



Buena Vista School District

BUENA VISTA SCHOOL DISTRICT

**REQUEST FOR PROPOSALS
FOR
REAL ESTATE BROKER OF RECORD SERVICES**

Buena Vista, Colorado

Issued: Tuesday, May 17, 2022

Proposal Closing Date:
Wednesday, June 1, 2022

Request for Proposals (RFP)
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SECTION 1 GENERAL INFORMATION

1.1 INTRODUCTION

Buena Vista School District (District) is seeking the services of a licensed REALTOR® (Broker*) to act as the Real Estate Broker (Broker) for the purpose of providing real estate services on an as needed basis. The District invites qualified individuals or firms to submit proposals based upon the scope of work contained in this RFP.

The selected Broker will work with the District's Superintendent and Property Specialist and other staff as appropriate for the purpose of providing real estate services and support to the District .

*The term Broker used in this document may be interchanged with "Brokers" when this applies to the Responder. For example, multiple Brokers from one firm may be individual Responders or multiple Brokers from one firm working as a team. The term Broker refers to a licensed REALTOR®.

1.2 SCHEDULE OF EVENTS

The District anticipates the following schedule:

Week of May 16, 2022	RFP Advertisement
Thursday, May 26, 2022	Questions/Requests for Clarification due by 2:00 p.m.
Friday, May 27, 2022	Addendum(s) Issued, if applicable
Wednesday June 1, 2022	Proposal Due Date: 2:00 p.m.
June 2 - June 3, 2022	Review Proposals
Tuesday, June 7, 2022	Notification
June 8 - June 15, 2022	Contract Execution

IMPORTANT: All questions must be made in writing via email to Lisa Yates, Superintendent and Shelly Mueller, Property Specialist at lyates@bvschools.org and shellym@bvschools.org by 2 p.m. (PST), Thursday, May 26, 2022. Questions requiring clarification or modifications from the District will be made available in the form of an addendum(s) to this RFP.

1.3 PROPOSAL DELIVERY

Proposals must be received by the District Office no later than **2:00 p.m. (PST), Wednesday, June 1, 2022.**
Proposals received after the deadline will not be considered.

- a. Proposals should be portrait format, printed on 8.5x 11 inch paper and include page numbers.
- b. Proposals should be in a simple typed format without extensive artwork, unusual printing, binding or other materials not essential to the utility and clarity of the Proposal.
- c. Proposal content should be limited to six (6) double-side pages and page count limit shall not include cover letter or individual resume sheets.
- d. Proposals must be signed with original inked signature by an authorized representative.

- e. Three (3) copies of the Proposal be hand-delivered in a sealed envelope to District Office, 113 N. Court St. Buena Vista, CO 81211
- f. One (1) Electronic copy of the Proposal shall be emailed to Lisa Yates and Shelly Mueller, lyates@bvschools.org shellym@bvschools.org for use as distribution to committee members for review as necessary.

1.4 SUBMISSION NOTICE

All proposals submitted in response to this RFP shall become the property of the District and may be utilized in any manner and for any purpose by the district . **Be advised that proposals and all documents submitted in response to this RFP are subject to public disclosure as required by applicable state and/or federal laws.** If you intend to submit any information with your proposal which you believe is confidential, proprietary, or otherwise protected from public disclosure (trade secret, etc.), you must separately bind and clearly identify all such material. The cover page of the separate binding must be **red**, and the header or footer for each page must provide as follows: "Not Subject to Public Disclosure". Where authorized by law, and at its sole discretion, the District will endeavor to resist disclosure of properly identified portions of the proposals.

1.5 PROCUREMENT PROCESS

a. Public Notice

Notice of the RFP has been advertised on the District's website at <https://bvschools.org>

End of Section 1

SECTION 2

AUTHORITY, OVERVIEW, AND SCOPE OF WORK

2.1 AUTHORITY

The District is issuing this RFP in accordance with Buena Vista School District Administrative Policy

2.2 OVERVIEW

The District owns real estate located in the town of Buena Vista in Chaffee County, Colorado. The District desires to engage the services of Broker to sell real property known as “The Archway Property” consisting of 14 lots at described as Lots 8, 9, 10, 11, 12, 13, 14 BLK 5 Buena Vista REC 313522 and LOTS 1, 2, 3, 4, 5, 6, 7 BLK 5 & PT VAC Chestnut St Buena Vista REC 313522 254714

2.3 Scope of Work

The selected Broker will provide professional services in areas of real estate. The Broker will work under the direction of the Superintendent of Schools and will work closely with the Property Specialist. Upon request from the Superintendent or designee, these services include but are not limited to:

- a. Evaluating market research/data to determine recommended sales price of property.
- b. Representing the District and listing select property or properties for sale.
- c. Evaluating market research/data including sales or rent comparables.
- d. Marketing, advertising, networking and signage at Broker’s expense.
- e. Including online medium.
- f. Facilitating property tours.
- g. Broker opinion of value for select property or properties in report format.
- h. Information analysis, evaluation and negotiations to ensure the best possible outcome.
- i. Analyzing and evaluating all inquiries/letters of intent/offers or the like received on subject properties
- j. Presenting inquiries/letters of intent/offers or the like with analysis and evaluations on subject properties to the Superintendent
- k. Preparing and presenting offers/counter-offers or addenda and securing document signatures and earnest monies as appropriate.
- l. Providing timely follow up and communication to Superintendent or designee
- m. Consulting on related matters such as viability of prospective purchaser, counter-offers, etc.
- n. Consulting for any land divisions, surveys, inspections, cleanup, etc., as may be necessary in connection with specific transactions.
- o. Presenting all offers to Superintendent in a timely manner.
- p. Providing frequent updates on the status of any pending transactions.
- q. Providing information and documents necessary for escrow during due diligence periods and in preparation for closing.
- r. Facilitating Sales Agreements, documents related to the sale of property and other associated documents as identified or as appropriate.
- s. Other to be determined.

End of Section 2

SECTION 3 REQUIREMENTS AND EVALUATION

3.1 MINIMUM RESPONDER REQUIREMENTS

The District reserves the right to disqualify Proposals failing to meet minimum requirements. To be considered for evaluation, each Proposal must demonstrate how the Responder meets all requirements of this section:

- a. Hold an active Colorado Real Estate license.
- b. At least five(5) years of experience with real estate sales and acquisition transactions.
- c. Be actively involved in continuing education to advance knowledge in the industry.
- d. Has a business office in within Chaffee County, Colorado with demonstrated experience in Buena Vista
- e. Provide Certificate of Liability Insurance as required in the Personal Services Contract

3.2 PROPOSAL CONTENT REQUIREMENTS

The District is looking to choose an agent that is enthusiastic about finding a buyer(s). The District is seeking a Broker who “goes the extra mile.”

Responders must provide proposal content to the following request for information by submitting the following in the order listed.

A. COVER LETTER

Provide a one (1) page cover letter that includes the name, address, phone number, email address, website address of Real Estate firm and Broker responding to the RFP. The cover letter must include a statement expressing the Responders’ interest and understanding of the District’s request for proposal and the manner in which the scope of work would be approached. The cover letter should name all of the persons authorized to make representations for the Responder and be signed by an authorized representative.

B. QUALIFICATIONS

Provide the following. If non-applicable, indicate subject and “non-applicable”:

1. Agency – The Broker shall disclose the types of agency relationships recognized by their brokerage policy, to conform to State Broker requirements, and how the Broker intends to satisfy such requirements.
2. Licensing – Photocopy of firms Colorado Real Estate License and responding Broker’s Real Estate License. If Brokerage firm and/or Broker possesses a real estate license for another state(s), this information should be provided as well.
3. History – Brief history of the Real Estate firm and the responding Broker.
4. Mission Statement – Mission statement of the Real Estate firm.
5. Violation Statement – Signed statement confirming that Real Estate firm and Broker have not had any violations reported to the State of Colorado Real Estate Division or any other states where license is currently or previously held in the past five (5) years.

C. STRATEGY

A description of the strategic approach to the Scope of Work outlined in Section 2.3 This portion of the response should be clear, concise and comprehensive. It may be in the form of a marketing plan, project plan, descriptive outline or other format as appropriate. It should include at minimum:

- A BPO/CMA that includes determination of best price to expect and lowest price to accept;
- A sample listing contract you would propose;
- An outline of the activities you undertake to promote the property

D. FEE

A commission percentage for the sale of each lot or cost for service including any additional fees.

3.3 EVALUATION PROCESS

A. Responsiveness and Responsibility Determination

Proposals will be reviewed for responsiveness to all RFP requirements, including timely submission, compliance with Minimum Requirements and Proposal Content Requirements. If the Proposal is unclear, the District may request clarification from Responder.

B. Evaluation Criteria

Proposals meeting Proposal Content Requirements will be evaluated by an Evaluation Committee using criteria and priorities as defined by the District . The Evaluation Committee will determine which Proposal or Proposals taken as a whole, and in the District's sole judgment, are in the best interest of the organization. Proposals should address the evaluation criteria listed below. The District may request further clarification to assist the Evaluation Committee in gaining additional understanding of Proposals. A response to a clarification request must be to clarify or explain portions of the already submitted Proposal and may not contain new information not included in the original Proposal.

	EVALUATION CRITERIA	Points
1	Understanding and Strategy	10
2	Technical Expertise	5
3	Qualifications - Past Experience	10
4	Demonstrated commitment to BV Schools	5
5	Competitive Fees	20
	TOTAL	50

End of Section 3

SECTION 4
AWARD NOTIFICATION PROCESS AND CONTRACT REQUIREMENTS

4.1 AWARD NOTIFICATION PROCESS

The proposals will require approximately seven (7) calendar days for evaluation. The top ranked Proposals may, at the District's discretion, be required to make an in-person presentation in support of their Proposal to the evaluation committee and answer any questions the evaluation committee may have. If required, the interview will serve to assist the District in selecting the successful Broker and will serve as a tool to refine scoring of the RFP to produce a final ranking. Award notification will be made by email to the winning Responder and will be made available on the District's website.

4.2 CONTRACT REQUIREMENTS

The successful Broker candidate will be required to enter into a Professional Services Contract with the District. The successful Broker candidate must also submit documents addressing liability insurance, workers compensation, and overhead expense as part of the contract, as well as a W-9 with a valid and active tax identification number. District reserves the right to reject any or all Proposals that do not satisfy requirements.

End of Section 4

SECTION 5 ADDITIONAL INFORMATION

5.1 ASSIGNMENT

Neither the resultant contract nor any of the requirements, rights, or privileges demanded by it may be sold, assigned, sublet, contracted, or transferred by the Contractor without the express written consent of the District. The granting or withholding of such consent shall be at the District's sole discretion.

5.2 CANCELLATION

The District reserves the sole and unconditional right to cancel award of the contract any time before execution of the contract by both parties if cancellation is deemed by the District to be in the District's best interest. In no event shall the District have any liability for the cancellation of the award or proposed contract.

5.3 CLARIFICATION OF RESPONSES

The District or its agents reserves the right to obtain clarification of any point in a Responder's Proposal Response or to obtain additional information necessary to properly evaluate a particular Proposal. Failure of a Responder to respond to such a request for additional information or clarification could result in rejection of the Responder's response and/or Proposal.

5.4 COLLUSION

A Responder submitting a Proposal hereby certifies that no officer, agent, or employee of the District has a pecuniary interest in the submitted Proposal; that the Proposal is made in good faith without fraud, collusion, or connection of any kind with any other Responder; the Responder is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm.

5.5 COST OF PREPARATION OF RESPONSE

Costs incurred by any Responder including time and expense in the preparation of their response to this Request for Proposal is the sole risk and responsibility of the Responder and will not be reimbursed by the District.

5.6 DISPUTES

In case of any doubt or differences of opinions as to the items or service to be furnished hereunder, or the interpretation of the provisions of the Request for Proposal, the decision of the District shall be final and binding upon all parties.

5.7 PROPOSALS ARE PUBLIC RECORDS

All Proposals submitted in response to this RFP shall become the property of the District and may be utilized in any manner and for any purpose by the District. Be advised that Proposals and all documents submitted in response to this RFP are subject to public disclosure as required by applicable state and/or federal laws. If Responder intends to submit any information with the Proposal which Responder believes is confidential, proprietary, or otherwise protected from public disclosure (trade secret, etc.), Responder must separately bind and clearly identify all such material. The cover page of the separate binding must be red, and the header or footer for each page must provide as follows: "Not Subject to Public Disclosure". Where authorized by law, and at its sole discretion, the District will endeavor to resist disclosure of properly identified portions of the Proposals.

5.8 PROPOSAL NOT A CONTRACT

Neither this Request for Proposals nor responses to it constitute a contract between the District and the Responder. The District reserves the right to negotiate specific contract terms with the selected broker/firm.

5.9 VERBAL STATEMENTS NOT BINDING

Statements made by the District representatives concerning this Request for Proposal are not binding upon the District unless confirmed in writing by a duly authorized employee/official.

5.10 REJECTION OF PROPOSALS

The District reserves the right to reject any or all responses to this Request for Proposals for any lawful reason or for no reason. No proposals will be considered that fail to contain the required information. There will be no changes to the content of this request for proposals except by written notification to the bidders who respond in accordance with the criteria herein.

5.11 STATE AND FEDERAL LAW COMPLIANCE

Responder must comply with all applicable requirements of federal and state civil rights law and rehabilitation statutes. As applicable, the successful Responder agrees to comply with all applicable provisions of the District and Colorado public contracting law.

End of section 5