



Utah Community Action™
1307 South 900 West Salt Lake City, Utah 84104
(801) 977-1122 | utahca.org

REQUEST FOR PROPOSAL – Real Estate Services

PART 1: INTRODUCTION AND INSTRUCTIONS

PURPOSE OF REQUEST FOR PROPOSAL (RFP)

Utah Community Action (UCA) is seeking competitive proposals to provide real estate for an initial period of 6 months with the ability to extend up to 3 years. This document provides detailed specifications required and establishes the basis for an agreement between UCA and the provider.

AGENCY BACKGROUND

Utah Community Action's mission is to empower individuals, strengthen families, and build communities through self-sufficiency and education. The agency has approximately 500 employees, and annual revenues of approximately \$50M.

Services are delivered through six core programs:

- **Workforce Development** – Helps adults gain job skills, training, and certifications.
- **Head Start** – Provides high quality early childhood education, health and family support services for children age 0-5.
- **HEAT** – Assist households with utility, and emergency energy needs.
- **Case Management & Housing** – Supports families in finding and maintain safe, affordable housing.
- **Nutrition** – Provides meals, food assistance, and nutrition education.
- **Weatherization** – Improves home energy efficiency and safety for households.

Utah Community Action complies with the required federal regulations on procurement, as set forth in the Uniform Guidance 2 CFR Part 200.

PROPOSAL SUBMISSIONS OVERVIEW

By submitting a proposal, interested Parties acknowledge and agree that the scope of work and evaluation process outlined herein is fair, equitable, and understood. Interested Parties further acknowledge that they have read this RFP, along with any attached or referenced documents. All costs incurred by Interested Parties in the preparation and submission of a proposal, including any costs incurred during interviews, presentations, or demonstrations, are the responsibility of the Interested Parties and will not be reimbursed.

Proposals received after the deadline will not be accepted. Proposals must be submitted according to the directions outlined in this RFP. Any proposal not meeting the requirements of this RFP may be rejected. All materials submitted will become the property of Utah Community Action.



Utah Community Action™
1307 South 900 West Salt Lake City, Utah 84104
(801) 977-1122 | utahca.org

PROPOSAL KEY DATES

RFP Released	April 29, 2026
Questions on RFP Due	May 1, 2026
Response to RFP Questions Posted	May 4, 2026
Proposal Due Date	May 8, 2026, 5:00pm
Award Notice	May 11, 2026

Utah Community Action may request interviews or meetings with any of the proposers to clarify any proposals.

WRITTEN QUESTIONS

Questions regarding the RFP must be received in writing by May 1, 2026, by 5:00 pm. Questions may be submitted to Stacy Weight, CAO (stacy.weight@utahca.org). All questions will be answered in writing and will be made available to all proposers.

SUBMISSION DEADLINE

Deadline for Submission: May 8, 2026, by 5:00 PM MST

Submission Format: Proposals should be submitted electronically in PDF format to Stacy Weight, CAO (stacy.weight@utahca.org). Hard copies may be provided if preferred.

CONTRACT TERMS

All contracts will begin immediately upon receiving the signed contract. Contract will end November 15, 2026, but will have an option for extensions up to a total of 3 years. All contracts must contain a 30-day escape clause. Pricing may be negotiated at the beginning of each contract year.

SUBMISSION INSTRUCTIONS AND CONTACT INFORMATION

The preferred method of submitting your proposal is via electronic copy. When providing a hard copy, one (1) original and one (1) copy must be submitted prior to deadline at the following address:

Utah Community Action
Attn: Stacy Weight, CAO
1307 South 900 West
Salt Lake City, UT 84104

General Contact: Stacy Weight, Chief Administration Officer, stacy.weight@utahca.org



Utah Community Action™
1307 South 900 West Salt Lake City, Utah 84104
(801) 977-1122 | utahca.org

PART 2: SCOPE OF WORK AND SPECIFIC PROPOSAL REQUIREMENTS

Required Services Overview

The selected real estate brokerage firm and/or agent (“Consultant”) shall provide comprehensive commercial real estate acquisition services (including both purchase and lease opportunities) to assist the Agency in identifying, evaluating, negotiating, and closing on real property opportunities that align with the Agency’s strategic, operational, and financial objectives. Services shall include, but are not limited to, the following:

1. Market Research & Property Identification

- Conduct ongoing market research to identify suitable real estate opportunities within the target geographic area(s).
- Present both publicly marketed (“on-market”) and privately sourced (“off-market”) properties for consideration.
- Monitor market trends, comparable sales, lease activity, and emerging opportunities relevant to the Agency’s needs.
- Provide periodic updates on market conditions, pricing trends, and inventory availability.

2. Due Diligence Support

- Coordinate and assist with property due diligence activities following preliminary selection of a site.
- Assist in reviewing zoning, land use restrictions, entitlements, and municipal compliance matters.

3. Negotiation & Representation

- Represent the Agency’s interests in all negotiations related to potential acquisitions or leases.
- Prepare, present, and negotiate Letters of Intent (LOIs).
- Assist in negotiating Purchase and Sale Agreements (PSAs), amendments, contingencies, credits, and related transaction terms.
- Provide strategic guidance regarding pricing, concessions, timing, and contractual protections.

4. Transaction Management

- Manage the transaction process from accepted offer through closing.
- Maintain transaction timelines and ensure completion of key milestones, deliverables, and contingency deadlines.
- Assist in resolving issues that arise during escrow or pre-closing.

5. Reporting & Communication

- Provide clear, timely communication of opportunities, negotiations, and transaction status.
- Attend meetings with Agency leadership, committees, or Board representatives as requested.
- Maintain confidentiality regarding Agency strategies, finances, and property pursuits.

7. Deliverables: At a minimum, the Consultant shall provide:

- Periodic property opportunity reports
- Comparative market analyses
- Due diligence coordination summaries
- Negotiation recommendations



Utah Community Action™
1307 South 900 West Salt Lake City, Utah 84104
(801) 977-1122 | utahca.org

- Transaction milestone reports through closing

PART 3: SPECIFIC PROPOSAL REQUIREMENTS

To ensure a competitive and consistent review process, each proposal submitted is required to include the following items and be organized according to the outline provided below.

1. Letter of intent

A letter outlining the general overview of the business information and individuals involved in the RFP process. This letter should be a maximum of 1 page and clearly identify the contact information for the authorized representative. It should also include a date through which the proposal is valid (Preferred: 6 months). Please include a short overview of the scope of the company, size, a brief history of the company, and ability to do business in the State of Utah.

2. References

Please provide at least 3 business references.

3. Relevant Experience

- A summary of your company's relevant experience in obtaining commercial facilities, including any for educational institutions, not-for profit, or daycare spaces.
- Summaries of key personnel who will be involved in the project, detailing their qualifications, experience, and roles.

4. Project Approach

- An outline of your proposed approach and methodology to identifying properties and creating a search strategy.

5. Fee Schedule

- Clear breakdown of commission rates, potential retain fees, or hourly rates.

6. Additional Information

- Any other relevant information that showcases your firm's capability to meet UCA's needs or support our organization or efforts in the community

PART 4: SELECTION PROCESS

The evaluation will be completed using a weighted scale with the specified factors below.

Fee Structure & Value	40 points
Relevant Experience	20 points
Project Strategy	10 points



Utah Community Action™

1307 South 900 West Salt Lake City, Utah 84104

(801) 977-1122 | utahca.org

Qualifications of Team	20 points
Small Business / Labor Surplus	5 points
Adherence to RFP instructions	5 points
Total	100 points

Selection will be made to the proposer who is the most advantageous to Utah Community Action based on the selection criteria outlined above. UCA reserves the right to not select any proposer. Following the closure of the RFP, all proposers will be notified of the selection.