

City of Portland, Tennessee

REQUEST FOR PROPOSALS

Sealed proposals for **REAL ESTATE BROKER/AFFILIATE BROKER SERVICES** for the City of Portland, Tennessee will be received **UNTIL 2 PM, on Monday, February 25, 2019** at:

Portland City Recorder's Office
Portland City Hall
100 South Russell Street
Portland, Tennessee, 37148

Documents may be picked up at Portland City Hall or found online at www.cityofportlandtn.gov.

Any questions regarding the Request for Proposal should be directed to City Recorder Doug Yoeckel at 615/325-6776 or emailed to: dyoeckel@cityofportlandtn.gov.

Interested real estate brokers/affiliate brokers are invited to submit a proposal in accordance with the terms and conditions stated in the Request for Proposal. **Proposals should be plainly marked "RFP Real Estate Services" on the outside envelope.**

Mike Callis, Mayor

Submittal Signature for:

REAL ESTATE BROKER/AFFILIATE BROKER SERVICES

The broker/affiliate broker submitting this proposal is required to submit the items listed in this RFP in full as a part of the proposal package.

Failure to submit any of the documents listed below with your proposal, or failure to acknowledge any addendum, or submitting your proposal with any limitation, condition or provision not requested, may be cause for rejection of your proposal.

By signing the form below, the authorized representative affirms that the information contained in this document is true and accurate, and that the broker/affiliate broker indicated below is capable of providing services as described in their response to this RFP.

COMPANY NAME:	TELEPHONE NUMBER:
AUTHORIZED COMPANY REPRESENTATIVE BROKER/AFFILIATE BROKER: (PLEASE PRINT)	TITLE:
AUTHORIZED SIGNATURE:	DATE:

GENERAL
SPECIFICATIONS FOR
REAL ESTATE BROKER/AFFILIATE BROKER SERVICES

The City of Portland is seeking proposals from real estate brokers/affiliate brokers to sell real property owned by the City. It is the intent of this RFP to have the successful broker/affiliate broker enter into a Professional Services Contract with the City to supply real estate services as outlined herein.

A. SCOPE OF SERVICES

The successful broker/affiliate broker shall agree to contract with the City to provide the following:

- Services required will involve performing market analysis;
- Developing strategies for sale of properties;
- Negotiating with buyers on behalf of the City;
- Coordinating real estate appraisals;
- Coordinating real estate transaction closings; and
- Handling all other customary activities and services associated with professional real estate transactions.

Services may include consultation with City staff and City Councilmembers relating to the sale of real estate. Presentations at public meetings may be required.

B. BROKER'S/AFFILIATE BROKER'S QUALIFICATIONS

Respondents to this RFP shall have the following qualifications:

- Must be licensed as a real estate broker or affiliate broker and in good standing with State of Tennessee agencies that govern the real estate business.
- Must have an excellent reputation in the real estate community.
- Must be knowledgeable in the 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, interested brokers/affiliate brokers must submit copies of certificates of insurance for general liability, errors and omissions, and workers compensation. **The successful broker/affiliate broker must provide original certificates of insurance prior to commencing contract services.**

D. FEE SCHEDULE

The proposed fee schedule shall include the following:

- Your commission rate plainly stated for the selling of properties.
- Any other plainly stated costs the City may anticipate related to the real estate services to be provided.
- Payments to the successful broker/affiliate broker will be based on actual services received.

E. TERM OF CONTRACT

The contract period for the successful broker/affiliate broker will be from the date of award through June 30, 2020. The contract may be renewed for additional terms **upon satisfactory performance** by the broker/affiliate broker and at a negotiated rate agreed to in writing by both the broker/affiliated broker and the City of Portland.

F. EVALUATION AND AWARD PROCESS

Issuance of this RFP and receipt of proposals does not commit the City to award a contract. The City 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/affiliate brokers submitting an RFP, or to cancel all or part of this RFP.

G. ORAL PRESENTATION/INTERVIEWS

Brokers/affiliate brokers who submit 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 that change the original proposal submitted. Interviews are optional and may or may not be conducted.

H. SELECTION CRITERIA

Selection of a broker/affiliate broker will be based on the following criteria:

1. Ability of the broker/affiliate broker to meet or exceed the requirements defined in the RFP;
2. Experience, qualifications and references;
3. Knowledge of the local real estate market;
4. Business reputation;
5. Fee schedule, and
6. Completeness of response in the RFP as outlined in this solicitation.

I. RFP SUBMITTAL REQUIREMENTS

By submitting a proposal, the broker/affiliate broker represents that:

(1) You have thoroughly examined and become familiar with the scope of services outlined in this RFP, and

(2) You are capable of performing professional, quality work to achieve the City's objectives.

The following information must accompany the broker/affiliate broker's proposal:

1. List number of years in real estate business and previous names of the real estate firm with which you are affiliated, if any.
2. Description of the real estate firm with which you are affiliated, including size, location, number and nature of the professional staff to be assigned to the City's transaction(s), staff experience and training. Include a brief resume for each key person listed.
3. Describe your experience (minimum of five years' previous experience with proven effectiveness) in pertinent real estate transactions. Include a list of property transactions completed in the past five (calendar) years, categorized as residential, commercial and industrial properties. No property owners' personal information should be used in your list, unless they are being used for your reference (see item 5).
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 you provided similar services, with names and telephone numbers of contact persons for each reference.
6. List any additional services that might be offered through your real estate firm.
7. Listing of any current litigation, outstanding judgments and liens; for yourself as a real estate professional and for the real estate firm with which you are affiliated.
8. Fee schedule:
 - State your commission rate for listing and selling of properties.
 - State your proposed method of compensation for representing the City in negotiations for buying and/or selling properties.
 - State any other costs the City may anticipate related to the real estate services to be provided.

