

Request for Proposals

Real Estate Services



For the City of Nevada City

Proposals due Thursday, December 8, 2016 at 4:00pm (PST)

City of Nevada City

317 Broad Street

Nevada City, CA 95959

Attn. Mark Prestwich, City Manager

ALL INTERESTED APPLICANTS:

The City of Nevada City has initiated a Request for Proposals (RFP) and invites interested parties to submit proposals to act as the City's agent to facilitate the sale of City-owned property. All correspondence and communications regarding this RFP should be directed to the attention of:

Mark Prestwich
City Manager
317 Broad Street
Nevada City, CA 95959
(530) 265-2496, ext.
mark.prestwich@nevadacityca.gov

Proposals must be received at the above address no later than **4:00 p.m. (PST), Thursday, December 8, 2016**. Proposals received at the above address after this time will not be considered a valid proposal submission

I. GENERAL INFORMATION

A. Background

The City of Nevada City is interested in selling some commercial and residential-zoned City-owned parcels.

B. Agent Qualifications

Agent(s) must:

1. Have a minimum of five (5) years of experience in the sale of real property in Nevada City.
2. Have a valid real estate license for performing within the State of California.
3. Have an active business license in the City of Nevada City.
4. Have or obtain any and all necessary insurance including liability insurance.
5. Have knowledge of recent property values/sales in Nevada City.

C. Scope of Services

Responsibilities, though not inclusive, are as follows:

1. Establish fair market value and recommend sales price for designated City-owned properties.
2. Advertising on selection of properties to sell and advertising those properties for sale.
3. Present offers to the City.
4. Provide the City with reports as requested.
5. Provide a list of contacts made, either in response to inquiries or Agent initiated.

The Consultant will furnish all required labor, materials, supplies and travel required in connection with the project for a fixed fee per sale.

D. Required Proposal Content

All proposals must include the items referenced below:

1. **Company Profile/Experience.** Provide a brief history of the company including experience, resumes and accomplishments that are relevant to the scope of work.
2. **Commission.** The proposal shall include a listing agreement commission for each sale based on a percentage of the sale price. Proposals must include all commissions to sell the properties.
3. **References.** The proposal shall include the name, address, and telephone number of five clients for whom real estate services have been performed in the past two years in the City.
4. **Conflict of Interest Statement & Supporting Documentation.** Proposals shall disclose any professional or personal financial interests which could be a possible or perceived conflict of interest in representing the City.

The City reserves the right to reject any or all proposals and to waive irregularities or informalities as may be deemed in the City's interest. The City will not be responsible for any costs associated with the preparation of responses to this RFP.

II. REVIEW PROCEDURE

A. Evaluation Criteria

It is the intent of the City to conduct a fair and comprehensive evaluation of all proposals received. The contract will be awarded to the proposal that is most advantageous to the City.

All proposals will be evaluated based on the following criteria:

1. Demonstrated ability to satisfy Scope of Services.
2. Commission fee requested as listing agent for each sale based on percentage of sale price.
3. Professional qualifications of individuals assigned to the project.
4. Experience with local real estate market.
5. References.

B. Selection Process

1. Proposals will be reviewed by the City per the evaluation criteria stated above. Interviews may or may not be scheduled.