



# Utah Community Action™

Committed to Ending Poverty

Utah Community Action

Request for Proposal

For Real Estate Services

Question & Answers

1. What type of real estate you will be looking for?
  - a. UCA is looking for commercial property that has the ability to house multiple Head Start Classrooms. In addition, the properties must have usable green space to accommodate one or more playgrounds, depending on the number of classrooms.
2. Will you be purchasing and leasing in the next six months?
  - a. In the next six months, we anticipate the acquisition of approximately 3 7,000-12,000 square foot facilities that will be a combination of purchases and leases.
3. What parts of Utah will you be considering?
  - a. All properties must be located in Salt Lake County, preferable in the south-west quadrant of the County (ex: Taylorsville, West Jordan, South Jordan)
4. Is the engagement intended to support a single facility requirement or multiple locations/programs?
  - a. There will likely be multiple locations. We anticipate the addition of 2-3 locations in the next six months depending on size.
5. Will assignments be issued on an as-needed basis throughout the contract term?
  - a. Yes.
6. What is the anticipated size range (square footage) for the facility or facilities under consideration?
  - a. We do have some flexibility depending on location and layout, but typically ideally the locations would be approximately 7,000-12,000 square feet.
7. What primary use types should be considered (e.g., office, classroom, warehouse, mixed-use) land purchase and ground-up development?
  - a. Primarily Early Childhood classrooms (ages 0-5), with a few offices. We would consider a land purchase for no more than 1 of the acquisitions.
8. Is there an established budget range for lease and/or purchase scenarios?
  - a. Yes, we typically have budget range scenarios that are based on number of classrooms we can put in the facility. Specific budget will be shared with the selected vendor.
9. Does UCA have a preference for leasing versus purchasing, or should both be evaluated equally?



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- a. Both will be evaluated equally, however, we would prefer at least 1 of the acquisitions to be a purchase.
10. Are funds available for tenant improvements or capital expenditures if needed?
  - a. Yes, the agency has funds available for some TI and capital expenditures.
11. Are there any funding-related requirements that may impact lease structure or ownership considerations?
  - a. Not at this time
12. What is the desired timeline for site selection, lease execution, or acquisition?
  - a. For the initial 1-2 sites, we have an escalated timeline and would like to be able to use the facility for some services (even if those are limited) no later than September 1, 2026.
13. Are there any critical deadlines tied to program delivery or funding requirements?
  - a. No deadlines tied to funds, just program requirements to preferably be in at least limited operation no later than September 1, 2026.
14. Who will serve as the primary point of contact for this engagement?
  - a. A member of our Executive Team will be assigned as the Primary Point of Contact.
15. Can you outline the approval process for site selection and transaction decisions?
  - a. Once the site has met the requirements per the Primary Point of Contact, we require approval of both the CEO and CAO for a lease. Under a purchase agreement, we would also need the approval of the Finance Committee and full Board of Trustees. The timelines for these approvals can be escalated as necessary and be done virtually.
16. Will Board approval be required for final authorization?
  - a. Yes, for a purchase scenario, as outlined above.
17. Will the selected firm have exclusive representation, or will multiple firms be engaged?
  - a. Yes, there will be exclusive representation for the initial 6 month term.
18. How does UCA anticipate broker compensation being structured (commission-based, fee-based, or hybrid)?
  - a. We are open to any compensation structure, however, proposed fees will be part of the scoring process for this RFP.
19. How should compensation be handled in situations involving owner-direct or off-market opportunities?
  - a. We anticipate those scenarios would be outlined in your fee proposal and will be part of any contract.
20. What is the preferred frequency of reporting and communication?
  - a. Initially, the communication we anticipate at least weekly due to the escalated timeline. After the initial acquisition(s) monthly would likely be adequate.



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21. Are there any specific formats or additional deliverables expected beyond those outlined in the RFP?
  - a. No
22. Are there any program-specific operational or regulatory requirements (e.g., licensing, specialized build-out needs) that could impact site selection?
  - a. Yes, as we will be operating child-care services any zoning and/or location of certain businesses would impact our ability to utilize the sites. In addition, we have unique needs for our classrooms in terms of bathrooms and plumbing for sinks located in each room, along with required square feet minimums depending on the age served in the rooms. These and other specifics will be provided upon the selection of the vendor for this RFP.