



Request for Office Building Lease or Purchase Opportunities

For

Commercial Brokers Association (CBA)

December 12, 2019

CBA Request for Office Space Lease or Purchase Opportunities:

On behalf of the Commercial Brokers Association of Washington (CBA), we are issuing this “Request for Proposals” for alternative office facilities to accommodate CBA’s headquarter offices which are now located in Kirkland, Washington.

Space Requirement:

CBA is currently in a lease for office space at 12131 113th Ave NE, Kirkland Washington that will naturally expire on July 31, 2021. CBA’s current space configuration is limiting, and the building’s physical constraints have triggered an interest in considering alternative space options.

CBA requires approximately 8,000 - 10,000 square feet of quality office space to accommodate its immediate needs and future growth. More specifically, CBA requires the following:

- 1) Easily accessible and reasonably visible location, preferably within 3 miles of the Totem Lake commercial area in Kirkland, Bothell, or Kenmore.
- 2) Quality office space with all services and amenities that are customarily provided accordingly.
- 3) 10 private offices.
- 4) Fully appointed kitchen and break room with room for at least 14.
- 5) One 1,200 sq. ft. (approx.) classroom with full audio/video capabilities.
- 6) One 300 sq. ft. (approx.) conference room with audio/video capabilities.
- 7) Complimentary parking with no less than 30 car stalls that can also accommodate another 25 cars on a complimentary basis within a convenient walking distance of the facility.

About CBA:

Founded in 1977, CBA is a member owned and operated organization that is further described in the “About CBA” section below. The organization is very stable and has an excellent track record for

consistent growth and revenue generation. Consequently, CBA has built a solid financial statement and credit track record that will be attractive to Landlords, Lenders and Partners alike.

Lease - Purchase - Partnership or Alternative Engagement Structure:

CBA's Membership and Board of Directors is comprised of Commercial Real Estate Professionals (see "About CBA" for detailed information) who are collectively interested in the wellbeing of CBA. Together they are a professionally sophisticated resource that is uniquely capable of considering and vetting alternative Lease-Purchase-Partnership opportunities. Therefore, we are requesting responses to this RFP from qualified and capable real estate owners, investors, developers, and other property owners who believe that they have a facility and/or a property concept that would accommodate CBA's requirement as generally outlined above. CBA is interested in exploring any or all of the following options:

- A) **Lease:** As in the past, CBA will consider traditional long-term lease proposals for properties that generally could accommodate their stated requirements. CBA is interested in buildings that would be delivered at competitive rental rates and be able to accommodate their initial requirement for an initial 5-year period with 2 additional 5-year options at predictable rental rates.
- B) **Purchase:** CBA will entertain opportunities to purchase a facility that will accommodate at least their initial 8,000 to 10,000 sq. ft. requirement but would be additionally interested in properties of up to 30,000 sq. ft. where they could lease their excess space to other tenants while accommodating their probable need for expansion space in the future.
- C) **Partnership:** CBA will also entertain opportunities to form or join in a Partnership for the ownership of a new or existing building that at least meets the general criteria as outlined above. Under this scenario, CBA would consider a wide range of possibilities in terms of building size and configuration.

All RFP responses must include the following information:

- A) Name, resume, and explanation of the proposing individual or entity.
- B) Complete information describing the proposed property(s).
- C) Specifics of the opportunity(s) being proposed.
- D) Detailed financial analysis of the opportunity(s).

This RFP has intentionally been designed to encourage creative solutions for CBA's office accommodation.

Contact:

Long-time CBA Board Member Jim Bowles, President of Lee & Associates, will act as the principal point of contact and recipient for all RFP responses on behalf of the CBA Board of Directors and executive leadership. We encourage interested proposers to reach out to Jim with any and all questions via:

Email: jbowles@lee-associates.com or Phone: (206) 947-7103

All RFP responses should be delivered via email to:

Jim Bowles

Lee & Associates Commercial Real Estate Services

Jbowles@lee-associates.com

Due date:

Please deliver proposals no later than:

5:00 PM on Friday, January 31, 2020

Depending on the volume and quality of responses, we reserve the right to extend that deadline as unilaterally determined by CBA.

We are looking forward with great interest to reviewing any and all legitimate responses to this RFP. All proposals will be reviewed and analyzed by a select committee of CBA board members and executive leadership as to their ability to accommodate CBA's requirement. At their discretion, CBA plans to select the proposal(s) that appear to best meet their needs, and CBA will then commence discussions with those proposers accordingly while communicating with other proposers appropriately.

Non-binding proposals:

CBA invites and welcomes any and all legitimate proposals in response to this RFP from any and all qualified proposers. It is critical to understand that nothing in this RFP and nothing related to the act of creating or accepting any and all RFP responses will constitute in any way a binding agreement between CBA and Proposer(s). Any agreement between CBA and Proposer(s) related to or in response to this RFP will be subject to the creation of a written and fully executed agreement documenting the terms of any agreed upon transaction.

More About CBA:

The Commercial Brokers Association (CBA) is a member owned cooperative that has provided commercial real estate multiple listing services to its members since 1977. Members share a philosophy of ongoing communication and cooperation and are represented by a voluntary Board of Directors that includes owners, managers and brokers of both sole proprietorships and local branches of multinational corporations. CBA remains committed to its original mission: to provide members with current commercial listing information and help increase their productivity.

Currently CBA has 1,150 member offices with 4,500 commercial real estate agents, plus over 150 associate member offices participating in our commercial multiple listing organization which serves the Pacific Northwest. There are approximately 4,200+ active exclusive commercial/investment listings, valued at over \$8.5 Billion Dollars plus more than 8,000 listings with over 150 Million Sq. Ft. for Lease. In addition to the exclusively listed properties in our system, CBA's Research Staff gathers information on all available office, industrial and retail space in buildings over 10,000sf in King, Pierce, Snohomish, Thurston and Kitsap Counties and buildings over 5,000 sf in Spokane County. CBA continues to grow in size and effectiveness helping its members increase their productivity. By co-brokering through CBA, you can better serve clients and create more sales, leases, and commission income.

CBA segregates commercial real estate into nine major categories to simplify property searches and listing. To aid in searches, we have a custom-designed web site that is continuously updated by members as well CBA's Research Staff. Our user-friendly program is Internet based, making it possible to connect from almost anywhere.

CBA members also have access to county tax records for King, Pierce, Snohomish, Spokane, Kitsap and Thurston counties. This allows agents to search tax assessor records for ownership records to aid in identifying potential purchasers for their listings, as well as finding suitable commercial properties to list.

CBAcma (CBA Commercial Market Analysis) is also featured in our membership site. This product consists of researched commercial property sales over \$250,000 in King, Kitsap, Pierce, Snohomish, Thurston and Spokane counties. The reports include a high-resolution photo of the property, a street map, an aerial map, the tax records, researched sales information, and a copy of the property deed. This product is not limited to properties listed/sold by CBA members, but includes all recorded sales in the researched counties.

In keeping with the ever-changing legalities of the industry, CBA also provides a Forms Library for the members use. The forms are available with membership and can be accessed through [Legal Library PRO](#), our proprietary web-based application program. Our forms include Purchase and Sale Agreements for Commercial Properties as well as Business Opportunity and Lease Agreements. These copyrighted forms have been carefully prepared by the Association's legal counsel and have become the commercial industry standard.