



REQUEST FOR PROPOSALS
Sub-Leasing of Town Owned Building

I. Purpose

The Town of Surf City is soliciting to receive proposals and quotes from interested NC Commercial Real Estate Brokers to provide property management services for town owned property to be leased to interested third parties. The request is to seek lessees for commercial space located on the second floor of the old Police Department building located at 305 N. New River Drive, Surf City. The space contains approximately 4,000 sq. ft of subdivided office area, restrooms, and access via elevator and stairs. The first floor is currently occupied by the Town's parking management vendor but contains common kitchen and break areas and the ground level contains 16-parking spaces. Parking arrangements and common area usage would be negotiated between the Town/selected Broker on a case-by-case basis depending on individual lessee needs.

II. Instruction to Bidders

Please include detailed service provisions and all anticipated costs in your proposal. All submissions are due no later than **3:00PM, Friday, August 5, 2022**, to the following address:

Office of the Town Clerk
Town of Surf City
214 W. Florence Way
Hampstead, NC 28443

or via email to: clerk@surfcitync.gov

All inquiries regarding this RFP should be directed to the Town Clerk at the above address, by calling (910) 328-4131x106 or emailing clerk@surfcitync.gov.

III. Tasks

- Company must provide contract to secure brokerage services for a 12-month (or otherwise designated) period.
- Company will be required to advertise for obtainment of lease by third parties
- Work directly with the Town Clerk

Link to 3D Building Layout and Plans: <https://my.matterport.com/models/U2JDzHfEKhh?section=media>