

REQUEST FOR PROPOSALS
LEASING AGENT AND/OR BUILDING MANAGER
NUCLEUS INNOVATION CENTER

Nucleus is the innovation center and economic development arm of the University of Louisville Foundation. As the bridge from great research to start-up companies, Nucleus nurtures ideas from the mind to the marketplace. Developing a world class research park requires both great facilities and ideas. In addition to state-of-the-art research and office space, Nucleus surrounds its clients with innovative support services to smooth the way to successfully create the businesses and jobs of tomorrow.

Nucleus is seeking proposals from prospective leasing and/or management agents for the 195,950 sq ft Nucleus Innovation Center, Market Street (300 East Market Street), scheduled to be ready for occupancy in Spring, 2013. The new building is eight stories with floor plates ranging from 25,700 sq ft on the first four floors to 23,200 sq ft on floors five through eight. We are soliciting proposals for an exclusive leasing agent and for a management company for the building. Interested parties may propose to serve as either leasing agent, management company, or both. Preference will be given to firms offering to both lease and manage the building. Nucleus anticipates that, in addition to start-up companies, there will be a number of established companies that will find that locating in the Innovation Center will benefit their businesses. The community has coalesced around the "Life Long Wellness and Aging Care" initiative as one of the drivers of future economic growth. The Innovation Center, Market Street is the home to this important endeavor.

Parties interested in submitting a proposal must submit a detailed response to the following questions. You may provide whatever additional information that distinguishes you and your firm from the competition.

EXCLUSIVE LEASING AGENT:

- A. Describe your marketing program in detail, including the desired term of the exclusive listing agreement.
- B. Describe what marketing costs you would bear and what costs would be borne by Nucleus.
- C. Describe your commission structure, including the commission rate, when commissions are paid, how cooperating brokers are paid, and how you handle renewal options.
- D. Please list other Louisville area office and flex/R&D buildings for which you are the exclusive listing agent.
- E. Please supply a list of five references, including phone numbers and e-mail addresses, if possible.
- F. Identify the name, title and experience of each member of your proposed marketing team.
- G. Describe your role in lease negotiations.

- H. Nucleus currently has Letters of Intent with a number of prospective tenants. How would you propose handling these possible exclusions? Similarly, Nucleus and Greater Louisville Inc, will often succeed in attracting new companies to Louisville. Some of these companies will select the Innovation Center during the attraction process as their location. How would you propose to handle these types of prospective tenants?

BUILDING MANAGEMENT

- A. Based upon your experience, what is the most effective way to divide responsibilities between the owner and the management company?
- B. What would you propose as a fee structure for your management services?
- C. Would you provide full-time personnel in the building? How many?
- D. Please identify buildings in the Louisville area that you manage that are owned by others, including any owned by U of L. List those that are owned and managed by you.
- E. Please supply a list of five references, including phone numbers and e-mail addresses, if possible.
- F. Describe the qualifications and experience of the person(s) who will manage the building.
- G. Describe your commitment to providing opportunities for minority and women owned businesses to supply goods or services to the Nucleus building.

BOTH LEASING AND MANAGEMENT

- A. Please answer all the questions above by dividing your answers by appropriate section.
- B. Is there a commission/fee discount if your company handles both leasing and management?

Responses will be scored using the following criteria:

Prior experience	40%
Quality of references	30%
Fee Structure	20%
Positive prior experience with U of L	5%
Commitment to diversity of suppliers	5%

Hard copy responses (eight copies) to this invitation to propose are due by **4:00 pm April 12, 2012** at the Nucleus Office, 201 East Jefferson Street, Suite 315. Include copies of your standard Leasing and/or Management Agreement(s).

Any questions must be addressed to Bruce Traughber at btraughber@nucleusky.com by March 26, 2011. All questions and responses will be available on the Nucleus website, www.nucleusky.com for review by parties wishing to propose. All respondents must certify that they reviewed the questions and answers on the website as part of their submission.

The decision to accept or reject any and all responses to this Request for Proposals will be solely at the discretion of Nucleus. Nucleus will evaluate the responses and invite a short list of respondents for interview and presentation. Responses will be reviewed for satisfaction of a certain set of minimum qualifications which include satisfactory demonstration of prior substantive and relevant experience. Respondent interviews and presentations will be solely at the invitation of Nucleus at a time and place to be designated. A leasing agent and/or building manager will be selected based upon the recommendation of Nucleus and its owner, the University of Louisville Foundation. The final selection will be subject to execution of a mutually acceptable contract between Nucleus and the selectee.

PROPOSAL SUMMARY

Name of Company _____

Contact Person _____

Contact's Email Address and Phone Number _____

Proposed Lease Terms _____

Proposed Management Terms _____

I certify that I am authorized to submit this proposal on behalf of _____
and that I have reviewed the proposal, and the questions and answers on the Nucleus
web site.

Signature _____

Date _____