



Request for Proposal: Envision future office space needs and related brokerage services

Purpose

We are looking for a partner(s) to support our work in envisioning our future office space and to provide related brokerage services. This work will likely entail two phases. The first phase is to facilitate a process to identify our space and office needs while considering our current hybrid work environment and ensuring that our real estate decisions are aligned with our values. The second phase will include contracting for real estate brokerage and related services.

About the Bush Foundation

The Bush Foundation works to inspire and support creative problem solving – within and across sectors – to make our region better for everyone. To do this, we invest in great ideas and the people who power them in Minnesota, North Dakota, South Dakota and the 23 Native nations that share the same geography.

Project Background

The Foundation's current office lease will expire in September 2025. Our staff of 34+ currently occupy 16,000 square feet of office space across two floors (some space is shared with another organization). Given today's hybrid work realities and the changed real estate market, we would like to think broadly about our future office needs. Currently, Foundation staff are required to be in the office one day a week. A small number of staff are in the office other days of the week. Most staff work remotely the remaining four days of the week. While this balance between in-person and remote may adjust, we expect to offer a hybrid work environment in the future.

Additionally, as a mission-driven organization it is important that we consider the community impact of all of our decisions including those related to office/real estate which represent a significant financial investment. We would like to consider how our office/space decisions are reflective of our commitment to the communities we serve. Along with considering community impact, it is important that we think about how these decisions impact our staff's ability to be successful and healthy in their work. Any decisions will need to be informed by today's shifting approaches to hybrid and remote workplaces.

Project

As stated, our office lease expires in September 2025, and we could consider multiple real estate options. One option is to renegotiate our lease and stay in our current location in the US Bank Center building in downtown St. Paul. A second option is to rent office space at another location in the Twin Cities with a likely St. Paul preference. A third option is to purchase and operate our own building. Through this RFP we are looking for a trusted partner to support our efforts in determining, and then implementing the best solution for the Foundation. We are willing to consider proposals for Phase 1 and Phase 2 separately or together.

Scope of Work

Phase 1: We are looking for a partner to provide guidance and facilitation of a front-end discovery process to help us consider the different options available, in alignment with our mission and the needs of our staff. While we are imagining that this phase might include up to three facilitated sessions with Foundation staff and/or board of directors, we are very interested in understanding how you might suggest we approach the work. Our goal for this phase is to

identify the top options for the Foundation, to facilitate a discussion around trade-offs and to equip leadership to make a decision.

The ideal partner in this phase will bring demonstrated experience with the Twin Cities real estate market particularly St. Paul, experience working with mission-driven organizations and an understanding of best practices related to hybrid work environments. During this phase it will be important to gather and synthesize input from staff and board, help us consider office design and employee well-being and to think creatively about our future needs.

We would like to have this phase completed by January 2024. At completion, we would expect to have recommendations for our future office space inclusive of an operational plan and project timeline. We have budgeted \$5,000 - \$10,000 for this phase although we realize that the final cost will depend on the specifics of the proposal.

Phase 2: After Phase 1 we anticipate needing a broker/buyer's agent to lead us through the leasing/purchase process, and to ensure that design and build out of any new space is completed in alignment with our timeline if we decide to vacate our current office space.

Eligibility

- We are committed to the region that we serve, and we will prioritize partners who are located in Minnesota, North Dakota, South Dakota or one of the 23 Native nations that share the same geography.
- For Phase 2, we expect all appropriate real estate licenses and insurance to be in place.

Selection Criteria

We will use the following criteria to assess to what degree the organization fits the Foundation's needs and values.

- Demonstrated understanding of the Twin Cities real estate market.
- Strong familiarity with best practices and options related to hybrid/remote work options.
- Project management and consulting/facilitation experience.
- Experience working with mission-driven clients.
- Organization values and actions that align with the Foundation's operating values (bushfoundation.org/values.)
- Commitment to equity in their own operations.
- Ability to meet the desired timeline and outcomes within a reasonable budget.

Submission Requirements

If you are interested in this opportunity, please provide the following information. We are open to considering proposals for Phase 1 or Phase 2 separately, or together.

For Phase 1:

- Overview of firm including relevant experience doing similar work.
- Description of your approach to this work, including a project proposal/budget.
- Principal staff proposed including qualifications and experience.
- A primary point of contact within your firm (name, phone, email).
- Two references, including name, email, phone number, organization name and why they're relevant to this proposal.
- Values that guide your firm or your work.

For Phase 2:

- The items identified in Phase 1 above (include any additional information that is relevant to the work outlined in Phase 2).
- Description of your approach to this work, including an explanation of your pricing model for brokerage/buyer's rep service.

Submissions should be no more than five pages.

How to Apply

Proposals are due by 12:00 p.m. CT on Friday, April 28, 2023. Send your proposal and [Vendor Demographic Form](#) via email to klinder@bushfoundation.org. In the subject line of the email, please include: 'RFQ response: [insert your organization's name here]'.

If you have any questions, please contact Kent Linder at klinder@bushfound.org.

Selection and Timing

- Bush Foundation staff will review materials and select one or more organizations to move forward in the selection process.
- Organizations will be notified whether they're moving forward by May 31, 2023. We will conduct interviews and perform additional diligence as needed.
- We anticipate making our decision by July 2023 and having someone under contract by August 2023.