

CITY OF ATHENS
REQUEST FOR PROPOSAL
FOR
REAL ESTATE BROKER
SERVICES

PUBLISHED DATE: September 11, 2019
RESPONSE DUE DATE: September 27, 2019

ADVERTISEMENT FOR REQUEST FOR PROPOSAL

The City of Athens is requesting responses for:

REAL ESTATE BROKER SERVICES

A copy of the Request for Proposal "RFP" is available at the City's website at:
www.athenstx.gov within the resource tab.

Responses to the City's RFP will be accepted by the City until September 27, 2019 by 4:00 PM. All responses are to be submitted on the form(s) and format provided and returned in a sealed envelope with the following designations:

Real Estate Broker Services To Sell Property at

405 Lindsey Lane, Athens, Texas

And

**414 W. College Street
Proposal Deadline September 27, 2019 at 4:00 p.m.
City of Athens, Texas
Attn: Bonnie Hambrick
508 E. Tyler
Athens, Texas 75751**

Respondents must submit one (1) original response to the Request for Proposal.

**The responses to the Request for Proposal will be opened on September 27, 2019 at 4:05 PM.
(CST).**

INSTRUCTIONS FOR THE RESPONSE TO RFP

OVERVIEW

The City of Athens is seeking proposals from real estate brokers/firms to sell real property owned by the City of Athens at 405 Lindsey Lane and the Athens Economic Development Corporation (AEDC) at 414 W. College Street, Athens, Texas. The intent of this Request for Proposal (“RFP”) is to have the successful broker/firm enter into a Services Contract with the City of Athens and the Athens Economic Development Corporation, working through the City Manager, to supply real estate services as outlined herein.

PROPOSAL OVERVIEW:

The following information must accompany your proposal:

Provide a cover letter indicating your interest in serving as the City’s real estate broker/firm to sell properties and include the following information:

1. Description of your experience.
2. Description of the methods of identifying target user groups, a description of the marketing materials, and the strategy for presenting the site to the marketplace.
3. Gross annual sales for each of the last three years for commercial properties.
4. Fee schedule:
 - a. State your commission rate for listing and selling properties.
 - b. State any other costs the City may anticipate relating to the real estate services to be provided.
 - c. The quoted fee shall be valid for a minimum of one (1) year.

SCORING OF RESPONSES

The responses will be scored in the following manner:

1. 25% Experience of Broker and Key Personnel
2. 25% Gross Annual Sales
3. 25% Marketing Strategy
4. 25% Commission & Cost to the City

GENERAL INSTRUCTIONS

1. The Proposal must be submitted in a sealed envelope marked “Real Estate Broker Services” to the City Secretary’s office, 508 E. Tyler, Athens, Texas 75751 on or before time on date at which time they will be publicly opened and read.
2. To be considered, brokers/firms must submit a complete response to the RFP in the form requested. Brokers/Firms not responding to items requested in the RFP or indicating exceptions to such items may have their submittals rejected.

3. The City and the AEDC reserve 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 of Athens. Responses to this RFP are considered public information and are subject to discovery/disclosure under the Texas Public Information Act. (Section 552.001 et seq. of the Texas Government Code)) or any other applicable laws or statutes.
4. Respondents are responsible for their own expense in preparing, delivering or presenting a proposal, and for subsequent negotiations, if any.
5. All questions may be directed to the following contact person: Elizabeth Borstad, City Manager, Phone (903) 675-5131., Email: eborstad@athenstx.gov.

SCOPE OF SERVICES

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

- Develop strategies for sale of property;
- Develop marketing materials (electronic and/or hard copy) to advertise sites for sale, distribute the materials to potential buyers via the appropriate form(s) of media and report results to the City Manager on an agreed upon frequency;
- Provide advice to the City Manager related to strategies to promote and sell sites as identified;
- Participate in site tours of the property that is for sale for potential buyers;
- Analyze offers from potential buyers and advise the City Manager with respect to negotiations;
- Assist in negotiations with a prospective buyer from the time of offer until closing;
- Coordinate real estate transaction closings;
- Handle all other customary activities and services associated with real estate transactions; and
- Presentations at public meetings may be required.

REQUIREMENTS

Respondents to the RFP shall have the following qualifications:

1. Must be licensed and in good standing with the State of Texas 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 shall have experience with similar properties.

TERM OF CONTRACT

The contract period for the successful broker/firm will be one (1) year from date of award. The contract may be renewed for additional terms upon satisfactory performance by the broker/firm and at a negotiated rate agreed to in writing by both the broker/firm and the City and /or the AEDC. Alternate contract periods may be considered.

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/firms submitting an RFP, or to cancel all or part of this RFP.