

RFP FOR REAL ESTATE BROKER SERVICES

Summit Fire and Medical District seeks a real estate firm specializing in commercial real estate to provide services for property owned by Summit Fire and Medical District, 8905 Koch Field Road in Flagstaff Arizona. It is the intent of this RFP to have the successful broker/firm enter into a Professional Services Contract with the District to supply real estate services as outlined herein.

Sealed proposals should be submitted to Summit Fire and Medical District offices at, 8905 Koch Field Road in Flagstaff Arizona 86004, by 2:00pm January 31, 2018 clearly marked on the outside ***“Proposal – Real Estate Broker Services”***.

The District Board reserves the right to reject any and all proposals, or parts of proposals, when it is judged to be in the best interest of the District.

All questions should be sent to Summit Fire and Medical District at Jbills@sfmd.org or Chris@sfmd.org

A. SCOPE OF SERVICES The selected Real Estate Agent will evaluate, provide support and consultation and assist the District in the sale of real estate property at 5500 North Fort Valley Road, and 8015 Wing Mountain Road in Flagstaff Arizona identified above. The Real Estate Agent shall work under the supervision of the Fire Board and work closely with the District’s Fire Chief. The successful Real Estate Agent shall agree to contract with the District for the following services:

- Evaluate, make recommendations for improvements to maximize the sales price of property.
- Provide information such as statistics, market analysis, pricing and valuations, financial evaluations.
- Determine a course of action to sell identified real estate property.
- Provide timeline for the sale process once the decision is made to sell the property.
- Market and sell identified real estate property owned by the District.
- Communicate, advise and negotiate with Purchasers, Developers, or Investors, in the real estate transactions on behalf of the District.
- The Real Estate Agent must be a member of local Multiple Listings Services (MLS).

Typical duties required to assist the District may include and not be limited to the following:

- Provide advice on pricing of properties for sale;

- Provide advertising at Real Estate Agent's expense and properties media appropriate for marketing such properties. In some instances additional advertising may be paid by the District upon approval by the District;

B. BROKER'S QUALIFICATIONS Respondents to this RFP shall have the following qualifications: · Must have an excellent reputation in the real estate community. · Must be knowledgeable in the local real estate market and have experience with small and large commercial properties. · Must be knowledgeable in the use of all public real estate records.

C. INSURANCE REQUIREMENTS For proposal purposes, proposers must submit copies of certificates of insurance for general liability and workers compensation. The successful contractor must provide original certificates prior to commencing services.

D. FEE SCHEDULE The proposed fee schedule shall include the following items: · State your commission rate for the selling of properties.

E. TERM OF CONTRACT The contract period for the successful broker/firm will be from date of award until either party choose to discontinue the contract. The contract may be terminated by either party with 60 (sixty) days prior notice.

F. EVALUATION AND AWARD PROCESS Issuance of this RFP and receipt of proposals does not commit Summit Fire and Medical District to award a contract. The District reserves the right to postpone receipt date, accepting or rejecting any or all proposals received in response to this RFP, or to negotiate with any of the brokers/firms submitting an RFP, or to cancel all or part of this RFP.

G. ORAL PRESENTATION/INTERVIEWS Firms submitting a proposal in response to this RFP may be required to give an oral presentation of their proposal. Additional technical and/or cost information may be requested for clarification purposes, but in no way will change the original proposal submitted. Interviews are optional and may or may not be conducted.

H. SELECTION CRITERIA

1. Knowledge of local real estate market and Coconino County.
2. Global reach for marketing the property.
3. Commercial and Residential real estate experience, qualifications and references.
4. Proven commercial and residential real estate track record.
5. Ability of the contractor(s) to meet or exceed the requirements defined in the RFP.
6. Local reputation.
7. Ability to provide strategies on the best sale options as to repairing items or selling properties "AS IS".
8. Fee schedule
9. Completeness of response to RFP as outlined in this solicitation.

I. RFP SUBMITTAL REQUIREMENTS By submitting a proposal, you represent that you have (1) thoroughly examined and become familiar with the scope of services outlined in this RFP and (2) are capable of performing quality work to achieve the District's objectives.

The following information must accompany your proposal:

1. List years in business, previous names of the firm, if any.
2. Description of your firm including size of firm, location, number and nature of the professional staff to be assigned to the District; staff experience and training, including a brief resume for each key person listed.
3. Describe experience (minimum five years previous experience with proven effectiveness) your firm or organization has in pertinent real estate experience.
4. Experience in assisting similar size entities, including any and all services for government agencies.
5. List of at least three references where and when your firm provided similar services. Please provide names and telephone numbers of contact persons for each reference.
6. Additional services offered through your firm.
7. Listing of current litigation, outstanding judgments and liens.
7. Fee schedule: · State your commission rate for listing and selling of properties · State any other costs the District may anticipate relating to the real estate services to be provided.. Proposer's fee must be inclusive of all services required as outlined in the Scope of Work herein. A Schedule of reimbursable expenses that are to be paid directly by the District is to be included as a part of the proposed fee schedule. Proposers should consider alternate service levels and associated costs with their proposal responses that they would deem appropriate.

J. Cover Letter (2 pages)

Proposer shall provide a letter of transmittal indicating the submission of a formal response and short introduction and summary:

- Physical address;
- Phone numbers, fax numbers, e-mail/website addresses;
- How long you have been an active Real Estate Agent;
- The state(s) in which you are licensed as a Real Estate Agent;

A. PRESENTED APPROACH

- a. Prepare a detailed Presented Approach to the Scope of Work, which specifically describes the methodology to be used for Real Estate Services. This section should confirm Proposer's understanding of the RFP. Proposer should clearly outline the recommended approach of the organization in meeting the responsibilities and requirements of each of the services and activities that the District has outlined in the Scope of Work herein.
- b. Proposer shall clearly distinguish tasks that Proposer will undertake as distinguished from those which are the responsibility of the District. Absence of this distinction shall mean Proposer is fully assuming responsibility for all tasks.