



## **REQUEST FOR PROPOSALS**

### **Real Estate Brokerage Services – Office Space Acquisition**

#### **North American Development Bank**

### **1. INTRODUCTION**

The North American Development Bank ("NADBank" or "Bank") is a binational financial institution established in 1994 by the governments of the United States and Mexico to finance environmental infrastructure projects along the U.S.-Mexico border region. NADBank is headquartered in San Antonio, Texas, and currently operates from offices located at 203 South St. Mary's Street, Suite 300, San Antonio, TX 78205.

NADBank is soliciting proposals from qualified real estate brokerage firms to provide tenant/purchaser representation services in connection with the identification and acquisition of office space in San Antonio, Texas.

### **2. PURPOSE**

The purpose of this Request for Proposals ("RFP") is to identify and select a qualified real estate broker to assist NADBank in locating, evaluating, and negotiating the lease or purchase of office space to serve as the Bank's headquarters. NADBank seeks a broker with the capacity to commence work immediately and complete this engagement on an expedited basis.

### **3. SCOPE OF SERVICES**

The selected broker shall provide any or all of the following services:

#### **A. Market Analysis and Property Identification**

- Conduct a comprehensive survey of available office properties in San Antonio that meet NADBank's requirements
- Identify and present viable lease and purchase options
- Provide comparative market analysis including rental rates, sale prices, and market trends



- Leverage existing relationships with San Antonio landlords and property owners to identify on-market and off-market opportunities

## **B. Property Evaluation**

- Coordinate and accompany NADBank representatives on property tours
- Evaluate properties against NADBank's stated requirements
- Assess building condition, landlord/seller reputation, and lease/purchase terms
- Provide preliminary assessments of space functionality, building systems, and suitability for NADBank's operations

## **C. Due Diligence Support**

- Coordinate and manage the due diligence process on behalf of NADBank
- Review and analyze property documents including title reports, surveys, environmental assessments, and building condition reports
- Obtain and evaluate financial information related to operating expenses, common area maintenance charges, tax history, and utility costs
- Coordinate property inspections and facilitate access for NADBank's consultants and advisors
- Review lease abstracts or purchase agreements for completeness and accuracy
- Identify and communicate material risks, deficiencies, or concerns discovered during due diligence
- Assist in obtaining estoppel certificates, subordination agreements, and other transaction documents as applicable
- For purchase transactions, coordinate Phase I Environmental Site Assessments, property condition assessments, and zoning/land use verification
- For lease transactions, review landlord's financial stability, building rules and regulations, and existing tenant mix

## **D. Negotiation and Transaction Support**

- Negotiate lease or purchase terms on behalf of NADBank
- Review and provide input on letters of intent, lease agreements, or purchase contracts
- Coordinate with NADBank's legal counsel throughout the transaction
- Negotiate tenant improvement allowances, rent abatement, and other concessions



- Assist NADBank through closing or lease execution

#### **E. Advisory Services**

- Provide strategic recommendations regarding location, timing, and deal structure
- Advise on market-standard terms and conditions for comparable transactions
- Support NADBank's internal decision-making process with data-driven analysis

**F. Additional Services** The selected broker must have the capacity to provide or coordinate additional real estate services as may be required by NADBank, including but not limited to:

- Property management
- Facility management consulting
- Space planning and programming
- Project management for tenant improvements
- Ongoing lease administration support

### **4. MINIMUM QUALIFICATIONS**

To be considered, proposers must demonstrate the following:

#### **A. Licensing and Team Composition**

- Firm must be currently licensed as a real estate broker in the State of Texas
- All brokers and agents assigned to this engagement must hold active Texas real estate licenses in good standing
- Proposer must assign a dedicated team of qualified professionals to this engagement, including a lead broker with primary responsibility and supporting team members with relevant expertise

#### **B. Experience**

- Minimum of fifteen (15) years of experience providing commercial real estate brokerage services
- Demonstrated experience representing tenants or purchasers in office space transactions of comparable size and complexity
- Experience working with the City of San Antonio and familiarity with local San Antonio landlords and property owners is required



- Experience representing non-profit organizations and/or financial institutions is required

### **C. Capacity and Availability**

- Proposer must demonstrate the capacity to commence work immediately upon selection
- Proposer must have sufficient staffing and resources to complete this engagement on an expedited timeline
- Proposer must confirm that assigned personnel are available to prioritize this engagement

### **D. Full-Service Capabilities**

- Proposer must have the capability to provide or coordinate additional real estate services, including property management, as may be required by NADBank

### **E. Insurance**

- Professional liability (errors and omissions) insurance with minimum coverage of \$1,000,000 per occurrence

## **5. PROPOSAL REQUIREMENTS**

Proposals must include the following:

### **A. Cover Letter**

- Signed by an authorized representative
- Statement confirming the proposal remains valid for ninety (90) days from submission
- Statement confirming the firm's capacity to commence work immediately and complete the engagement expeditiously
- Description of experience working with the City of San Antonio

### **B. Firm Profile**

- Company name, address, and contact information
- Year established and ownership structure
- Number of licensed brokers and staff in the San Antonio office
- Description of full-service capabilities, including property management and other ancillary services



### **C. Qualifications and Experience**

- Description of the firm's experience in the San Antonio commercial real estate market
- Specific examples of tenant/purchaser representation engagements completed in San Antonio within the past three (3) years, including property size, transaction type, and client references
- Description of experience representing non-profit organizations and financial institutions
- **Resumes of key personnel who will be assigned to this engagement, including licenses held and relevant transaction experience**

### **D. Team Structure**

- Identification of the lead broker and all team members assigned to this engagement
- Description of roles and responsibilities for each team member
- Confirmation that all assigned personnel hold active Texas real estate licenses

### **E. Approach and Methodology**

- Proposed approach to identifying and evaluating properties
- Description of due diligence process and capabilities
- Timeline for conducting market search and presenting options
- Description of how the firm will coordinate with NADBank throughout the engagement
- Explanation of how the firm will ensure expedited delivery of services

### **F. Compensation**

- Proposed fee structure (e.g., commission percentage, flat fee, or other arrangement)
- Confirmation of whether compensation will be sought from landlord/seller, NADBank, or both
- Any additional costs or expenses that may be charged

### **G. References**

- Minimum of three (3) client references for comparable engagements, with at least one reference from a non-profit organization or financial institution
- Include contact name, title, organization, phone number, and email address



## H. Required Certifications

- Copy of current Texas real estate broker license for the firm and all assigned personnel
- Certificate of insurance evidencing required coverage
- Certification that the firm and its principals are not debarred or suspended from participation in any federal, state, or local government program

## 6. SUBMISSION INSTRUCTIONS

**Deadline:** Proposals must be received no later than **5:00 PM Central Time on February 10, 2026.**

**Submission Method:** Proposals shall be submitted electronically in PDF format to:

North American Development Bank Facilities Unit (FacilitiesRFP@nadbank.org) with a copy to: Donald Hobbs, General Counsel (dhobbs@nadbank.org).

**Subject Line:** "RFP Response – Real Estate Brokerage Services"

Late submissions will not be considered.

## 7. TERMS AND CONDITIONS

**A. Non-Exclusive Engagement** Any agreement resulting from this RFP shall be non-exclusive. NADBank reserves the right to engage other brokers or conduct its own search activities.

**B. Reservation of Rights** NADBank reserves the right to:

- Reject any or all proposals
- Waive any informalities or irregularities in proposals
- Request additional information from any proposer
- Cancel this RFP at any time without liability
- Not award any contract or engagement as a result of this RFP

**C. No Obligation** Issuance of this RFP does not obligate NADBank to enter into any agreement or to compensate any proposer for costs incurred in preparing a response.

**D. Confidentiality** Information provided by NADBank in connection with this RFP shall be treated as confidential and shall not be disclosed to third parties without prior written consent.



**E. Conflicts of Interest** Proposers must disclose any existing or potential conflicts of interest, including any current representation of landlords or sellers of properties that may be presented to NADBank. Any potential conflict of interest with any employees of NADBank.

## **8. QUESTIONS AND CONTACT INFORMATION**

Questions regarding this RFP must be submitted in writing to: [FacilitiesRFP@nadbank.org](mailto:FacilitiesRFP@nadbank.org)

Questions must be received no later than **February 3, 2026**. Responses to questions may be distributed to all known prospective proposers.