



**NEW HAMPSHIRE LIQUOR
COMMISSION**

Request for Qualifications

**Commercial Real Estate Services for
Hampton Liquor Properties**

RFQ 2020-001

RFQ ISSUED.....March 2, 2020

**NHLC CONTACT.....Andrew S. Davis
NHLC Chief Administrator,
NHLC.HAMPTON@liquor.nh.gov**

CONTRACT TYPE.....PROFESSIONAL SERVICES

QUALIFICATIONS DUE.....2:30 PM, April 3, 2020

**AT: New Hampshire Liquor Commission
C/O Andrew S. Davis
Chief Administrator
50 Storrs Street
P.O. Box 503
Concord, NH 03302-0503**

Version 1

**STATE OF NEW HAMPSHIRE
NEW HAMPSHIRE LIQUOR COMMISSION
COMMERCIAL REAL ESTATE SERVICES FOR HAMPTON LIQUOR PROPERTIES
RFQ 2020-001**

1. INTRODUCTION

1.1. Overview and Project History.

The New Hampshire Liquor Commission (NHLC) seeks a qualified real estate broker firm (Broker) specializing in highway-oriented commercial real estate to provide brokerage, valuation and marketing services for surplus properties owned by the NHLC in Hampton, NH.

The NHLC currently owns and maintains liquor store facilities in Hampton, NH that are accessed via Interstate 95 northbound and southbound. These stores are located on parcels owned by the NHLC that are approximately 64 acres in size northbound and 24 acres in size southbound. Portions of both sites are unusable due to wetlands or conservation easements. The NHLC has owned the northbound and southbound parcels since 1992 and 1981 respectively.

The NHLC has deemed the majority of the parcels as surplus. The NHLC, with guidance from the New Hampshire Department of Administrative Services (DAS), is moving forward with this Request for Qualifications (RFQ) and subsequent Request for Proposal (RFP) process. The selected Broker is expected to achieve the desired outcome of the NHLC to sell the surplus properties to a buyer/developer that will redevelop the sites to incorporate appropriate uses in addition to a new, state-of-the-art liquor store on each site, approximately 22,000 square feet(sf) +/-, which will be constructed and maintained by the NHLC.

Figure 1 below identifies the Northbound and Southbound Hampton liquor store locations.

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Figure 1 – Northbound and Southbound Hampton Liquor Store Locations

1.2. Relevant Information

The following relevant information shall be noted by the Broker and any prospective buyer/developer:

- The NHLC reserves the right to maintain ownership of 22,000 +/- square feet of both the northbound and southbound parcels for construction, operation, and maintenance of new, state-of-the art liquor store facilities. Location of these facilities will be finalized as part of the purchase and sale agreement. NHLC also reserves the right to brand these stores and locations consistent with other NHLC store locations.
- New property owner will be responsible for all development, operating and maintenance costs on the sites including parking for the Hampton liquor store facilities.

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- Any proposed development on the northbound and southbound parcels will need to be highway-oriented type development (i.e. gas, food) and will be subject to local zoning laws.
- Access to the Hampton liquor properties is currently via Interstate 95. Interstate 95 in New Hampshire in the area of the liquor facilities is owned and maintained by the New Hampshire Department of Transportation (NHDOT), Bureau of Turnpikes. While ownership and maintenance are by the Bureau of Turnpikes, the agency having jurisdiction and final guidance over access to and from Interstate 95 is the Federal Highway Administration (FHWA).
- FHWA has concluded that no federal funds have been used in the development and improvements to these Hampton liquor properties.
- FHWA and NHDOT have control over and final approval on any changes (if proposed) to the ramps accessing Interstate 95 to ensure proper safety and mobility to the highway. The NHLC will retain ownership of all ramps.
- Any expansion of the existing northbound and southbound parcels will require following standard New Hampshire Department of Environmental Services (DES) permitting processes and local development regulations.
- Findings from the Phase IB archeological site investigation (currently planned), may result in restrictions on the disturbance of specific areas within the properties.
- A formal process will be initiated by the NHLC with support of a technical committee to oversee the selection of a potential buyer/developer for these surplus properties.
- Rivers Management Advisory Committee (RMAC) and the Lakes Management Advisory Committee (LMAC) were invited to serve on the committee in a technical adviser capacity to oversee the purchase and detail of the development plan for the properties.
- Development of the surplus properties for a prospective buyer/developer may be complicated and time-consuming from a subdivision, land use restriction, and redevelopment design perspective.
- The Broker and potential buyer/developer may be required to engage with governmental entities, including, but not limited to: NHDOT, FHWA, Town of Hampton, Hampton Planning Board, Department of Historic Resources (DHR), RMAC, and DES.

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2. OVERVIEW OF THE PROCESS

2.1. Description of RFQ and RFP Process

The NHLC has issued this RFQ to identify qualified commercial real estate brokers (Brokers) interested in partnering with the NHLC to provide brokerage, valuation, and marketing services for the buying/developing of surplus properties owned by the NHLC in Hampton, NH. For those top scoring Brokers that meet the qualification requirements as set forth in this RFQ, the NHLC will issue an RFP. The subsequent RFP will provide the opportunity for qualified Brokers to clearly set forth how and where they would market these properties and their proposed commission rate.

A Selection Committee, comprised of representatives including, but not limited to: NHLC, Department of Administrative Services (DAS), and the NHLC's consultant will review, rate and identify the selected Broker through this RFQ and RFP process.

An overview of the RFQ and RFP is summarized below.

Request for Qualifications (RFQ)

The RFQ process will allow the Selection Committee to evaluate potential Brokers against baseline criteria and determine if they should advance to the RFP process. Baseline criteria includes:

- Real Estate Firm and Key Staff qualifications and experience
- NH Licensure and good standing with the NH Real Estate Commission
- A NH office location with a senior, local contact who will serve as the lead broker
- Regional and national presence to attract prospective buyers preferred
- Direct knowledge of the NH real estate market with experience in similar sized parcels and highway-oriented properties
- Knowledge in identifying and attracting local and national prospective buyers with experience in highway-oriented development
- Acknowledgement of NHLC business operations, processes, target-market opportunities, and desired NHLC outcome

The Selection Committee will review each Broker's qualifications package and shortlist up to six (6) of the top scoring Brokers to receive the RFP. Brokers that are shortlisted will be selected based upon qualifications, experience, NH presence, and ability to attract prospective buyers/developers as defined in this RFQ.

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Request for Proposals (RFP)

The RFP process will allow Brokers who are shortlisted from the RFQ to provide further detail of their proposed marketing approach to identifying buyers/developers for the surplus properties, as well as identify their proposed commission rate. The RFP will identify additional criteria that the Brokers will need to respond to in their detailed proposals. Detailed criteria to be considered may include but not limited to the following:

- Identification of target market opportunities
- Detail of marketing plan to identify potential buyers/developers locally and nationally
- Approach to valuation prior to listing property
- Commission rate
- Other information as identified by the Brokers to support their proposals

2.2. Broker Conference

A voluntary Broker Conference and site visit will be held on March 10, 2020 at 10:00 am EDT as identified in Section 2.4: *Schedule*. The Broker Conference will be held at:

**Hampton Northbound Liquor Store
Interstate 95
Hampton, NH**

All Brokers who intend to submit Qualifications are strongly urged to attend the Broker Conference and site visit. Only prospective Brokers will be allowed to attend the Broker Conference. A sign-in sheet will be distributed, and attendees will be required to sign-in with their broker firm affiliations. Brokers will have an opportunity to ask questions about the RFQ. The NHLC will make a reasonable attempt to answer questions it deems appropriate; however, oral answers are not binding. Questions may include, without limitation, requests for clarification of the RFQ and suggestions or changes that could improve the RFQ.

Only written responses to questions provided by the Broker in writing on the provided Form 1, *Broker Form* included in Appendix A will be binding.

2.3. Qualifications Scoring and Selection Process

The Selection Committee will use a scoring scale of 100 points, which shall be applied to the qualifications as a whole. The maximum points awarded by category and subcategory are shown in the following table:

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Table 1 - Hampton Commercial Real Estate Services Criteria and Scoring

CATEGORY	POINTS
BROKER REAL ESTATE QUALIFICATIONS	50
<i>Licensure and Standing with NH Real Estate Commission</i>	5
<i>NH office location with local contact</i>	10
<i>Experience with providing brokerage, valuation, and marketing services</i>	10
<i>Experience of Lead Broker and Team</i>	5
<i>Regional and national presence to attract prospective buyers/developers</i>	10
<i>Capacity to perform the requested professional services in a timely manner</i>	5
<i>Client References (up to three)</i>	5
TARGET MARKET EXPERIENCE	50
<i>Experience with similar sized parcels and highway-oriented opportunities</i>	20
<i>Experience with identifying and attracting buyer/developers with experience in highway-oriented development</i>	20
<i>Knowledge of NHLC business operations, processes, and target market opportunities</i>	10
TOTAL POTENTIAL MAXIMUM POINTS	100

This RFQ will be evaluated by a Selection Committee (See Section 2.1) made up of individuals selected by the NHLC. The Selection Committee will review and evaluate all conforming submissions according to the requirements identified in Section 4: *RFQ Requirements and Deliverables* herein.

Broker qualifications shall be considered conforming and responsive provided that the information is submitted within the allowed time periods and contains all requested information as specified. In making its evaluation and selection, the Selection Committee will rely on the information submitted by the Brokers in the qualifications and proposal packages.

The Selection Committee will review each Broker qualifications package and shortlist up to six (6) firms to receive the RFP. Shortlisted Brokers will be selected based upon qualifications and experience, as well as approach to identifying prospective buyers/developers.

Written acknowledgement of proposed process and desired NHLC outcome will be considered qualified/unqualified and must be provided as outlined in Section 4.4: *Qualifications Content*.

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The NHLC reserves the right to:

- a. Waive minor or immaterial deviations from the RFQ requirements, if determined to be in the best interest of the State;
- b. Omit any planned evaluation step if, in the NHLC’s view, the step is not needed; and
- c. At its sole discretion, withdraw this RFQ and/or reject any and all submissions at any time.

2.4. Schedule

The following table provides the schedule of events for this RFQ.

EVENT	DATE	TIME
RFQ Issued	March 2, 2020	
Broker Conference and Site Visit	March 10, 2020	10:00 am EDT
Broker RFQ Inquiries due to NHLC	March 13, 2020	10:00 am EDT
NHLC Responses to Broker RFQ Inquiries	March 20, 2020	
Qualifications Package from Brokers due	April 3, 2020	2:30 pm EDT
Shortlist of Brokers announced	April 17, 2020	
RFP issued to shortlisted Brokers	April 2020	
Shortlisted Brokers submit Proposals	June 2020	TBD
Execution of Professional Services Agreement	June 2020	TBD

The above table provides a Schedule of Events for this RFQ. Broker RFQ inquiries can be submitted at any time up to the date and time identified in the schedule above. The NHLC reserves the right to amend this Schedule at its sole discretion and at any time through a published Addendum. Any such Addendum will be effected by posting on the NHLC official website at https://www.nh.gov/liquor/public_notices.shtml. **Proposers are responsible for checking the website for published Addenda.**

2.5. Available Documents and Materials

Pertinent documents will be made available during the RFQ and RFP process for prospective Brokers on the following website:

www.nh.gov/liquor

Prospective Brokers are encouraged to check the website regularly. Available documents and materials for this RFQ are not Project Documents, and as such the NHLC makes no representations or guarantees as to, and shall not be responsible for, the accuracy, completeness, or pertinence of reference documents, and, shall not be responsible for the conclusions to be drawn there from. Additional documents may be made available during the RFP process as developed and provided to the NHLC if they are pertinent to the process.

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3. STATE AGENCIES INVOLVED

The following State of New Hampshire agencies are involved in this process.

3.1. NH Liquor Commission

The New Hampshire Liquor Commission (“NHLC”) was established in 1933 following the repeal of prohibition. New Hampshire is one of seventeen “control” states or jurisdictions that control the sale of alcoholic beverages through a governmental agency. The NHLC regulates the manufacture, importation, storage, transportation, sale and use of wine, spirits and brewed beverages in New Hampshire.

In addition to regulating the alcoholic beverage business in New Hampshire, the NHLC is also a wholesaler and retailer of wines and spirits. The NHLC operates over 77 retail stores throughout New Hampshire, through which the NHLC sells wines and spirits to both consumers and NHLC licensees. Off-premise licensees, such as grocery or convenience stores, purchase wines from the NHLC to sell at retail. On-premise licensees, such as restaurants, purchase wines and spirits from the NHLC to sell to patrons at their establishments.

In Fiscal Year 2019, NHLC’s gross sales were \$729.2 million. As a state agency, the NHLC transferred \$146.3 million to the State General Fund and \$8.4 million to the Alcohol Abuse Prevention and Treatment Fund. The NHLC is a significant retail draw with 50% of its customers originating from outside the State. It is known for its extensive offering of wine and spirits and large store selection. The Commission operates the largest retail chain of wine and spirits in New England.

Pursuant to NH RSA 176:3, the NHLC is statutorily obligated to optimize profitability, maintain proper controls, assume responsibility for effective and efficient operations, and provide service to all customers.

3.2. NH DAS

The New Hampshire Department of Administrative Services (DAS) provides a variety of professional, management, advisory, coordination, oversight, and support services to other State agencies, the New Hampshire legislature, New Hampshire citizens, and certain State government programs for which DAS has been delegated responsibility by statute. Through its Real Property Asset Management program, DAS facilitates a wide range of State real property transactions and projects as well as land use matters by lending expertise, advice, and transaction/project management services to State agencies.

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4. QUALIFICATIONS REQUIREMENTS AND DELIVERABLES

4.1. Qualifications Instructions, Submission, Deadline, and Location

Qualifications submitted in response to this RFQ must be received by the NHLC, no later than the time and date specified in Section 2.4: *Schedule*. Qualifications must be addressed to:

**Mr. Andrew S. Davis
Chief Administrator
New Hampshire Liquor Commission
50 Storrs Street
P.O. Box 503
Concord, NH 03302-0503**

Packages containing Qualifications must be clearly marked as follows:

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All sections of the RFQ must be completed and delivered to the NHLC by the submission deadline. Do not alter any parts of this RFQ. Late submissions will not be accepted and will be returned to the Broker unopened. Preparation and delivery of the Qualifications shall be at the Broker's expense.

A Qualification submission shall be deemed received on the date and at the time officially documented by the NHLC as having been received at the location designated above. The NHLC accepts no responsibility for mislabeled mail or mail that is not delivered or undeliverable for whatever reason. Any damage that may occur due to shipping shall be the Broker's responsibility. Qualifications transmitted by facsimile or email will not be accepted.

All Qualifications packages submitted in response to this RFQ must consist of one (1) original (clearly marked as such) and five (5) clearly identified copies of the qualifications package, including all required attachments, and one (1) electronic copy of the Qualifications in a searchable PDF format on CD or flash drive.

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The Qualifications shall be accompanied by the transmittal letter described in Appendix A, Form 2, *Qualifications Transmittal Letter*, herein. The original and all copies shall be bound separately, delivered in sealed containers, and permanently marked as indicated above. One (1) copy of the qualification transmittal form letter shall be signed by an official authorized to legally bind the Broker and shall be marked "ORIGINAL." A Broker's disclosure or distribution of its Qualifications other than to the NHLC will be grounds for disqualification.

RFQ Inquiries

All inquiries concerning this RFQ, including requests for clarification, shall be submitted via email to:

Andrew S. Davis,
Chief Administrator
NHLC.HAMPTON@liquor.nh.gov

Mr. Davis shall be the Issuing Officer and single point of contact for this RFQ. Brokers are required to submit questions via email on Form 1, *Broker Inquiry Form* included in Appendix A. Inquiries can be submitted at any time up until the date and time identified in Section 2.4: *Schedule*. The NHLC assumes no liability for assuring accurate/complete email transmission/receipt and is not responsible to acknowledge receipt. Brokers shall not contact the Issuing Officer by phone with any inquiries. Brokers shall not contact the Issuing Officer after the close of the RFQ inquiry period.

The NHLC intends to issue official responses to properly submitted inquiries on or before the date specified in the Schedule section, herein; however, this date is subject to change at the NHLC's discretion. The NHLC may consolidate or paraphrase questions for efficiency and clarity. The NHLC may, at its discretion, amend this RFQ on its own initiative or in response to issues raised by inquiries, as it deems appropriate. Oral statements, representations, clarifications, or modifications concerning the RFQ shall not be binding upon the NHLC. Official responses by the NHLC will be made only in writing by posting on the NHLC website at https://www.nh.gov/liquor/public_notices.shtml. Brokers shall be responsible for reviewing the most updated information related to this RFQ before submitting Qualifications.

All inquiries must be received by the RFQ Issuing Officer no later than the date and time identified in Section 2.4: *Schedule*. Inquiries received later than the conclusion of the Broker Inquiry Period shall not be considered properly submitted and may not be considered.

Restriction of Contact with NHLC Employees

During the pendency of the RFQ process and as it relates to this RFQ, *all communication regarding this RFQ with NHLC employees, DAS employees, DoIT personnel who support the NHLC or other vendors under contract with the NHLC is forbidden.* NHLC employees have been directed not to

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hold conferences or engage in discussions concerning this RFQ with any potential Broker during the selection process. Brokers may be disqualified for violating this restriction on communications.

Validity of Qualifications

Qualifications must be valid for one hundred and eighty (180) days following the deadline for submission of Qualifications in Section 2.4: *Schedule*, or until the Effective Date of any resulting Professional Services Agreement, whichever is later.

RFQ Addendum

The NHLC reserves the right to amend this RFQ at its discretion, prior to the RFQ submission deadline. In the event of an addendum to this RFQ, the NHLC, at its sole discretion, may extend the RFQ submission deadline, as it deems appropriate.

Non-Collusion

The Broker's signature on a Qualifications package submitted in response to this RFQ guarantees that the terms and conditions, and work quoted have been established without collusion with other Brokers and without effort to preclude the NHLC from obtaining the best possible competition.

Property of the NHLC

All material received in response to this RFQ shall become the property of the State of New Hampshire and will not be returned to the RFQ respondent. Upon any eventual resulting Contract award, the NHLC reserves the right to use any information presented in any Qualifications package.

Confidentiality of Qualifications

Unless necessary for the approval of a contract, the substance of the Qualifications must remain confidential until the Effective Date of any Contract resulting from this RFQ. A Brokers' disclosure or distribution of Qualifications other than to the NHLC will be grounds for disqualification.

Public Disclosure

In order to protect the integrity of the competitive selection process, notwithstanding RSA 91-A:4, no information shall be available to the public, or to the members of the general court or its staff concerning specific responses to requests for bids (RFBs), requests for proposals (RFPs), requests for applications (RFAs), or similar requests for submission for the purpose of procuring goods or services or awarding contracts from the time the request is made public until the closing date for responses.

In accordance with RSA 9-F:1, any contract entered into as a result of this RFQ will be made accessible to the public online via the website Transparent NH (<http://www.nh.gov/transparentnh/>). The content of each submission shall become public information upon the award of any resulting Contract. *Any information submitted as part of a response to this RFQ may be subject to public*

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disclosure under RSA 91-A. However, business financial information and proprietary information such as trade secrets, business and financial models and forecasts, and proprietary formulas may be exempt from public disclosure under RSA 91-A:5, IV. If you believe any information being submitted in response to this request for qualifications should be kept confidential as financial or proprietary information; you must specifically identify that information in a letter to the agency, and must mark/stamp each page of the materials that you claim must be exempt from disclosure as “CONFIDENTIAL.” A designation by the Broker of information it believes exempt does not have the effect of making such information exempt. The NHLC will determine the information it believes is properly exempt from disclosure. Marking of the entire submission or entire sections of the submission as confidential will neither be accepted nor honored. The NHLC will endeavor to maintain the confidentiality of portions of the submission that are clearly and properly marked confidential.

If a request is made to the NHLC to view portions of a submission that the Broker has properly and clearly marked confidential, the NHLC will notify the Broker of the request and of the date the NHLC plans to release the records. By responding to this RFQ, the Broker agrees that unless the Broker obtains a court order, at its sole expense, enjoining the release of the requested information, the NHLC may release the requested information on the date specified in the NHLC’s notice without any liability to the Broker.

Non-Commitment

Notwithstanding any other provision of this RFQ, this RFQ does not commit the NHLC to award a Contract. The NHLC reserves the right, at its sole discretion, to reject any and all submissions, or any portions thereof, at any time; to cancel this RFQ; and to solicit new submissions under a new acquisition process.

Preparation Cost

By responding to this RFQ, a Broker agrees that in no event shall the NHLC be either responsible for or held liable for any costs incurred by a Broker in the preparation of or in connection with the Submission, or for Work performed prior to the Effective Date of a resulting Contract.

Ethical Requirements

From the time this RFQ is published until a contract is awarded, no Broker shall offer or give, directly or indirectly, any gift, expense reimbursement, or honorarium, as defined by RSA 15-B, to any elected official, public official, public employee, constitutional official, or family member of any such official or employee who will or has selected, evaluated, or awarded an RFQ, or similar submission. Any Broker that violates RSA 21-G:38 shall be subject to prosecution for an offense under RSA 640:2. Any Broker that has been convicted of an offense based on conduct in violation of this section, which has not been annulled, or that is subject to a pending criminal charge for such

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an offense, shall be disqualified from bidding on the RFQ, or similar request for submission and every such Broker shall be disqualified from bidding on any RFQ or similar request for submission issued by any state agency. A Broker that was disqualified under this section because of a pending criminal charge that is subsequently dismissed, results in an acquittal, or is annulled, may notify the Department of Administrative Services, which shall note that information on the list maintained on the state's internal intranet system, except that in the case of annulment, the information shall be deleted from the list.

4.2. Qualifications Format

Qualifications shall follow the following format:

- Qualifications shall be bound.
- Qualifications shall be printed on white paper with dimensions of 8.5 by 11 inches with right and left margins of one (1) inch.
- Qualifications shall use Times New Roman font with a size of eleven (11). *Exceptions for paper and font sizes are permissible for: Graphical exhibits, including organization charts, may be printed on white paper with dimensions 11 inches by 17 inches.*
- Each page of the Qualifications shall include a page number and the number of total pages and identification of the Broker in the page footer. Each page shall be numbered consecutively within each Section (i.e., 1-1, 1-2...; 2-1, 2-2...; 3-1, 3-2..., etc.), and the page numbers shall be centered at the bottom of each page.
- Qualifications shall be printed double-sided. Each side of each page shall be considered one page.
- Tabs shall separate each section of the Qualifications.

4.3. Qualifications Organization

Qualifications shall adhere to the following outline and shall have a total page limit of fifteen (15) pages, excluding the items identified below as not applying to the page limit.

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Section	Page Limit Applies? (Yes/No)
Cover Page	No
Transmittal Form Letter	No
Table of Contents	No
Section I: Broker Real Estate Qualifications	Yes
Section II: Target Market Experience	Yes
Section III: Resumes of Lead Broker and Team	No
Section IV: Single Page acknowledging proposed process and desired NHLC outcome	No

4.4. Qualifications Content

Qualifications must contain the following:

Cover Page

The first page of the Broker’s Qualifications must be a cover page containing the following text:

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The cover page must also include the Broker’s name, contact person, contact telephone number, address, city, state, zip code, fax number, and email address.

Transmittal Form Letter

The Broker must submit a hand-written or typed and signed transmittal form letter with their response using the Form 2, *Qualifications Transmittal Letter* provided in Appendix A. Any electronic alteration to this Transmittal Form Letter is prohibited. Any such changes will result in Qualifications being rejected.

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Table of Contents

The Broker must provide a table of contents with corresponding page numbers relating to its Qualifications. The table of contents must conform to the outline provided in Section 4.3: *Qualifications Organization*, but should provide detail, e.g., numbering, level of detail.

Section I: Broker Real Estate Qualifications

Section I shall provide a detailed listing of how the Broker meets the identified qualifications as identified under the Broker Real Estate Qualifications listed in Table 1 - *Hampton Commercial Real Estate Services Criteria and Scoring*. Brokers shall specifically address each of the criteria identified and may expand upon the listed criteria as long as they do not exceed the Qualifications page limit as identified in Section 4.3: *Qualifications Organization*. Brokers are encouraged to highlight those factors that they believe distinguish their Qualifications.

Section II: Target Market Experience

Section II shall provide an overview of the Broker's local, regional, and national experience with highway-oriented buyers/developers as identified under the Target Market Experience listed in Table 1 - *Hampton Commercial Real Estate Services Criteria and Scoring*. Specific examples are requested. Brokers are encouraged to highlight those factors that they believe distinguish their Target Market Experience.

Section III: Resumes

Full resumes shall be provided in Section III for the Lead Broker and any Team members identified. Resumes shall be a maximum of two pages.

Section IV: Acknowledgement of Proposed Process and Desired NHLC Outcome

The Broker shall acknowledge on a single page in Section IV review and acceptance of the proposed process as identified in Section 2.1: *Description of RFQ and RFP Process* and desired NHLC outcome as identified in Section 1.1: *Overview and Project History*. Broker shall also acknowledge the desired NHLC outcome as indicated by the various criteria identified throughout this RFQ.

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**APPENDIX A
Required Forms**

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Form 1

Broker Inquiry Form

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Form 1: Broker Inquiry Form

Broker: _____

Sheet 1 **of** _____ **sheets**

Item No.	Page No.	Section No.	Inquiry	Reserved for Response
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Duplicate as needed.

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Form 2

Qualifications Transmittal Letter

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FORM 2: QUALIFICATIONS TRANSMITTAL LETTER

Broker Name _____

Address _____

To: Mr. Andrew S. Davis
Chief Administrator
New Hampshire Liquor Commission
50 Storrs Street
Concord, NH 03302

RE: Qualification Invitation Name: COMMERCIAL REAL ESTATE SERVICES FOR HAMPTON LIQUOR PROPERTIES
Qualification Number: 2020-001
Qualification Opening Date and Time: April 3, 2020 at 2:30 pm

Dear Sir:

Company Name: _____ hereby offers its qualifications to the New Hampshire Liquor Commission as indicated in Request For Qualifications 2020-001, COMMERCIAL REAL ESTATE SERVICES FOR HAMPTON LIQUOR PROPERTIES, in complete accordance with all conditions of this RFQ.

Company Signor: _____ is authorized to legally obligate
Company Name: _____.

We attest to the fact that:

The company has reviewed and agreed to be bound by all RFQ terms and condition, which along with the subsequent RFP, shall form the basis of any Professional Services Agreement resulting from this process.

These qualifications are effective for a period of 180 days following the deadline for submission of Qualifications in Section 2.4: *Schedule*, or until the Effective Date of any resulting Professional Services Agreement, whichever is later.

Our official point of contact is _____,
Title _____
Telephone _____, Email _____
Authorized Signature Printed _____
Authorized Signature _____

Important Note: Brokers are provided an electronic version of the RFQ Transmittal Letter. Any electronic alteration to this Transmittal Letter template is prohibited. Any such changes will result in Qualifications being rejected.