



REQUEST FOR PROPOSALS FOR

COMMERCIAL REAL ESTATE SERVICES

CITY OF UNION GAP PROPERTIES

Arlene Fisher • City Manager • Arlene.Fisher@uniongapwa.gov
Street: 102 West Ahtanum Rd
P.O. Box 3008 | Union Gap, WA 98903

Submittal Due Date

To be eligible for consideration, interested brokers / firms should submit three (3) hard copies and one (1) electronic copy in PDF format, (“Response”) to this Request for Proposals (“RFP”) the proposal should not exceed 5 pages in length. The city of Union Gap must receive the response no later than close of business, **5:00 PM, May 1, 2019.**

Introduction and Description of Project

The city of Union Gap is soliciting proposals to provide the City with real estate sales services to market and represent the City in the sale of real property located in Union Gap, WA.

The City is selling the following properties:

1800 Rainier Place (former Police Station). Parcel number 191332-42014 (Yakima County).

Vacant land located at 7XX Pioneer Lane which consists of an unimproved right-of-way lying between Pioneer Lane and Valley Mall Blvd. This property does not have a tax parcel (Yakima County).

1801 McNair Avenue, Parcel Number 191332-12450 (Yakima County).

Information Required

To be deemed responsive to this RFP, interested brokers/firms must submit the following information:

1. **Representatives:** Provide the name and contact information of each team member that would be assigned to provide services to the city for this project. Please include all commercial transactions completed by those team members within the last three (3) years.
2. **Experience:** Provide biographical information and/or resume outlining the relevant experience and track records of team members for similar projects, and discuss generally the real estate transactions, including experience assembling a group of properties, completed by those team members within the last three (3) years.
3. **Licensing:** Provide evidence that the brokerage, and each brokerage team member, is duly licensed in the state of Washington to legally provide the services requested by the city for this project.
4. **Commission/Fees:** Provide the commission structure proposed for this project, listing specifically any percentage commission split between the listing agent and the selling agent.
5. **Listing Agreement:** Provide the city with a proposed listing agreement for a 180-day term. The agreement will not contain an exposure clause.
6. **Communication/Marketing Strategy and Plans:** Provide the city with a recommended communication/marketing strategy and marketing plan that describes in detail how the broker/firm proposes to market the property to generate proposals that achieve fair market compensation for the city of Union Gap.
7. **References:** Provide references for each member of the team that will be providing service to the city.

Expected Term of Listing Agreement

The initial agreement period shall be for 180 days. At the end of the 180-day period, the agreement can be extended for 180, when an extension request is made 30-days prior to the expiration; otherwise the listing agreement will expire and city and broker/firm will have no further obligation to each other except as provided in the listing agreement (e.g., pending sale). The listing agreement may be extended only by mutually written agreement.

Contact

Arlene Fisher, City Manager

City of Union Gap, Washington

Office: (509) 248-0432

Email: Arlene.Fisher@uniongapwa.gov

Scope of Work

Broker duties would include at a minimum:

1. Work with the City Manager to establish a listing price for the properties.
2. Provide a plan for the best choice to list the properties.
3. Work with the City Manager and its consultants to contact neighboring landowners, determining their level of interest in selling their property, responding to any concerns.
4. Providing marketing materials for use on the city's website.
5. Utilizing the broker's real estate industry network including, but not limited to, other real estate firms, and prospective purchasers to advertise and promote the sale of property within 10 business days of entering into a listing agreement.
6. Posting 'For Sale' signs located in prominent locations and easily visible from nearby rights-of-way.
7. Providing guidance and assistance for preparing the property for sale, including any studies that may be needed, and disclosure documents and items.
8. Agents/firms are responsible for showing the properties to interested buyers/developers, providing viewing opportunities and inspection, and coordinating these visits with city staff.
9. Communicating to the market and potential buyers the city's selection process and criteria for evaluating offers for the properties as well as the city's objectives and goals for the sale and redevelopment of the property. The city's requirements, objectives, community goals, and evaluation criteria will be provided to the Broker for dissemination to prospective purchasers.
10. Assist in the negotiation and sale of the property as directed by the city. The City of Union Gap's Attorney will prepare any Purchase and Sale Agreements for the properties.
11. Review and screen qualifications of prospective buyers.
12. Provide monthly updates to the City Manager so that she can inform the City Council on progress.

Timelines

1. Questions from broker/firm must be submitted in writing to the City Manager listed above no later than: April 24, 2019.
2. Police Department walk through will take place on Monday, April 22, 2019 at 11:00 a.m., address: 1800 Rainier Place, Union Gap, WA 98903
3. The city of Union Gap must receive the proposals no later than close of business, 5:00 p.m., May 1, 2019. Firms are solely responsible for ensuring that proposals are delivered on time. Delays caused by any delivery service will not be grounds for an extension. Any proposals received after the date and time will not be opened and returned to the submitting firm.
4. The estimated date of a listing agreement is mid-May 2019.

Evaluation Criteria

Broker will be evaluated on the following criteria:

1. Ability of the broker/firm to meet or exceed the requirements defined in the RFP;
2. Experience, qualifications, references, and reputation;
3. Knowledge of regional real estate market, appraisal experience, and ability to market to prospects on a regional level;
4. Sample of firm's listing agreement/commission rate;
5. Competitive Market Analysis;
6. Marketing and Advertising Plan;
7. Completeness of response to RFP as outlined in this solicitation;
8. Oral Presentation/Interviews – Brokers submitting a proposal in response to this RFP may be required to give an oral presentation of their proposal; and
9. Other information as appropriate.

GENERAL TERMS AND CONDITIONS

The following terms and conditions apply to all proposals to provide services to the city.

1. The city may, in its sole and absolute judgment and discretion, exercise any or all the following reserved rights:
 - To reject any and/or all irregularities in the proposals submitted;
 - To reject any or all proposals or portions thereof;
 - To base awards with due regard to quality of services, experience, compliance with specifications, and other such factors as may be necessary in the circumstances; and
 - To make the award to any broker / firm or combination of broker / firm whose proposal(s), in the sole opinion of the city, is in the best interest of the city.
2. The RFP must be signed by an authorized individual of the broker / firm empowered to act in that capacity.
3. Any proposal or modification received after the hour and date specified will not be opened and considered.
4. All documents, reports, proposals, submittals, working papers, or other materials prepared by the broker/firm pursuant to this proposal shall become the sole and exclusive property of the city and the public domain, and not the property of the broker/firm. The broker/firm shall not copyright, or cause to be copyrighted, any portion of said items submitted to the city in response to this RFP.
5. The RFP does not commit the City to pay any costs incurred by any candidate in the submission of a proposal. The firm is responsible for all costs associated with its response to this RFP.