs?

A: The RFQ lists appraisal among the services the City may need, along with market analysis, marketing, economic and financial analysis, negotiation, and advisory services. Respondents should state which of these services the firm provides directly and which, if any, would be arranged through a licensed third party, such as an appraiser. The services needed will be defined for each assignment.

Q: Broker list and assignments (Sections V.1 and VI). How many firms does the City expect to place on the approved broker list? Once firms are on the list, how will the City award individual assignments (rotation, a separate proposal for each assignment, or direct selection)?

A: The City has not determined the number of firms for the approved broker list, but anticipates selecting up to three qualified firms. The award will be made to the most qualified firm(s), and selected firms will be placed on the list for up to five years. Placement on the list does not guarantee work. Listed firms may be offered opportunities to provide brokerage services as needs arise.

The City's immediate need is to explore the acquisition of office space for potential civic center relocation. That assignment may be made to one of the firms selected through this process by direct assignment, based on the qualifications presented and any subsequent interview/presentation if needed.

Q: Finalist interviews (Sections II and VI). Section II shows finalist interviews and presentations beginning December 7, 2026, if needed. How will the City decide which firms are invited, and what format should those firms expect?

A: The City's evaluation committee will identify finalists based on its review of the written responses against the selection criteria in Section VI. The City may seek clarifications from any respondent. Finalist interviews and presentations, if needed, will begin December 7, 2026, and will be held virtually. Invited firms will receive format and scheduling details in advance.

Submittal:

Q: The RFQ directs responses to pleasantoncityclerk@cityofpleasantonca.gov, while the City's bids page shows a different Electronic Submittal address. Which address should we use, and will the City confirm receipt?

A: Please submit responses to pleasantoncityclerk@cityofpleasantonca.gov, as stated in Section III of the RFQ, with the subject line "RFQ On Call Real Estate Brokers [Vendor's Name]." Responses must be received by 5:00 p.m. PST on Monday, November 30, 2026. The City will confirm receipt via email.

Q: Is there a page limit or required format, and an email size limit for the submittal? If the file exceeds that limit, may we provide a secure download link?

A: A: The RFQ does not set a page limit or required format. Responses should include the Sections listed in Section IV (A through E). It is preferable that the submitted file that does not exceed standard email size limits.

Q. Is there a required City form for the signature and the 90-day team declaration, or is a signed cover letter acceptable?

A: The RFQ does not require a City form. The signature of an individual authorized to execute legal documents on behalf of the firm, and the declaration that the proposed project team will remain in effect for at least ninety (90) days after the submittal date, may be included in a signed cover letter (Section III).

Selection and assignments:

Q: Can the City share any properties or projects it expects to need brokerage services for in the first year?

A: The RFQ does not identify specific properties or projects. Services will be provided on an as-needed basis, and the sample tasks in Section V are examples of the work the City may request.

As discussed above, the City' s immediate need is to explore the acquisition of office space for potential civic center relocation. That assignment may be made to one of the firms selected through this process by direct assignment.

Q. Must all three (3) California references be public agencies, or is "highlighting" municipalities a preference only?

A: Three California references are required. Respondents should highlight any municipalities or other public agencies among them. The RFQ does not require all three to be public agencies. Experience with government entities is one of the qualifications respondents are asked to describe (Section IV.B).

Contract and compliance:

Request - Please send the Professional Services Agreement and insurance requirements.

Q: Are we required to include a California Form 700 with our response? If not, will on-call brokers have to file one after selection?

A: A Form 700 is not required with the response. Whether a selected broker must file one will depend on the services it provides under the City's Conflict of Interest Code, and the City will notify selected firms. Generally, any individual who makes, participates in making, or acts in a staff capacity for making a governmental decision that could cause conflicts of interest will be required to file a statement of economic interests. It is not anticipated that the selected broker(s) will act in such a role.

Compensation and conflicts:

Q: When the City is the tenant or buyer, may the broker be paid by the landlord or seller under customary market practice, or does the City expect to pay the broker directly?

A: Respondents should describe their proposed compensation in the Cost section (Section IV.D), using a per-hour or per-project cost sheet and/or a schedule of commissions. Where the City is the tenant or buyer, respondents should state whether they expect to be paid by the City or by the landlord or seller, and describe any related disclosures. The City will review compensation terms for each assignment.

Q: Should rates and commission schedules hold for the full five-year term, or may they include annual adjustments?

A: The RFQ does not address annual adjustments. Respondents should state in their cost submission whether rates and commission schedules are fixed for the term or include annual adjustments, and the basis for any adjustment. The City may negotiate terms with selected firms.

Interviews:

Q. What format and length are planned for the finalist interviews beginning December 7, and will they be held in person or Zoom/Teams?

A: Finalist interviews will be held virtually and, if needed, will begin December 7, 2026. Invited firms will receive the date, time, platform, and length in advance.

Questions:

Q: May we get a list of the City's portfolio with square footage and lease expiration dates?

A: The details of any specific transaction will be addressed by the selected broker after assignment.

Q: Has the City done project planning to determine which divisions they'd like to bring together under one roof?

A: As stated above, the details of any specific transaction will be addressed by the selected broker after assignment.

Q: How will the City evaluate which buildings it will retain or sell?

A: As stated above, the details of any specific transaction will be addressed by the selected broker after assignment.

Q: Is the disposition of the excess real estate required for the consolidation?

A: As stated above, the details of any specific transaction will be addressed by the selected broker after assignment.

Q: Will each brokerage responding to the RFQ get a chance to interview?

A: No, the top qualified firms may be interviewed.

Q: Do you foresee selecting more than one company to handle your real estate needs? If so, please share details on how firms will be selected for individual projects.

A: Yes, as discussed above, the City has not determined a number of firms for the approved broker list, but anticipates selecting up to three qualified firms. Listed firms may be offered opportunities to provide brokerage services as needs arise, and firms will be selected for individual assignments by direct selection based on qualifications.