

**CITY OF LAKEWOOD  
REQUEST FOR PROPOSALS  
REAL ESTATE SERVICES**

**INTRODUCTION/REQUEST**

The City of Lakewood is soliciting proposals from real estate brokers/firms to sell real property owned by the City of Lakewood. It is the intent of this Request for Proposal (RFP) to have the successful broker/firm, enter into an Agreement for Consultant services with the City of Lakewood to supply real estate services as outlined herein.

**TIME SCHEDULE**

The City will use the following timetable, with expected selection of Real Estate Broker Services by June 1, 2022.

Issue RFQ	April 19, 2022
Deadline for Submittal of Proposals	<b>May 3, 2022 at 12:00 P.M. PST</b>
Selection	By June 1, 2022

**PROPOSAL OVERVIEW AND REQUIREMENTS**

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 property and advise on other real property issues as needed.
2. **BACKGROUND INFORMATION:** For example, list year 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.
4. **MARKETING METHODS:** Describe the methods of identifying target user groups and a description of the marketing materials and the strategy for presenting the property to a regional and national marketplace (when appropriate).
5. **ADDITIONAL SERVICES:** Describe additional relevant/unique services offered through your firm.
6. **FEE SCHEDULE:**
  - a. State your commission rate for listing and selling of properties and for advising on miscellaneous real property matters.
  - b. State any other costs the City of Lakewood should anticipate relating to the real estate services to be provided.

Note: Quoted fees shall be valid for a minimum of 90 days upon receipt.

7. **REFERENCES:** Provide at least three applicable references. Include name, title, and contact information for each reference as well as a brief description of the specific services provided.

8. **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 Lakewood. Please outline all conflicts of interest that may exist for your firm in relation to providing real estate services for the City of Lakewood.

## GENERAL INSTRUCTIONS

1. Proposals must be received no later than **12:00 P.M. PST on Tuesday, May 3, 2022.** Proposal must be received **electronically** by the submittal deadline. Submissions should be delivered to:

City of Lakewood ATTN: City Clerk RE: Real Estate Services RFP EMAIL: <a href="mailto:bschumacher@cityoflakewood.us">bschumacher@cityoflakewood.us</a>
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- Candidates are solely responsible for ensuring that proposals are delivered on time. Delays caused by any delivery service will not be grounds for an extension of the proposal due date and time. Proposals received after the due date and time will be not be considered.
2. Proposals will be forwarded to a Selection Committee established by the City of Lakewood. The Selection Committee will review the proposals and develop a list of finalists to interview.
  3. 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.
  4. The City of Lakewood reserves the right to reject any and all proposals, or any parts thereof, or to waive any informality or defect in any proposal 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 Lakewood. Responses to this RFP are considered public information and are subject to discovery under the Public Records Act.
  5. Respondents are responsible for their own expense in preparing, delivering or presenting a proposal, and for subsequent negotiations with the City of Lakewood, if any.
  6. All questions may be directed to the following contact person: Heidi Ann Wachter, City Attorney, phone 253-732-8052 or email: [hwachter@cityoflakewood.us](mailto:hwachter@cityoflakewood.us).

## SCOPE OF SERVICES

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

1. Develop strategy for the sale of designated City owned properties (such as conducting a study of comparable properties.)
2. Develop marketing materials to advertise the property for sale, distribute the materials to potential buyers via the appropriate form(s) of media and report the results to the City of Lakewood on an agreed upon frequency.

3. Advise the City of Lakewood related to strategies to promote and sell the designated site. Public presentations may be required.
4. Participate in site tours of City-owned property that is for sale for potential buyers.
5. Analyze offers from potential buyers and advise the City with respect to negotiations.
6. Represent the City in negotiations with a prospective buyer from the time of offer until closing.
7. Coordinate real estate transaction closings.
8. Handle all other customary activities and services associated with real estate transactions.
9. Provide as-needed advising on miscellaneous real estate matters.

### **TERMS AND CONDITIONS**

The contract period for the successful agent(s)/firm(s) will be one year from the 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 Lakewood. Alternate contract periods may be considered.

### **EVALUATION AND AWARD PROCESS**

Issuance of this RFP and receipt of proposals does not commit the City of Lakewood 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

### **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;
4. Regional reputation and local presence/experience;
5. Fee schedule.

### **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.