

Request for Qualifications  
for Project #12-098 Real Estate Consulting Services Town of  
Camp Verde

due March 29, 2012 at 5:00pm



TOWN OF CAMP VERDE  
REQUEST FOR QUALIFICATIONS

The Town of Camp Verde is soliciting a Request for Qualifications from interested persons and/or firms for the provision of real estate consulting service, as more particularly described herein. The subject properties have been designated as Surplus by the Camp Verde Town Council. Through a Request for Qualification (RFQ) process described herein, persons and/or firms interested in assisting the Town with the provision of such services must prepare and submit a response in accordance with the procedure and schedule in this RFQ. The Town will review Qualification Statement responses to this RFQ only from those persons and/or firms that submit a Qualification Statement which includes all the information required to be included as described herein.

The Town intends to qualify and select person(s) and/or firm(s) that:

- (a) Possess the professional, financial and administrative capabilities to provide the proposed services, and;
- (b) Will agree to work under the compensation terms and conditions determined by the Town to provide the greatest benefit to the taxpayers of the Town, and;
- (c) Demonstrated experience in the Town of Camp Verde market.

Minimum pricing for properties to be sold will be set by either an appraisal or real estate assessment. The selected listing agent will receive a standard 3% sales commission, paid from the proceeds of the sale at closing. Commission for the purchaser's agent will not exceed 3%. In compliance with Town procurement standards, you are asked to respond to the questions below and return your responses to the Town Manager by March 22, 2012. Town staff will

review all responses and select the most responsive and qualified agent(s). Qualified agents will be selected for projects using a rotating selection process. The initial rotation list will be set by raffle. A list of surplus properties that are currently for sale by the Town of Camp Verde can be found on the Town's website at <http://www.campverde.az.gov>. Please submit any question about this listing opportunity in writing to russ.martin@campverde.az.gov. Responses will be provided to all agents, via email, registered as having received this solicitation.

## APPROACH AND TIMELINE

The services to be provided will include the following property sale activities:

1. Marketing, including listing the property in the Multiple Listing Service (MLS)
2. Provide assistance to the Town in showing available properties.
3. Prepare purchase agreement or lease.
4. Work with Town to prepare for and attend closing.
5. Prepare progress reports and attend progress meetings with Town Manager.

CONTRACT TERM: 2 Years

## EVALUATION CRITERIA

The following criteria will be considered in reviewing submittals. Responses that do not include all of the applicable requirements will not be evaluated.

A panel selected by the Town Manager will evaluate responses received. Other officials and consultants of the Town may also examine the responses.

The factors to be considered in the evaluation of responses are listed below. The Town believes all these items to be of importance. The total possible number of points for each evaluation factor is shown in the parenthesis.

### Experience and Capacity (75)

This will include experience in listing, marketing and selling real estate in the Town of Camp Verde. Experience of working with and for local governments will also score higher points in this area.

### Client References (25)

How cooperative and easy to work with was the firm during the submittal process, schedules, etc.?

How satisfied were you with the firm's point of contact?

How timely and effectively did the firm address your questions and/or concerns?

How successful was the person (firm) in selling the property(ies)?

Would you utilize this firm for other realtor needs?

Total number of possible points (100)

The Town reserves the right to waive any defect or omission in any response that does not materially affect the terms of the response to this RFQ. Further, the Town reserves the right to reject any and all responses.

### **REQUIRED DOCUMENTS**

Your Qualification Statement must include the following information:

1. The firm's legal name, copy real estate license, address, and telephone number.
2. The principal(s) of the firm and their experience and qualifications, and the experience and qualifications of the staff available to be assigned to the project in real estate industry and in the Camp Verde market.
3. Ability to market unit. Identify tools/resources to be used in getting widest possible exposure to eligible buyers.

4. Three references to include the contact information, name, email address and telephone number.
5. The proposed work plan and schedule for activities to be performed, including estimated hours per task.
6. Signed submittal cover letter.
7. A copy of the firm's real estate sales contract/agreement.

#### **SUBMITTAL**

RFQ responses must be signed and submitted via (3) original hard copies. Incomplete submittals will not be considered. All items submitted to the Town in response to this RFQ are considered to be the property of the Town of Camp Verde and will not be returned.

#### **SUBMISSION DEADLINE**

5:00P.M.

March 22, 2012

#### **LABEL ALL PROPOSALS TO:**

"Real Estate Consulting Services"

Russ Martin, Town Manager

473 S. Main Street, Suite 102

Camp Verde, AZ 86322

*Note: Respondents must adhere to the Submittal Requirements. Failure to comply with the instructions of this RFQ will be cause for rejection of submittals.*

#### **Anticipated Procurement Schedule Activity Date**

1. Issuance of Request for Qualifications February 29, 2012
2. Receipt of Qualification Statements March 22, 2012
3. Completion of Evaluation of Qualification Statements March 29, 2012
4. Designation of Qualified Respondent(s) April 4, 2012