

Due Date: October 29th, 2025

Business

Project Number: 26-011 Request Type: RFP

REAL ESTATE BROKERAGE SERVICES

ADVERTISEMENT FOR REQUEST FOR PROPOSAL

METROPOLITAN NASHVILLE AIRPORT AUTHORITY

NASHVILLE, TENNESSEE

REAL ESTATE BROKERAGE SERVICES

ELECTRONIC PROPOSALS for furnishing all materials, labor, tools and appurtenances for completion of this project shall be received by the Metropolitan Nashville Airport Authority, (MNAА) Nashville, Tennessee, until and not later than **2:00 P.M. CST (local time) on October 29, 2025**. Proposers wishing to submit a non-electronic proposal may do so only after receiving written authorization from MNAА. Written authorization to submit a non-electronic proposal may be requested by emailing purchasing@flynashville.com at least five (5) days prior to the

date proposals are due. Proposers submitting a non-electronic proposal must submit a copy of the written authorization with their proposal package.

1. **SCOPE OF SERVICES**

The Authority is issuing this Request for Proposal (RFP) seeking a real estate brokerage firm licensed to do business in Davidson County, Tennessee, with experience and expertise to undertake commercial real estate brokerage services. This project will be overseen by the Real Estate division of the Authority.

The services solicited consist of a full-service program for real property marketing services, real property listing services, real property advisory services, real property negotiation services, and other directly related services. The selected Respondent shall perform all services necessary to administer and manage commercial real estate brokerage services.

General commercial real estate brokerage services shall include, but not be limited to:

- Market Authority owned real property for leasing purposes.
- List Authority owned real property for leasing purposes.
- Advise on all relevant commercial real estate related topics.
- Liaison between Authority and other parties as pertaining to potential commercial real estate transactions.

- Assist in facilitating due diligence between Authority and other parties as pertaining to commercial real estate transactions.
- Assist in negotiations, preparation of various offers and deal closing.
- Notification of all relevant commercial real estate activities within close proximity of BNA and JWN airports.
- Assist in facilitating and coordinating various 3rd party services such appraisals and surveys.
- Assist in facilitating and coordinating various commercial real estate milestones.
- Additional Services: If during the contractual period additional services are needed, the selected brokerage firm may, at the option of the Authority, be engaged to perform these services, and all additional work will be documented by amendment to be approved following Authority policies prior to the performance of any additional services.

THE RFP DOCUMENTS. Copies of the Contract Documents (RFP, Proposal Schedule, Attachments, etc.) will be available on or after Monday, October 6, 2025 and may be obtained electronically from [B2GNow E-Bidding](#) an online tendering service.

ELECTRONIC PROPOSALS will be submitted through this online platform, [B2GNow E-Bidding](#).

Important: All bid opportunities can be viewed, and documents downloaded through the new MNAA Procurement e-bidding System. The new e-bidding System is an integral part of the Business Diversity Management System located at

URL: <https://flynashville.diversitycompliance.com>. Vendors must register to download the solicitation and select the appropriate North American Industry Classification System (NAICS Codes). Click on the 'View Active Bid Opportunity Listings' button for additional information.

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Submission Instructions: Proposers will be required to register with the e-bidding platform prior to downloading the proposal. Registration is free. The Proposer must scan all required proposal documents, including the License Information and upload them to the appropriate solicitation file on the e-bidding system. All submittal questions shall be directed to the Procurement Department, fax number (615) 275-2349 or email: Purchasing@flynashville.com

Please note that your organization must have an Authorized Signer to sign the proposal documents, the authorized signer has the authority to bind your company to each and every term, condition, article and obligation of the Insert and any resultant Contract.

Proposers are advised to review the RFP Documents carefully prior to submitting a Proposal on the Project. Proposers are also advised to review the RFP and Instructions to Proposers carefully prior to preparing their Proposals.

Proposals must be submitted on the Proposal Form included in the RFP Documents and the successful Proposer will be required to execute the Contract and other documents requiring execution that are included in the Contract Documents.

RIGHT TO REJECT ANY AND ALL PROPOSALS. MNAA proposes to award the Contract to the lowest responsive and responsible Proposer, provided it has met the goals for SMWBE participation or, if failing to meet the goals, has made an acceptable good faith effort to meet the established goals for the SMWBE participation. Proposer is advised that MNAA reserves the right to reject any and all Proposals submitted, to waive any and all informalities, irregularities and/or technicalities in any Proposal or Proposal Guaranty, to accept any Proposal deemed advantageous to it and to negotiate changes, deletions, or additions to these Contract Documents with the successful Proposer.