



**City of Leavenworth
Washington**

**Request for Qualifications For
Real Estate Broker Services**

The City of Leavenworth, Washington will receive submissions for Request for Qualifications (RFQ) to provide Real Estate Broker Services for 9111 Icicle Road, Leavenworth, WA, a City owned property. Responses will be received until **3:00 PM on November 27, 2020**. Responses submitted after the above time will not be accepted.

Please submit responses to:

Ana Cortez-Steiner, City Administrator
City of Leavenworth
PO Box 287 / 700 US Hwy 2
Leavenworth, WA 98826
acortez@cityofleavenworth.com

For more information or questions please contact Ana Cortez-Steiner above.

The City of Leavenworth reserves the right to reject any or all responses and to waive irregularities or informalities as may be deemed in the City of Leavenworth's interest. It is the City's intent to award the project to the lowest responsive and responsible proposer.

Each proposer is responsible for either delivering to Administrator Cortez-Steiner a sealed envelope containing the response, marked REAL ESTATE BROKER, on or before the due date and time.

The due date for this Response is:

DUE DATE: 3:00 PM on November 27, 2020

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I. INTRODUCTION.

The City of Leavenworth is seeking responses for the services of a Real Estate Broker (Broker) to provide Real Property Services for one (1) City of Leavenworth property available for sale.

9111 Icicle Road
Legal Description Lot D, BLA 2018-02LE
Assessor’s Parcel #241711440853
Property ID# 67194

The Broker must be a member of National Association of Realtors, WA Association of Realtors, North Central WA Association of Realtors, and demonstrate the ability to provide professional means to market the City property both locally and nationally. The Broker will list and market this Leavenworth property as the listing Broker for the City of Leavenworth.

As the listing Broker, the Broker will receive a commission for the sale based on a percentage of the sale price.

II. INSTRUCTIONS

GENERAL INSTRUCTIONS

- A. The City of Leavenworth invites Responses for a Real Estate Broker Service for 9111 Icicle Road, a City of Leavenworth property that is available for sale.
- B. Responses will be received at place and time indicated in the RFQ.
- C. Responses can be mailed or hand delivered to the City in a sealed envelope containing Response; label the envelope as follows: “REAL ESTATE BROKER”:

Ana Cortez-Steiner, City Administrator
City of Leavenworth
PO Box 287 / 700 US Hwy 2
Leavenworth, WA 988826

PREPARATION OF RESPONSE

- A. Submit an original Response and two (2) copies of the response. Failure to submit an original and two (2) copies of the response will constitute a non-responsive response.
- B. Make Response in name of principal and if co-partnership, give names of all parties. Give complete addresses.
- C. Responses must be received prior to due date and time. No late responses will be accepted.

III. QUALIFICATIONS

- A. Proposers must have a minimum of 5 years experience working in the sale of Commercial and/or Residential Real Property.
- B. Proposers must have a Broker's License.
- C. Proposers must show membership in North West Multiple Listing Service (NWMLS) or other professional listing services generally listing commercial and mixed use properties (jointly and severally the "MLS").
- D. Proposers must demonstrate ability to sell Real Property in and around the Chelan County area.

IV. SCOPE of SERVICES

- A. Be able to provide market analysis and pricing guidance for selected City of Leavenworth property as necessary.
- B. Establish a marketing strategy that employs multiple types of advertising including, but not limited to, internet exposure, signs, alternate trade publication strategies, etc.
- C. Accurately list City of Leavenworth property in the MLS or other professional listing services generally listing residential, commercial, and mixed use properties.
- D. Provide technical assistance on the presentation of City of Leavenworth property for sale.
- E. Show the City of Leavenworth property.
- F. Forward offers to City of Leavenworth staff for consideration of sale.
- G. Assist City of Leavenworth with the close of accepted sales offers.

V. REQUIRED RESPONSE CONTENT

All responses received must consist of the items referenced below.

- A. Cover Letter introducing the respondent and including:
 - a. Expected commission. Proposer shall indicate the expected commission from this

transaction. The City shall select the lowest, best qualified bid.

- b. Signature- Cover letter should have original signature.
 - c. Executed Proposer's Insurance Policy – To be properly executed, the document should be signed by an authorized representative of the proposer and a representative of the proposer's insurance carrier.
- B. CMA- Response must include a Comparative Market Analysis indicating the value of the property.
- C. Firm's History and Experience – All proposers shall provide a brief history of the firm including staff's experience and accomplishments that are relevant to the scope of work stated in this response.
- D. References, etc. – All proposers shall include the name, address and telephone numbers of three (3) clients for whom Real Estate services have been performed.
- E. Conflict of Interest Statement & Supporting Documentation – Proposer shall disclose any professional or personal financial interests which could be a possible conflict of interest in representing the City of Leavenworth. In addition, all proposers shall further disclose arrangement to derive additional compensation from various investment and reinvestment products, including financial contracts.

VI. EVALUATION CRITERIA

It is the intent of the City of Leavenworth to conduct a fair and comprehensive evaluation of all responses received. The contract will be awarded to the proposer who submitted a response that is most advantageous to the City of Leavenworth. All responses will be evaluated based on the following criteria listed in order of importance:

- A. CMA
- B. Commission
- C. References
- D. History selling this type of property

VII. SELECTION PROCESS

Responses will be reviewed by the City of Leavenworth per the evaluation criteria stated above. Interviews will be scheduled with firms submitting responses deemed to have a reasonable likelihood of being selected to be awarded properties to list on behalf to the City of Leavenworth.

The Evaluation Committee will recommend contract award/acceptance of a response to the City Council of the City of Leavenworth. Upon acceptance of a recommendation, selection of the successful response and contract awards will be made by the City Council of the City of Leavenworth.