



REQUEST FOR PROPOSALS (RFP)

Proposals for **REAL ESTATE BROKER SERVICES** for the Town of Stevensville will be received by the Town Clerk's office, 206 Buck Street, Stevensville, MT 59870, **until October 20, 2021 at 5:00 p.m.**

Any questions regarding the Request for Proposals should be directed to Brandon Dewey, Mayor, or emailed to: brandon@townofstevensville.com. All interested firms or individuals are invited to submit a proposal in accordance with the terms and conditions stated in this Request for Proposals.

Town of Stevensville

Submittal Signature for:

REAL ESTATE BROKER SERVICES

The firm submitting this proposal is required to submit those items listed in the RFP in full as a part of the package.

Failure to submit any of the documents listed below with your proposal, or failure to acknowledge any addendum, or submitting your proposal with any limitations, condition or provision not requested, may be cause for rejection of your proposal. By signing the form below, the authorized representative affirms that the information contained in this document is true and accurate, and that the firm indicated below is capable of providing services as described in their response to this RFP.

Company: _____

Telephone Number: _____

Authorized Representative (Print): _____

Title: _____

Authorized Signature: _____

Date: _____

**GENERAL SPECIFICATIONS
FOR
REAL ESTATE BROKER SERVICES**

Stevensville is seeking proposals from local real estate brokers/firms to sell real property owned by the Town. It is the intent of this RFP to have the successful broker/firm enter into a Professional Services Contract with the Town to supply real estate services as outlined herein.

A. SCOPE OF SERVICES

The successful firm or individual shall agree to contract with the Town to provide the following:

1. Performing market analysis / BPO for all attached properties
2. Providing the Mayor with monthly activity reports
3. Provide Marketing materials for property to be listed
4. Negotiating with buyers on behalf of the Town
5. Coordinating real estate appraisals
6. Coordinating real estate transaction closings
7. Handling all other customary activities and services associated with real estate transactions

Services will include consultation with Town staff relating to reporting efforts/strategies to market real estate. Presentations at public meetings may be required.

B. BROKER'S QUALIFICATIONS – Respondents to this RFP shall have the following qualifications:

1. Must be licensed and in good standing with the State of Montana.
2. Must have an excellent reputation in the real estate community.
3. Must be knowledgeable in the local real estate market and have experience with small and large properties, including vacant land.
4. Must be knowledgeable in the use of all public real estate records.
5. Work with other local municipalities is highly recommended although not required.
6. Preference will be given to firms that are based or have a branch office within the Town of Stevensville.

C. INSURANCE REQUIREMENTS – For proposal purposes, proposers must submit copies of certificates of insurance for professional liability. The successful contractor must provide original certificates prior to commencing services.

D. FEE SCHEDULE – The proposed fee schedule shall include the following items:

1. State your commission rate(s) for the selling of properties.
2. State any other costs the Town may anticipate relating to the real estate services to be provided.

E. TERM OF CONTRACT – The contract period for the successful broker/firm will be from date of award through the end of 12 months. The contract may be renewed at the sole discretion of the Town for additional terms upon satisfactory performance by the broker/firm and at a negotiated rate agreed to in writing by both the broker/firm and the Town of Stevensville.

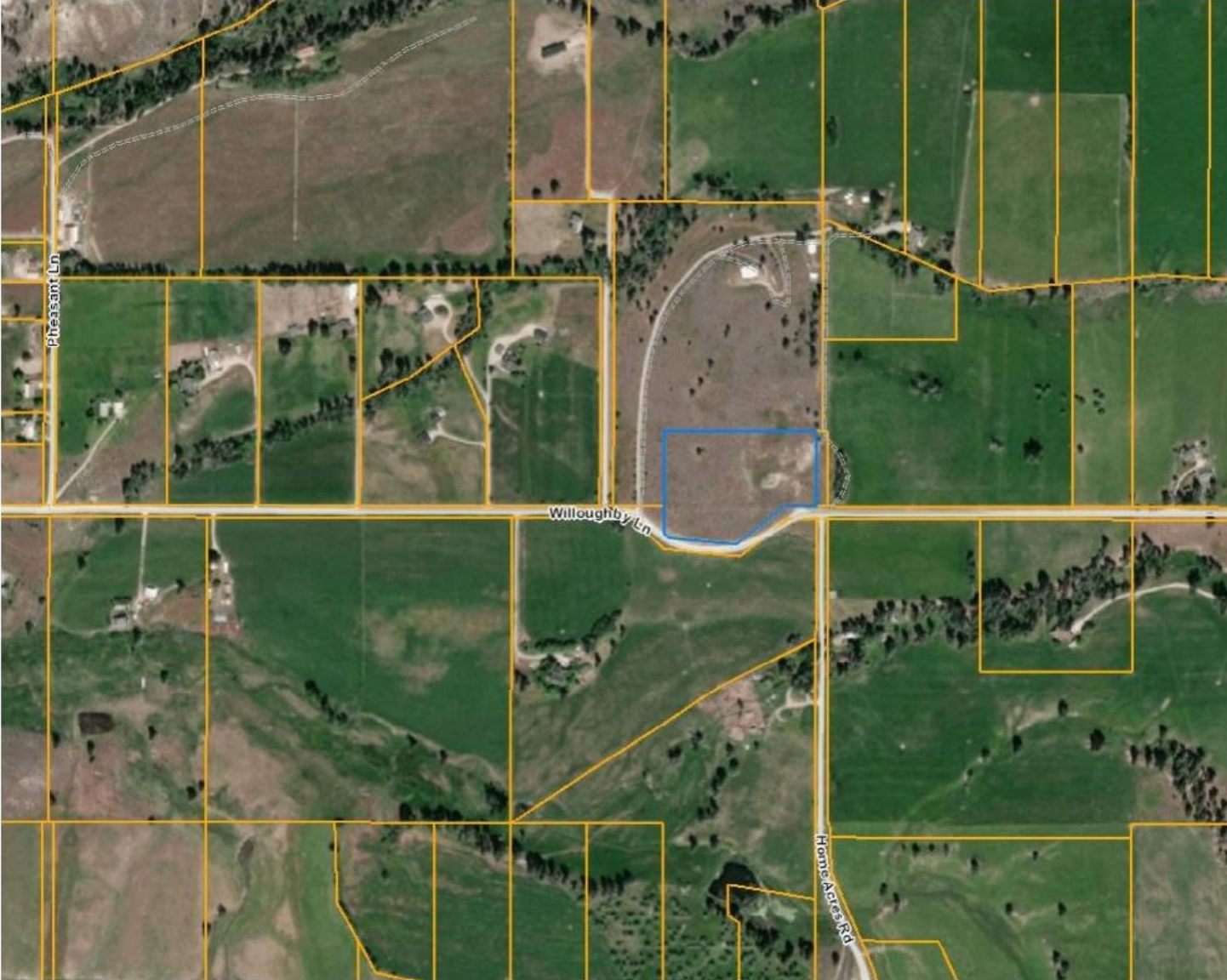
F. EVALUATION AND AWARD PROCESS – Issuance of this RFP and receipt of proposals does not commit the Town to award a contract. The Town reserves the right to postpone receipt date,

accepting or rejecting any or all proposals received in response to this RFP, or to negotiate with any of the brokers/firms submitting an RFP, or to cancel all or part of this RFP.

- G. **ORAL PRESENTATION/INTERVIEWS** – Firms submitting a proposal in response to this RFP may be required to give an oral presentation of their proposal. Additional technical and/or cost information may be requested for clarification purposes, but in no way will change the original proposal submitted. Interviews are optional and may or may not be conducted.
- H. **SELECTION CRITERIA** – Selection of a broker/firm will be made based on the following criteria:
1. Ability of the contractor(s) to meet or exceed the requirements defined in the RFP,
 2. Experience, qualifications and references,
 3. Knowledge of local real estate market,
 4. Local reputation,
 5. Fee Schedule,
 6. Completeness of response to RFP as outlined in this solicitation, and
 7. Experience with working with municipalities.
- I. **RFP SUBMITTAL REQUIREMENTS** – By submitting a proposal, you represent that you have (1) thoroughly examined and became familiar with the scope of services outlined in this RFP and (2) are capable of performing quality work to achieve the Town's objectives.

The following information must accompany your proposal:

- A. List years in business, previous names of the firm, if any.
- B. Description of your firm including size of firm, location, number and nature of the professional staff to be assigned to the Town; staff experience and training, including a brief resume for each key person listed.
- C. Describe experience (minimum five years previous experience with proven effectiveness) your firm or organization has in pertinent real estate experience.
- D. Experience in assisting similar size entities, including any and all services for government agencies.
- E. List of at least three (3) references where and when your firm provide similar services.
Please provide names and telephone numbers of contact persons for each reference.
- F. Additional services offered through your firm.
- G. Listing of current litigation, outstanding judgments and liens.
- H. Fee schedule:
 1. State your commission rate(s) for listing and selling properties.
 2. State your proposed method of compensation for representing the Town in negotiations for purchasing properties.
 3. State any other costs the Town may anticipate relating to the real estate services to be provided.



Property Record Card

Summary

Primary Information

Property Category: RP Subcategory: Government Property
Geocode: 13-1666-13-3-01-04-0000 Assessment Code: 0000381150
Primary Owner: PropertyAddress:
STEVENSVILLE TOWN OF
PO BOX 37 COS Parcel:
STEVENSVILLE, MT 59870-0037

NOTE: See the Owner tab for all owner information

Certificate of Survey:

Subdivision: HOME ACRES ORCHARD NO 3

Legal Description:

HOME ACRES ORCHARD NO 3, S13, T08 N, R20 W, BLOCK 004, Lot 011, PT LOT 11 BLOCK 4 HOME ACRES ORCHARDS #3 6.47 AC

Last Modified: 7/16/2021 4:03:03 AM

General Property Information

Neighborhood: 213.870.E Property Type: EP - Exempt Property
Living Units: 0 Levy District: 13-2732-2-3
Zoning: Ownership %: 100
Linked Property:

No linked properties exist for this property

Exemptions:

No exemptions exist for this property

Condo Ownership:

General: 0 Limited: 0

Property Factors

Topography: Fronting:
Utilities: Parking Type:
Access: Parking Quantity:
Location: Parking Proximity:

Land Summary

<u>Land Type</u>	<u>Acres</u>	<u>Value</u>
Grazing	0.000	00.00
Fallow	0.000	00.00
Irrigated	0.000	00.00
Continuous Crop	0.000	00.00
Wild Hay	0.000	00.00
Farmsite	0.000	00.00
ROW	0.000	00.00
NonQual Land	0.000	00.00
Total Ag Land	0.000	00.00
Total Forest Land	0.000	00.00
Total Market Land	6.470	148,684.00