

RESOLUTION NO. 2017-25

A RESOLUTION ADOPTING A REQUEST FOR QUALIFICATIONS FOR THE CITY TO SELECT A LICENSED REAL ESTATE AGENT TO NEGOTIATE FOR THE PURCHASE AND SALE OF CERTAIN PROPERTY ON BEHALF OF THE CITY OF BENTON CITY, WASHINGTON

WHEREAS, the City of Benton City wishes to select a licensed real estate agent to utilize for the negotiation on behalf of the City for the purchase and/or sale of certain property for municipal purposes; and

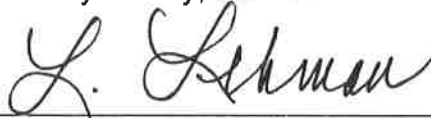
WHEREAS, the City has prepared a Request for Qualifications for the purpose of soliciting interest from qualified applicants to provide realtor services; NOW, THEREFORE,

THE CITY COUNCIL OF THE CITY OF BENTON CITY, WASHINGTON, hereby resolves as follows:

That the Benton City Council hereby approves and adopts the "Request for Qualifications" (a copy of which is attached hereto and incorporated herein as Exhibit A) for solicitation by the City of qualifications of real estate agents.

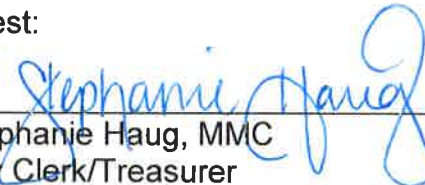
ADOPTED this 18 day of July, 2017, by the City Council of the City of Benton City, Washington, at its City Council meeting this 18 day of July, 2017, and signed in authentication of its passage this 18 day of July, 2017.

Resolution 2017-25 filed and recorded in the office of the City Clerk of the City of Benton City, Washington, this 18 day of July, 2017.




Linda Lehman,
Mayor

Attest:


Stephanie Haug, MMC
City Clerk/Treasurer

Approved as to Form:


Leland B. Kerr,
City Attorney



Request for Qualifications

Professional Services: Licensed Real Estate Agent

Send Proposal Packages to:
Stephanie Haug, MMC
City Clerk/Treasurer
City of Benton City
PO Box 70 * 1009 Dale Avenue, Suite A
Benton City, WA 99320

REQUEST FOR QUALIFICATIONS

Professional Services: Licensed Real Estate Agent

The City of Benton City, Washington, solicits interest from qualified applicants to provide the services of a licensed real estate agent, potentially including but not limited to the listing, marketing, showing, and negotiations for property for sale by the City, or locating and negotiating for property for acquisition by the City. This Request for Qualifications (RFQ) does not constitute a contract for services performed or to be performed. Following the selection of the provider, the City will negotiate a contract including a finalized scope of services and fee structure.

STATEMENT OF QUALIFICATIONS: The following information must accompany your proposal:

Provide a cover letter indicating your interest in serving as the City's real estate agent/firm to sell land as specified by the City. Background information should be provided including:

1. List years in business with a description of your firm including size of firm, location, number and nature of the professional staff to be assigned to this project; with a brief resume for each key person listed.
2. Describe experience (minimum five years previous experience with proven effectiveness) your firm or organization has in pertinent real estate experience.
3. Describe the methods of identifying target user groups and a description of the marketing materials and the strategy for presenting the site(s) in the marketplace.
4. Additional services offered through your firm.
5. Fee schedule:
 - a. State your commission rate for listing and selling of properties.
 - b. State any other costs the City may anticipate relating to the real estate services to be provided.
 - c. The quoted fees shall be valid for a minimum of 60 days.
6. **References:** Provide a list of three applicable references. Include name, title, and contact information for each reference as well as a brief description of the specific services provided.

GENERAL INSTRUCTIONS:

1. The proposal must be submitted in a sealed envelope marked "Real Estate Agent Services" to City Hall at 1009 Dale Avenue, Suite A, Benton City, WA 99320, on or before 3:00 p.m. on August 30th, 2017, at which time they will be publicly opened and read. The proposals will then be forwarded to the City Council for review and

selection. The applicants are responsible for ensuring that their proposal, however submitted, is received on time and at the location specified.

2. To be considered, firms must submit a complete response to the RFQ in the form requested.

Firms not responding to items requested in the RFQ or indicating exceptions to such items may have their submittals rejected.

3. The City of Benton City reserves the right to reject any and all proposals, or any parts thereof, or to waive any informality or defect in any bid if it is in the best interest of the City. All proposals, plans, and other documents submitted shall become the property of the City. Responses to this RFQ are considered public information and are subject to discovery under the Public Records Act.
4. All questions may be directed to the following contact person: Stephanie Haug, City Clerk, Phone (509) 588-3322, E-mail shaug@ci.benton-city.wa.us.

SCOPE OF SERVICES: The successful firm shall agree to contract with the City to provide any the following:

1. Develop strategies for sale of designated City-owned properties (such as conducting a study of comparable properties).
2. Develop marketing materials (electronic and/or hard copy) to advertise sites for sale.
3. Distribute the materials to potential buyers via the appropriate form(s) of media and report results to the City on an agreed upon frequency.
4. Participate in site tours of City-owned property that is for sale for potential buyers.
5. Analyze offers from potential buyers and advise the City with respect to negotiations.
6. Locate potential properties for purchase by the City for municipal purposes according to criteria provided by the City Council and report back to Council regarding such properties.
7. Represent the City in negotiations with a prospective buyer or seller from the time of offer until closing.
8. Coordinate real estate transaction closings.
9. Handle all other customary activities and services associated with real estate transactions.
10. Presentations at public meetings may be required.

REQUIREMENTS: Respondents to the RFQ shall have the following qualifications:

1. Must be licensed and in good standing with the State of Washington to sell real estate.
2. Must have an excellent reputation in the real estate community.

3. Must be knowledgeable in the regional real estate market and should have experience with similar development properties.

CONTRACT TERM: The contract period for the successful agent/firm will be **12 months** from date of award. The contract may be renewed for additional terms upon satisfactory performance by the agent/firm and at a negotiated rate agreed to in writing by both the agent/firm and the City. Alternate contract periods may be considered.

EVALUATION AND AWARD PROCESS: Issuance of this RFQ 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 RFQ, or to negotiate with any of the agents/firms submitting an RFQ, or to cancel all or part of this RFQ.

SELECTION CRITERIA: Selection of an agent/firm will be made based on the following criteria:

1. Ability of the contractor(s) to meet or exceed the requirements defined in the RFQ.
2. Experience, qualifications and references.
3. Knowledge of regional real estate market and ability to market to prospects on a national level.
4. Regional reputation.
5. Fee schedule.
6. Willingness to think “outside the box” and present innovative ideas for marketing properties for sale and/or locating properties for acquisition.