



# Sheltering Arms



The standard for early childhood education

## Request for Information (RFI) to Provide Services to the Sheltering Arms for its Real Estate Portfolio

***The information contained in this RFI is Confidential and Proprietary information and may not be shared with anyone outside your organization that does not have a need to know the information to respond to this RFI and must be destroyed when requested by Sheltering Arms***

Sheltering Arms is the longest-established and one of the largest nonprofit early childhood education organizations in Georgia, providing high-quality early education, child care and comprehensive family support services since 1888. The agency serves more than 3,000 children annually and their families at 13 metropolitan Atlanta locations in Cobb, DeKalb, Douglas, Fulton and Gwinnett counties and consistently meets accreditation standards by the National Association for the Education of Young Children. On average, children attending Sheltering Arms score in the 90th percentile for language and literacy, exceeding developmental milestones for kindergarten readiness. Visit [shelteringarmsforkids.com](http://shelteringarmsforkids.com) or more information.

Sheltering Arms is requesting information from participating service providers (brokers) to propose a brokerage service model(s) for their real estate portfolio for all leasing, acquisition and disposition events; new, renewals, expirations, cancellations, terminations and options. With the effects of the pandemic, Sheltering Arms has taken the opportunity to re-evaluate its portfolio and create strategies going forward including what the offices will look like post COVID. We want to explore new, forward thinking ideas and brokerage models to provide services for our portfolio and are looking to your company for that expertise.

### **Scope-request for proposal(s)**

Based on the portfolio information provided below and attached portfolio, propose your solution to provide brokerage services with special consideration to find a solution for disposition or sale-leaseback of certain properties.

### **Portfolio Summary**

There are currently 13 locations in metro Atlanta ranging in sizes as noted in the summary below. Further details on each location will be provided upon request. Of the 13 locations, Sheltering Arms:

- Owns 11 of the facilities
- Leases/rents space for two locations
- Owns the land for four locations
- Has a land lease on seven locations
- Has a tenant lease for the two locations where we lease or rent space

<b>Square Foot Range</b>	<b># of Facilities</b>
<b>&lt;10,000</b>	<b>1</b>
<b>10,000-11,000</b>	<b>1</b>
<b>14,000-15,000</b>	<b>2</b>
<b>16,000-17,000</b>	<b>2</b>
<b>25,000-27,000</b>	<b>6</b>
<b>&gt;29,000</b>	<b>1</b>
<b>Total</b>	<b>13</b>

### Response Requirements

1. Short description of your company
2. Describe your brokerage model
3. Explain how it is financially supported and any costs associated
4. Describe how services will be provided and if solely by your company or through partnerships
5. Who is the team and how many accounts do they service?
6. Case studies of similar clients
7. Include other supporting information/data.
8. Provide proposal in letter size as a pdf.

### Targeted Schedule

<b>Date</b>	<b>Task</b>	<b>Contact</b>
<b>04/16/21</b>	Receipt of request for information. Questions submitted throughout process.	<a href="mailto:mdavis@shelteringarmsforkids.com">mdavis@shelteringarmsforkids.com</a>
<b>04/29/21</b>	Initial response due	<a href="mailto:mschmitt@shelteringarmsforkids.com">mschmitt@shelteringarmsforkids.com</a>
<b>05/03/21 to 05/07/21</b>	Sheltering Arms review	
<b>05/10/21 to 05/14/21</b>	Call for presentation/discussion	
<b>05/21/21</b>	Final response due	
<b>05/28/21</b>	Evaluation and Response to Participants	

### Proposal Evaluation Criteria

Initial responses will be evaluated by:

- The broker model(s) proposed/solution
- Familiarity and expertise regarding the metro Atlanta commercial real estate landscape
- The ability to service various transaction types
- How it is financially supported with no additional fees paid by Sheltering Arms except transaction commissions