

REQUEST FOR QUALIFICATIONS 2.0

REAL ESTATE BROKER SERVICES:

Sale of real property owned by the City of Ramsey, Minnesota

OVERVIEW

The City of Ramsey is seeking proposals for real estate brokers/firms to sell real property located within the corporate limits of Ramsey. It is the intent of this Request for Qualifications (RFQ) 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.

BACKGROUND

City of Ramsey

Located in the northwest Twin Cities Metro, the City of Ramsey is the fastest growing City in Anoka County. U.S. Highway 10, Minnesota Highway 169, Minnesota Trunk Highway 47 and the Northstar Commuter Rail connect the City of Ramsey to the Twin Cities and Greater Minnesota. Ramsey has an estimated population of 23,835, a high median household income of \$76,560, boasts an impressive manufacturing industry and is bordered by the beautiful Rum and Mississippi Rivers. For more information on the City of Ramsey please visit our website: cityoframsey.com or reference the attached document.

Request for Qualifications

The City of Ramsey owns a large inventory of surplus real estate available for development. It is the City's objective is to reduce its real estate inventory—and return tax exempt properties back to the private market for development.

The primary purpose of the proposed contract for 'Real Estate Broker Services' is representation of the City of Ramsey from a professional real estate broker. The critical desired outcome of the proposed relationship is the sale of City owned land.

LAND AVAILABLE FOR SALE

The City of Ramsey owns a large inventory of real estate available for sale and development; including commercial, retail, industrial, office, residential and mixed use properties, totaling over 150 acres on multiple parcels. A large portion of real estate the City of Ramsey would like to sell is known as The COR—a 300+ acre, mixed use, transit oriented development (TOD). More information can be found at coratramsey.com/for-developers and ci.ramsey.mn.us/available_city_land.

The selected real estate firm would become the City's 'preferred real estate broker.' The exact make up of parcels listed by the City's broker may change over time, depending on demand. For example, when additional City owned land becomes available for development—or, if the City Council determines certain parcels should be taken off the market.

The City expects 100-150 acres of land to be listed with the selected real estate broker. Before a specific inventory parcels is determined (for listing), the City Council would like to work the selected real estate broker to discuss strategies.

QUALIFICATIONS

The following information is required and must accompany your proposal:

1. **COVER LETTER:** Indicating your interest in serving as the City's real estate agent/firm.
2. **BACKGROUND:** Provide general background information on your firm.

For example, general description of your firm, number and nature of professional staff, available marketing methods, market research capabilities, ability to reach regional/national marketplace, unique services and capabilities, etc.

The City owns a large inventory of land with a mix of available uses (i.e. multiple types of residential, retail, industrial, office, mixed-use). Please indicate your firm's ability to market property for commercial and residential users alike.

3. **FEE SCHEDULE/TERM:**

Commission Fees

The City of Ramsey is seeking a relationship in which all fees for services are paid through commission fees, at the time of closing. The City does not wish to pay regular, monthly or upfront fees.

- A. Please state your required commission fee/rate
- B. Please state your required co-broker commission fee/rate, if applicable

Carry-Over Compensation

The City of Ramsey is seeking a relationship in which no "carry-over" compensation is required. Meaning, when the proposed contract for real estate services is terminated, compensation fees would no longer be required.

- C. Please indicate any 'carry-over' fees your firm would require.

Contract Term

The City understands the process to sell a large inventory of land will likely take several years. It is the City's intent to develop and sustain a long-term positive relationship with the selected brokerage firm.

With the above information in mind, the City is seeking a relationship in which both parties retain flexibility in relation to the term of the proposed contract for real estate broker services—the City does NOT wish to enter into a long term contract.

- D. Please indicate the minimum term contract your firm would require.
- E. Please indicate any early termination contract provisions required.

Other Fees/Compensation

The City of Ramsey is seeking a relationship in which the only fees required for real estate broker services are commission fees, at the time of closing.

- F. Please indicate “other” fees your firm may require for brokerage services.

NOTE: the City may call upon the selected broker for support on special projects/additional services. Additional fees for said special projects will be negotiated at that time of request. See “Scope of Services” section for greater detail—Item H.

- 4. **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. Please outline all conflicts of interest that may exist for your firm in relation to providing real estate services for the City.
- 5. **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 your firm's tax and corporate registration status.

SCOPE OF SERVICES

- A. Work with (and advise) the City on strategies for marketing, pricing and the sale of City owned properties.
- B. Develop, distribute, list, and maintain real estate marketing materials and related information.
- C. Conduct basic market analysis for City owned properties available for sale.

- D. Manage relationships with prospect buyers—including: responding to inquiries, showing property, answering questions for prospects, conducting negotiations, managing real estate transactions.
- E. Analyze offers from potential buyers and provide recommendations to the City Council.
- F. Provide regular activity updates:
 - Verbally, to the City’s development team, minimum twice per month
 - In writing, to the City Council, minimum once per quarter
- G. Handle all other customary real estate broker activities and services.
- H. It is NOT the objective of the proposed contract to provide development management services, re-branding services, in-depth market analysis reports*, engineering services, website management, strategic/master planning or creation of advanced marketing materials*.

*beyond services ordinarily provided by real estate brokers

APPLICATION PROCESS

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 **November 27, 2013**, at which time they will be publically opened and read.
2. Proposals will be forwarded to a selection committee; and, a list of finalists will be selected for interviews. Interviews will take place on one of the following dates: **December 3, 4, or 5, 2013** (depending on schedules). A recommendation will be crafted by the selection committee and presented to the City Council for final direction.
3. 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 Freedom of Information Act.
4. 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. Issuance of this RFQ 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 RFQ, or to negotiate with any of the brokers/firms submitting an RFQ, or to cancel all or part of this RFQ.
5. Questions: Patrick Brama, Asst. to the City Administrator, 763-433-9903, pbrama@ci.ramsey.mn.us; or, Kurt Ulrich, City Administrator, (763) 433-9845