



**REQUEST FOR PROPOSALS FOR SERVICES
OF LOUISIANA LICENSED REAL ESTATE BROKER**

I. SCOPE OF SERVICES

The West Feliciana Parish School Board is seeking proposals from qualified firms or individuals holding an active Louisiana license in Real Estate Brokerage. The successful proposer, if awarded, will be expected to provide the following services:

1. Solicit interest in potential offers for the purchase of the Pecan Grove Property, particularly from individuals or firms interested in developing the property for residential purposes.
2. Work cooperatively with the School Board to negotiate the sale of the property with prospective buyers, including any discussions with local governmental authorities regarding potential zoning change requests for development of the property.
3. To perform all customary activities and services associated with real estate transactions, to include, but not be limited to, showing of the property, participation and assistance with drafting of the Purchase Agreement, participation in the closing for the property, etc.
4. Provide oral and/or written updates to the West Feliciana Parish School Board. Presentations at School Board meetings may be required.

II. QUALIFICATIONS

Respondents to this RFP must possess the following qualifications:

1. Must be licensed and in good standing with the State of Louisiana.
2. Must possess knowledge of the local real estate market and possess experience with the sale of property for residential development.
3. Must be familiar with local zoning ordinances and be able to assist with potential requests for zoning changes in an effort to develop the property for residential use.
4. Must possess an excellent reputation, to be verified by at least three (3) independent references.

III. INSURANCE

Proposers must provide copies of Certificates of Insurance evidencing coverage under a General Liability Policy and Worker's Compensation Policy. The successful proposer must provide original certificates, naming the West Feliciana Parish School Board as an additional insured, prior to commencing services.

IV. FEE

Pursuant to La. R.S. 41:892, the fee for the selected proposer shall not exceed 5% of the selling price, and must be contingent upon completion of the sale in accordance with the terms and conditions of the Purchase Agreement. Interested proposers may offer lower percentages, which will be taken into consideration by the Board.

V. TERM OF CONTRACT

The initial contract period for the successful proposer shall be a period of six (6) months, with the mutual ability of the parties to exercise individual extensions not to exceed six (6) months each. The contract shall contain a mutual termination for convenience clause without the necessity of any prior notice.

VI. EVALUATION AND AWARD PROCESS

By issuing this Request for Proposals and accepting the proposals, the West Feliciana Parish School Board does not obligate itself to award a contract to any proposer. The West Feliciana Parish School Board reserves the right to postpone the proposal deadline, and to accept or reject any or all proposals received in response to this RFP, to negotiate with any brokers submitting a response to the RFP, and/or to cancel all or part of this RFP at any time and for any reason whatsoever.

VII. ORAL PRESENTATIONS

Individuals or firms submitting a proposal in response to this RFP may be required to give an oral presentation to the West Feliciana Parish School Board. Furthermore, the West Feliciana Parish School Board reserves the right to ask for additional information of any kind or nature whatsoever from any individual proposer. Interviews are optional and may or may not be conducted by the West Feliciana Parish School Board.

VIII. SELECTION CRITERIA

1. Knowledge of the local real estate market in the City of St. Francisville and the Parish of West Feliciana.
2. Real estate experience, qualifications, and references, particularly with respect to the development of properties for residential purposes.
3. Familiarity with the zoning of the City of St. Francisville, requests for zoning changes, and experience in assisting with requests for zoning changes.
4. Ability to provide substantial real estate-related analytical data and financial information such as housing market trends and comparative analysis of recent similar sales.
5. Well established local and regional business relationships and partnerships.

IX. PROPOSAL REQUIREMENTS

Each proposer should submit the following information. Failure to submit the requested information may result in the rejection of the proposal. However, the West Feliciana Parish School Board reserves the right to request additional information to supplement and/or assist with its evaluation.

1. List of years in business and prior names of the firm, if any.
2. Identification of key personnel that will be assisting with the sale of the Pecan Grove Property, including resumes for each key person identified.
3. Description of your firm, including size of firm, location, and the number and nature of professional staff to be assigned to this sale.
4. Describe the experience your firm or organization has with the sale of similarly situated properties.
5. Describe any experience that your firm possesses with respect to other sales of property that may require zoning changes in order to develop as desired.
6. Prior experience in assisting other governmental agencies, if any.
7. Provide a list of at least three (3) references for similar services provided. Please provide names and telephone numbers of contact persons for each reference.
8. Provide any additional services that may be offered by you or your firm.
9. Identify any current litigation, outstanding judgments, or liens.
10. Provide a market plan description with a description of how the property will be marketed to a potential buyer, including the level of advertising commitment you feel is necessary and that you will provide.