

## **RFP FOR REAL ESTATE BROKER SERVICES**

Coastside Fire Protection District seeks a real estate broker/firm to provide services to the District. It is the intent of this RFP to have the successful broker/firm enter in to a Professional Services Contract with the District to supply real estate services.

Sealed responses should be submitted to Chief Paul Cole, by June 18, 2018; clearly marked on the outside "Proposal – Real Estate Broker Services".

All questions should be sent to Paul Cole, Chief, 1191 Main Street, Half Moon Bay, CA 94019 or e-mail at [pcole@coastsidefire.org](mailto:pcole@coastsidefire.org). Question deadline will be June 15, 2018.

### **A. SCOPE OF SERVICES**

The successful broker/firm shall agree to contract with the District to provide the following:

- Develop strategies for the sale of two (2) District owned properties,
- Perform market analyses,
- Coordinate real estate transaction closings, and
- Handle all other customary activities and services associated with real estate transactions.

Services may include consultation with District staff and the Board relating to the sale of real property owned by the District. Presentations at public meetings may be required.

### **B. BROKER'S QUALIFICATIONS**

Respondents to this RFP shall have the following qualifications:

- Must be licensed and in good standing with the State of California.
- 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.
- Must be knowledgeable in the purchase and/or sale of publicly owned real estate.

### **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 be included in the proposal.

**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 the District to award a contract. The District reserves the right to postpone receipt date, to accept or reject 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**

Brokers/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 in San Mateo County with particular emphasis on properties on the San Mateo Coast.
2. Global reach for marketing the property.
3. Commercial real estate experience, qualifications and references.
4. Experience in purchase/sale of publicly owned property, including marketing of property declared to be surplus.
5. Proven commercial real estate track record.
6. Ability of the contractor(s) to meet or exceed the requirements defined in the RFP.
7. Local reputation.
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 firm, if any.
2. Description of firm including size of firm, location, number and nature of the professional staff to be assigned to District; staff experience and training, including a brief resume for each key person listed.

3. Description of experience (minimum five years previous experience with proven effectiveness) broker/firm has in pertinent real estate experience.
4. Experience in assisting similar sized entities, including any and all services for government agencies.
5. List of at least three references, where and when broker/firm provided services to these references. Please provide names and telephone numbers of contact persons for each reference.
6. Additional services offered by broker/firm.
7. Listing of current litigation, outstanding judgments and liens.
8. Fee schedule:
  - State 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.