



Business Services  
Contracts Office  
5735 47th Avenue Sacramento, CA 95824  
(916) 643-2464

*José L. Banda, Superintendent*  
*Gerardo Castillo, Chief Business Officer*

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REQUEST FOR STATEMENT OF  
QUALIFICATIONS  
For  
REAL ESTATE  
ADVISORY SERVICES

Request for Qualifications Issued: May 11, 2015  
Deadline for Submittal of Qualifications: June 9, 2015

## I. OVERVIEW

### Introduction

The Sacramento City Unified School (District) is seeking statements of qualifications from firms that can provide advisory services related to real estate.

### Background

The Sacramento City Unified School District is an urban district with an enrollment exceeding 43,000 students in 77 pre-K through Adult schools. The District covers 75 square miles. Its buildings comprise over 5 million square feet of traditional school buildings, portable classrooms, administrative offices, and school sites that have been closed due to low enrollment, as well as vacant buildings on the historic register. The District is governed by an elected board of seven members who serve four-

## Requests for Information

Questions related to this RFQ should be submitted in writing to Kimberly Teague, Contract Specialist, at [kimt@scusd.edu](mailto:kimt@scusd.edu) no later than Friday, May 22, 2015. Specify "RFQ for Real Estate Advisory Services" in the subject line. Responses to all questions received will be posted on the Districts website, [www.scusd.edu](http://www.scusd.edu) > Offices > Contracts > Request for Proposals.

### III. SCOPE OF SERVICES

1. Assist District in making informed decisions regarding the ultimate disposition of properties identified by the District.
2. Act as the District's advisor but not as an agent or broker for the ultimate transaction of any property.
3. District may require assistance in developing Request for Qualifications/Proposals on any property identified by the District to be sold, exchanged, leased or otherwise utilized. The District may also seek assistance in reviewing any or all proposals derived from the RFQ/RFP process.
4. The District may require assistance for the purposes of maximizing the value of any surplus real property and assistance in determining the best proposal for any related disposition and/or joint use opportunity.
5. The District may require assistance in identifying potential properties for acquisition for various District purposes.

In light of the complex and fluid nature of a project of this type, there will no doubt be many issues that arise that need to be addressed that are not explicitly described in this Scope of Services. The firm must be prepared to work collaboratively with the District to address these issues as needed.

Firm is expected to be qualified to assist the District in:

Making an informed decision regarding market value of property the District may consider for surplus.

The negotiation of sale, lease, or other method of transfer of District-owned property as requested.

Making an informed decision respecting the suitability of the targeted site(s) for the Districts intended use and the probable economic impact of any decision to proceed with the lease or purchase of the site(s).

The negotiation of the terms of lease, including monthly rent and tenant improvements, if applicable.

All other matters incidental to the Districts real estate activities as described above, including but not limited to facilitating the inspections and investigations by the District and communicating with other parties as to the status of the Districts due diligence activities and the overall status of the transaction. In carrying out all of the foregoing tasks, Firms representing the District shall work closely and cooperatively with District staff.

Outside counsel may be involved in a variety of ways as the process proceeds. The scope and budget for outside counsel is not addressed in this Scope of Services.

#### IV. CONTENTS FOR PROPOSALS

In order for proposals to be considered, said proposal must be clear, concise, complete, well organized and demonstrate both respondent's qualifications, and its ability to follow instructions. The quality of answers, not length of responses or visual exhibits is important.

The proposals shall be organized in the format listed below and shall be limited to thirty (30) pages (excluding attachments and appendices) on 8 ½" x 11" paper with all responses bound with tabs separating each section. Respondents shall read each item ca

