

REQUEST FOR PROPOSALS
REAL ESTATE BROKER SERVICES:
Sale of real property owned by the City of Ramsey

OVERVIEW

The City of Ramsey is seeking proposals from real estate brokers/firms to sell real property located within the corporate limits of Ramsey. It is the intent of this Request for Proposal (RFP) to have the successful broker/firm, enter into a Professional Services Contract with the City of Ramsey to supply real estate services as outlined herein.

AVAILABLE LAND

The following properties are owned by the City of Ramsey and are available for sale. For detailed information, please review appendix.

Summary, Table: 1

<u>ID#</u>	<u>Address</u>	<u>PID</u>	<u>Acres</u>	<u>Zoning</u>	<u>Type</u>
1.	5195 142 nd Ave NW	253225430043	1.01	B1 Biz Dist.	Commercial
2.	6710 Highway 10 NW	343225130005	1.23	B2 Biz Dist.	Commercial
3.	Lot 1, Blk 1, COR 2	NA (new plat)	1.51	COR 2 Retail	Commercial
4.	Lot 3, Blk 1, COR 2	NA (new plat)	1.33	COR 2 Retail	Commercial
5.	6590 141 st Ave NW	273225440003	1.00	E1 Employ.	Industrial
6.	14165 Ramsey Blvd.	273225330006	4.14	E2 Employ.	Industrial
7.	Lot 2, Blk 2, Gateway	NA (not platted)	1.24	E2 Employ.	Industrial
8.	Lots 1-4, Blk 2, COR 3	NA (not assign.)	0.21 (each)	R1 COR	Single Fam. Residential
9.	Lot 9, Blk 2, Winsorwood	NA (not assign.)	3.10	R1 Rural	Single Fam. Residential
10.	6203 Rivlyn Ave NW	353225310018	0.34	R1 MUSA	Single Fam. Residential
11.	Outlot A, Alpha Plat	NA (not assign.)	4.00	R1 MUSA	Single Fam. Residential

PROPOSAL OVERVIEW:

The following information is required and must accompany your proposal:

1. **COVER LETTER:** Provide a cover letter indicating your interest in serving as the City's real estate agent/firm to sell land in the City of Ramsey.

The inventory of City owned land outlined in the Summary Table 1 (above) can be broken down into three general categories: (A) Residential, (B) Commercial and (C) Industrial. Please indicate which type(s) of real estate you are interested in listing. You are not required to make a proposal for all three categories.

2. **BACKGROUND INFORMATION:** For example, 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 contract, with a brief resume for each key person listed.
3. **EXPERIENCE SUMMARY:** Describe your firm's pertinent real estate experience (minimum five years previous experience with proven effectiveness).
4. **MARKETING METHODS:** Describe the methods of identifying target user groups and a description of the marketing materials and the strategy for presenting the site to a regional and national marketplace (when appropriate).
5. **ADDITIONAL SERVICES:** Describe additional relevant/unique services offered through your firm.
5. **FEE SCHEDULE:**
 - a. State your commission rate for listing and selling of properties.
 - b. State your proposed method of compensation for representing the City of Ramsey in negotiations for purchasing properties.
 - c. State any other costs the City of Ramsey should anticipate relating to the real estate services to be provided.
 - d. State any required 'carry-over compensation' for your firm—meaning, compensation after real estate service agreement expires.

NOTE: Quoted fees shall be valid for a minimum of 60 days upon receipt.

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.
7. **CONFLICT OF INTEREST:** In order to avoid a conflict of interest, or the appearance of a conflict of interest, your firm should not engage in any outside activities that are inconsistent, incompatible, or appear to conflict with your ability to exercise independent/objective judgment in the best interest of the City of Ramsey. Please outline all conflicts of interest that may exist for your firm in relation to providing real estate services for the City of Ramsey.
8. **GOOD STANDING:** Your firm must be in compliance with Federal, State, County and local units of government; which specifically includes good tax payment status and good corporate registration status. Please indicate the payment status of taxes applicable to your firm. Additionally, please provide your firm's legal corporate name and Tax ID number, as reflected by State of Minnesota records.

GENERAL INSTRUCTIONS

1. The proposal must be submitted in a sealed envelope marked “Real Estate Broker Services” to the City Clerk’s office, 7550 Sunwood Drive NW, Ramsey, Minnesota 55303 on or before 3:00 p.m. on **October 21, 2013**, at which time they will be publically opened and read.

Proposals will then be forwarded to a Selection Committee established by the City of Ramsey. The Selection Committee will review the proposals and develop a list of finalists to interview. *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 RFP in the form requested. Firms not responding to items requested in the RFP or indicating exceptions to such items may have their submittals rejected.
3. The City of Ramsey 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 of Ramsey. All proposals, plans, and other documents submitted shall become the property of the City of Ramsey. Responses to this RFP are considered public information and are subject to discovery under the Freedom of Information Act.
4. Respondents are responsible for their own expense in preparing, delivering or presenting a proposal, and for subsequent negotiations with the City of Ramsey, if any.
5. All questions may be directed to the following contact person: Kurt Ulrich, City Administrator, phone (763) 433-9845, fax (763) 433-9898, email kulrich@ci.ramsey.mn.us.

SCOPE OF SERVICES

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

- Develop strategies for sale of designated City-owned properties (such as conducting a study of comparable properties);
- 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 of Ramsey on an agreed upon frequency;
- Advise the City of Ramsey related to strategies to promote and sell the designated sites. Public presentations may be required.
- Participate in site tours of City of Ramsey-owned property that is for sale for potential buyers;
- Analyze offers from potential buyers and advise the City of Ramsey with respect to negotiations;
- Represent the City of Ramsey in negotiations with a prospective buyer from the time of offer until closing;
- Coordinate real estate transaction closings; and
- Handle all other customary activities and services associated with real estate transactions.

TERM OF CONTRACT

The contract period for the successful agent/firm will be six months 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 agent/firm and the City of Ramsey. Alternate contract periods may be considered.

EVALUATION AND AWARD PROCESS

Issuance of this RFP and receipt of proposals does not commit the City of Ramsey to award a contract. The City of Ramsey 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.

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, references;
3. Knowledge of regional real estate market and ability to market to prospects beyond the region;
4. Regional reputation and local presence/experience;
5. Fee schedule; and
6. Willingness to think “outside the box” and present innovative ideas for marketing the specific City owned properties designated for sale.

ORAL PRESENTATION/INTERVIEWS

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 change the original proposal submitted. Interviews are optional and may or may not be conducted.

If an interview is conducted, it is essential that the consultant’s personnel to be assigned to the work, as well as key representatives, be present at and participate in the interview. A recommendation of the selected consultant will be made to the Ramsey City Council. The selected consultant and City of Ramsey representatives will negotiate a mutually acceptable contract. The negotiated contract shall be approved by the Ramsey City Council.