

**REQUEST FOR QUALIFICATIONS (RFQ)
FOR COMMERCIAL REAL ESTATE AGENT/BROKER**



ISSUED: April 13, 2017

PROPOSALS DUE: May 5, 2017

**COUNTY OF BUTLER
PO BOX 1208
BUTLER, PA 16003-1208
www.co.butler.pa.us**

INTRODUCTION

The County of Butler is seeking qualifications and proposals from qualified Commonwealth of Pennsylvania licensed realtors with proven experience in commercial realty. The County intends to market three (3) properties. The properties are located at 101 Sunnyview Circle, Butler; 49 Old Plank Road, Butler Twp.; and 508 N. McKean, Butler. The County will review and may select one respondent, based on submitted qualifications. The County reserves the right to accept or reject any or all submittals, and waive technicalities or irregularities if such action is believed to be in the best interest of Butler County.

PROPERTY DESCRIPTIONS

The first property is located at 101 Sunnyview Circle, #101. The building currently houses the offices of Butler County Area Agency on Aging as well as other offices. The second property is a house located at 49 Old Plank Road. It is located in a residential area in Butler Township. The house is two stories with 4 bedrooms, with a separate unit with additional kitchen and bath. It is a brick structure on an approximately 1/4 acre lot. The third property is a single family dwelling located at 508 N. McKean Street, Butler.

SCOPE OF SERVICES

The selected realtor or realty firm will provide Butler County with a range of services consistent with established state and local law guidelines. All services shall be performed in accordance with the scope of work set forth in a professional services agreement. The contract, if awarded, will include a scope of work and an approved listing commission fee schedule negotiated between the county and the successful realtor. The selected person or firm will provide the services outlined in the scope of work and the successful respondent's responsibilities shall include, but shall not be limited to the following:

- 1) Advertising, marketing, placing signage on the property, and online marketing to include a virtual tour, photo gallery and promotional video as deemed necessary.
- 2) Listing the property in a MLS database
- 3) Physically showing the property to prospective buyers
- 4) Advising the County on negotiations and sale terms as appropriate
- 5) Advising the County on any improvements to the property that the County should consider for a more lucrative sale
- 6) Initiating contacts with brokers and potential buyers

PROPOSAL CONTENT

Each item in this section should be specifically addressed in the respondent's proposal. Otherwise, indicate why no response is given. Proposals must identify which person or persons in the firm will be providing the services, and the information requested below should be provided for that particular person.

- Qualifications – Briefly summarize your qualifications and experience for the proposed work and list staff that will be assigned to the project. Please also include documentation of licensing and standing to conduct business in Pennsylvania. Share experience relevant to experience marketing commercial properties in western Pennsylvania.
- References – Provide a list of references (at least three) worked with in the last 36 months for each staff member that will work on this project.
- Proposed work plan for marketing the property – Describe recommended signage, advertising, listing and other work proposed to market the property.
- Proposed Commission and Fees - Identify costs and expenses, proposed commission schedule for your proposal, and include any instances for which you would expect to be paid or reimbursed.

INSTRUCTIONS AND SCHEDULE FOR SUBMISSIONS

The County of Butler shall not be liable for any costs or expenses incurred by any proposer in relation to the preparation or submission of proposals. Additionally, the county shall not be liable for expenses incurred as a result of the rejection of any proposals made in response to this RFQ.

Proposals are due before 4:00PM on May 5, 2017. The time and date are fixed and extensions will not be granted. Butler County will not recognize a postmark for purposes of dating a proposal. All proposals received after the deadline will be rejected and returned to the sender, and will not be considered. Electronic proposals will not be considered or accepted. Four (4) copies of the proposal should be mailed or hand delivered to:

Scott Andrejchak, Chief Clerk
County of Butler, 5th Floor
PO Box 1208
Butler, PA 16003-1208

INQUIRIES

All requests for clarification, general questions, site tours, exceptions or deviations to the terms of this RFQ should be submitted by email to sandrejc@co.butler.pa.us To ensure fairness and avoid misunderstandings, all communications must be in writing to the above email address. Verbal and or telephonic questions will not be entertained.

All questions and inquiries must be received by May 1, 2017 and, if required, a response will be provided via an addendum to the RFQ.

PUBLIC RECORDS

By submitting a proposal, the proposer acknowledges that the proposal will become a public document, after a selection is made. The proposer acknowledges that the proposal is subject to the Pennsylvania Right to Know Law and the proposal, in its entirety, is subject to public disclosure. If the proposer claims a privilege against public disclosure for a trade secret or proprietary information, such information must be separated within the proposal and clearly identified as trademarked and/or proprietary. Any personal information in the proposal should be labeled as confidential and will remain so, to extent that Right to Know Law allows it to remain so.

EVALUATION PROCESS& SELECTION CRITERIA

The staff of Butler County will conduct a selection process. The Butler County Board of Commissioners is the final decision maker regarding this selection, and it reserves the right to reject any or all proposals, or to terminate negotiations for a professional services agreement at any time. The County reserves the right to request clarification or additional information from individual respondents, to request interviews or presentations to staff.

Selection Criteria: At a minimum, the County staff commits to interviewing the top two responsive proposers. The following criteria will be used for scoring purposes and to determine an interview list. The county staff will score each proposal based on the following:

- Work Plan (30%)
- Qualifications (25%)
- Cost of Services (30%)
- References (15%)

After the interviews, the county staff will re-score the interviewees' proposals using the aforementioned scoring criteria. The subsequent re-scoring of proposals shall be the basis for a recommendation to the Board of Commissioners for final approval.