



City of Cleveland, Georgia

REQUEST FOR PROPOSALS (RFPs)

Sealed proposals for **REAL ESTATE BROKER SERVICES** for the City of Cleveland, Georgia will be received by the City Clerk, 85 South Main Street, Cleveland, Georgia, 30528 **UNTIL 5 p.m on October 31, 2023. Sealed proposals must be marked on the outside “Real Estate Broker Services RFP #23-001”.**

The City of Cleveland, Georgia is seeking Real Estate Broker Services regarding the disposition of property owned by the City of Cleveland formerly known as the “Talon Property”, a 10.68 piece of property located at 19 Campbell Street, Cleveland, Georgia 30528.

Email questions and inquiries regarding this Request for Proposal to City Administrator Kevin Harris, or emailed to: kharris@cityofclevelandga.org. All questions will be answered as addenda on the City’s website.

All interested firms are invited to submit a proposal in accordance with the terms and conditions stated in this Request for Proposal.

City of Cleveland, GA

Submittal Signature for:

REAL ESTATE BROKER SERVICES

The firm submitting this proposal is required to submit those items listed in this Request for Proposals (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 firm indicated below is capable of providing services as described in their response to this RFP.

COMPANY	TELEPHONE NUMBER
AUTHORIZED REPRESENTATIVE (PRINT)	Email Address
TITLE:	
AUTHORIZED SIGNATURE:	DATE:

GENERAL SPECIFICATIONS
FOR
REAL ESTATE BROKER SERVICES

The City of Cleveland, Georgia is seeking proposals from local real estate brokers/firms to market and promote real property owned by the City of Cleveland. It is the intent of this RFP to have the successful broker/firm enter into a Professional Services Contract with the City to supply real estate services as outlined herein.

A. SCOPE OF SERVICES

The successful firm shall agree to contract with the City to provide the following services:

- Performing market analysis;
- Developing strategies for disposition of property located at 19 Campbell Street, Cleveland, Georgia (commonly known as and referred to herein as the “Talon Property”);
- Marketing and promoting the Talon Property to prospective buyers on behalf of the City;
- Handling all other customary activities and services performed by selling agents in real estate transactions;
- Provide timely research and responses to technical questions posed by City staff relating to the marketing and sale of the Talon Property;
- Consultation with City staff and City Mayor/Council Members relating to the disposition of the Talon Property; and
- Presentations at a public meeting relating to the marketing or sale of the Talon Property may be required.

B. BROKER'S QUALIFICATIONS

Respondents to this RFP shall have the following qualifications:

- Licensed and in good standing with the State of Georgia.
- Have an excellent reputation in the real estate community.
- Be knowledgeable in the local real estate market and have experience with small and large commercial properties.
- Be knowledgeable in the use of all public real estate records.

C. INSURANCE REQUIREMENTS

For proposal purposes, proposers shall 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 include the following items:

If a successful bid is accepted by the Council for the disposition of the Talon Property:

- Commission rate for listing and promotion of the Talon Property.
- Costs the City may anticipate relating to the real estate services to be provided (please include a maximum dollar amount).

If a sealed bid is not accepted by the Council for the disposition of the Talon Property:

- State the proposed method of compensation for representing the City if a bid is not accepted (please include a maximum dollar amount).

E. TERM OF CONTRACT

The contract period for the successful broker/firm will be from the date of award through December 15, 2023. 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 of Cleveland.

The City of Cleveland also reserves the right to add to the contract any future work, with the agreement of the broker/firm, at unit prices offered in this proposal. This option will be enacted during the contract or within twelve months of the end of the contract, if in the best interest of the City, and with agreement of the broker/firm.

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

G. ORAL PRESENTATION/INTERVIEWS

Firms submitting a proposal in response to this RFP may be required to give an oral presentation of their proposal as part of the selection process. Additional technical and/or cost information may be requested for clarification purposes, but in no way will change the original proposal submitted.

H. SELECTION CRITERIA

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

1. Ability of the contractor(s) to meet or exceed the requirements defined in the RFP;
2. Experience, qualifications and references;
3. Knowledge of local real estate market;
4. Local reputation;
5. Fee schedule; and

6. Response to RFP in its entirety as outlined in this solicitation.

I. RFP SUBMITTAL REQUIREMENTS

Submittal of a proposal represents that the applicant has (1) thoroughly examined and understands the scope of services outlined in this RFP and (2) is capable of performing quality work to achieve the City's objectives.

The following information shall accompany the proposal:

1. Number of years in business, previous names of the firm, if any.
2. Description of the firm including size of firm, location, number and nature of the professional staff to be involved with the proposal; staff experience and training, including a brief resume or bio for each key person listed.
3. Describe experience (minimum five years previous experience with proven effectiveness) the firm or organization has in pertinent real estate experience.
4. Experience in assisting similar-sized entities, including any and all services for government agencies.
5. Three (3) references where and when the firm provided similar services. Provide names, telephone numbers and email addresses of contact persons for each reference.
6. List of additional services offered through the firm.
7. Listing of current litigation, outstanding judgments and liens.
8. Fee schedule:

The proposed fee schedule shall include the following items:

If a successful bid is accepted by the Council for the disposition of the Talon Property:

- Commission rate for listing and promotion of the Talon Property.
- Costs the City may anticipate relating to the real estate services to be provided (please include a maximum dollar amount).

If a sealed bid is not accepted by the Council for the disposition of the Talon Property:

- State the proposed method of compensation for representing the City if a bid is not accepted (please include a maximum dollar amount).

9. **All proposals must be submitted to City Hall (Attn: City Clerk) located at 85 South Main Street, Cleveland, Georgia with one (1) original signed in ink, six (6) hard copies and one (1) electronic version (USB Flash Drive).** Bids should be submitted in a sealed envelope marked on the outside "REAL ESTATE BROKER SERVICES, RFP #23-001". All information pertaining to proposal number, description, and bidder, must be marked on the outside of the sealed proposal.
10. Proposals may be withdrawn by written request delivered to the City Administrator (kharris@cityofclevelandga.org), provided such withdrawals are received prior to the time and date of the opening of bid proposals.

Note: The City of Cleveland reserves the right to reject any and or all proposals.