



REQUEST FOR STATEMENT OF QUALIFICATIONS

Commercial Real Estate Broker Services

Notice is hereby given by the undersigned that requests for proposals will be accepted in the Office of the City of West Richland City Clerk, 3100 Belmont Blvd., West Richland, WA until the hour of 5:00 PM, February 1st, 2019.

The City of West Richland is soliciting Request for Statement of Qualifications (SOQ) from commercial/residential Real Estate Brokers, specializing in commercial real estate to provide professional services to the City. The City currently has surplus properties that it wishes to sell and desires to hire a Real Estate Broker, experienced in commercial/residential real estate to market and sell the properties. The contract will be for one (1) year with options to renew for four (4) additional one (1) year periods, not to exceed five (5) years.

The SOQ is available in the office of the Community Development Director, Municipal Services Building, 3100 Belmont Blvd., Suite 104, West Richland. 509-967-5902.

The properties for sale are located at two (2) separate locations within the city. Each lot is complete with, or has direct access to water, sewer, power and broadband infrastructure. Location one (1) is located in downtown West Richland near 3803 W. Van Giesen on the SW corner of W. Van Giesen Street and S. 38th Avenue. Location one (1) consists of four (4) mixed-use commercially zoned lots, two (2) of which are developed with former municipal office buildings. The four properties total approximately two (2) acres. The final lot dimensions for location one (1) are in draft through the boundary line adjustment process.

Location two (2) is referred to as the Belmont Business District and found at the intersection of Keene Road and Belmont Boulevard. Location two (2) consists of five (5) lots zoned commercial light industrial with all lots combined totaling 16.87 acres. See attached vicinity maps for location reference.

The firm is expected to meet the City's objective to sell individual lots with the expectation that they will be developed in a negotiated timeline and not purchased for speculation purposes. Note that the Belmont Business District has specific design guidelines that are required to be adhered to for as a part of the purchase and sale agreement. A firm with a marketing reach beyond the Tri-Cities is extremely important. The firm is expected to market and sell the property to commercial businesses seeking to locate within the City of West Richland.

The real estate firm will be paid strictly on a commission basis and will be expected to work closely with the Mayor and Community Development Director.

PRELIMINARY SOQ SCHEDULE:

SOQ Release	January 10th, 2019
SOQ Due Date	5:00 PM, February 1 st , 2019
Evaluation of Proposals	Week of February 4 th , 2019
Interviews	Week of February 11 th , 2019
Contract Negotiation	Week of February 18 th , 2019
Contract Award	March 5 th , 2019

SOQ DUE DATE:

SOQ's are to be submitted with one (1) original proposal and five (5) complete copies to the City of West Richland, Department of Community Development, 3100 Belmont Blvd., Suite 104, West Richland, WA 99353, by 5:00pm, February 1st, 2019; clearly marked on the outside "Statement of Qualifications – Real Estate Broker Services".

All questions should be sent to Aaron Lambert, Community Development Director, 3100 Belmont Blvd., Suite 104, West Richland, WA, 99353, 509-967-5902. Email: alambert@westrichland.org. Question deadline will be by 5:00pm Thursday, January 31st, 2019.

TERM OF CONTRACT:

The contract will be for one (1) year with options to renew for four (4) additional one (1) year periods, not to exceed five (5) years. The contract may be terminated by either party with 60 (sixty) days prior notice.

INSURANCE REQUIREMENTS:

For proposal purposes, proposers must submit copies of certificates of insurance for general liability and workers compensation. The successful broker/firm must provide original certificates prior to commencing services and the requirements may be negotiated.

GENERAL BROKER QUALIFICATIONS:

1. Must be a licensed broker in good standing with the Washington Real Estate Commission,
2. Must have a minimum of 5 years' experience in commercial/residential real estate,
3. Must be knowledgeable in the local real estate market and have experience with small and large properties and unimproved land, and
4. Knowledge and experience in the acquisition and sale of government owned property is desired.

SCOPE OF SERVICES:

The successful firm shall agree to contract with the City to provide the following:

1. Perform market analysis,
2. Develop strategies for sale of properties,

3. Work with City Attorney, Mayor and Community Development Director to negotiate land sales with buyers and prospects,
4. Coordinating real estate appraisals,
5. Coordinating real estate transaction closings, and
6. Handling all other customary activities and services associated with real estate transactions. Services may include consultation with City staff and the West Richland City Council relating to the sale of real estate. Presentations at public meetings may be required.

FEE SCHEDULE:

The Broker fee shall be as established by City of West Richland Resolution No. 23-16, see attached.

EVALUATION BY SELECTION COMMITTEE AND AWARD PROCESS:

All proposals will be screened to determine the minimum requirements of the SOQ are met. The Selection Committee (SC) will then evaluate those applicants who meet the minimum SOQ requirement and may invite up to three (3) applicants for an interview.

QUALIFICATION CRITERIA:

The following are the criteria which will be used in the selection process. A maximum score of 100 points will be used to evaluate applicants. Each of the following elements shall have the stated maximum point value:

	<i><u>Qualification and Experience</u></i>	<i><u>Points</u></i>
1.	Knowledge of local real estate market and the City of West Richland.	20
2.	Global reach for marketing the property	15
3.	Commercial real estate experience, qualifications and references.	25
4.	Proven commercial real estate track record	10
5.	Ability of the broker/firm to meet or exceed the requirements for this assignment.	10
6.	Local reputation.	10
7.	Completeness of response to this request as outlined in this solicitation.	10
	<i><u>TOTAL</u></i>	100

Issuance of this SOQ and receipt of qualifications/proposals does not commit the City to award a contract. The City reserves the right to postpone receipt date, accepting or rejecting any or all proposals received in response to this SOQ, or to negotiate with any of the brokers/firms submitting a SOQ, or to cancel all or part of this SOQ request.

STATEMENT OF QUALIFICATION SUBMITTAL REQUIREMENTS:

By submitting a Statement of Qualification, you represent that you have:

1. Thoroughly examined and become familiar with the scope of services outlined above, and
2. Are capable of performing quality work to achieve the City's objectives.

The following information must be indicated within your Statement of Qualification:

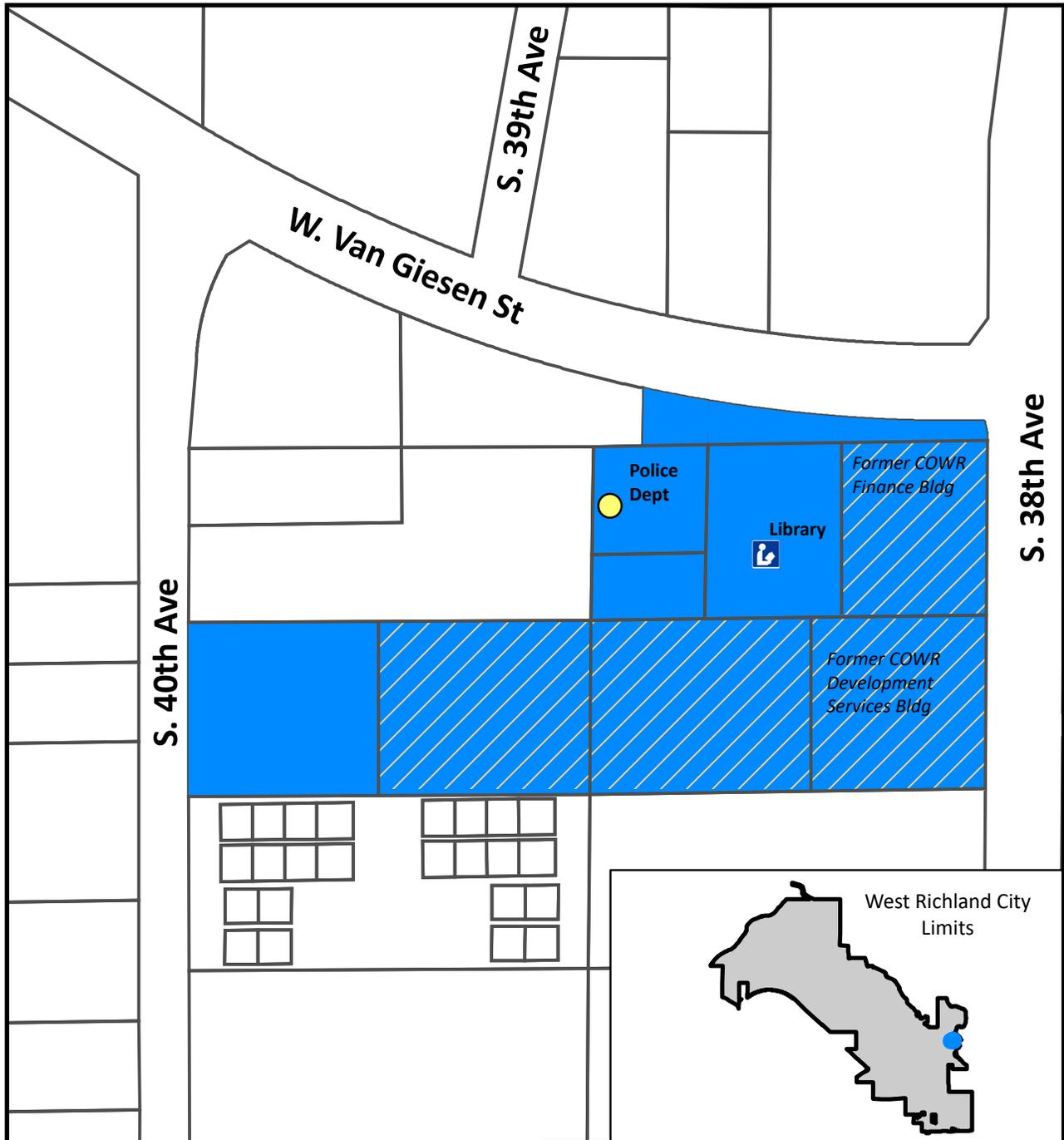
1. List years in business, previous names of the firm, if any,
2. Description of your firm including size of firm, location, number and nature of the professional staff to be assigned to West Richland; staff experience and training, including a brief resume for each key person listed,
3. Describe experience (minimum five years previous experience with proven effectiveness) your firm or organization has in pertinent real estate experience,
4. Experience in assisting similar size entities, including any and all services for government agencies,
5. List of at least three (3) references where and when your firm provided similar services. Please provide names and telephone numbers of contact persons for each reference,
6. Additional services offered through your firm,
7. Listing of current litigation, outstanding judgments and liens, and
8. Describe the tasks that must be accomplished to complete the project. Provide a narrative description of how the firm proposes to execute the tasks. Discuss any unique aspects of the project or special considerations you would like the City to be aware of.

POST EVALUATION TIMELINE:

The Mayor or his/her designee(s) will negotiate the contract with the successful applicant with the intent of executing all contracts during the week of February 18th, 2019. Following a successful negotiation the contract will be presented to the City Council for approval on March 5th, 2019. In the event of a negotiation impasse with any applicant, the city reserves the right without penalty and at its sole discretion to:

1. Reject the proposers SOQ application and select the next best qualified provider; or
2. Take no further action to continue award of contracts under this SOQ; or
3. Reissue the SOQ request with any changes the city deems appropriate.

WEST RICHLAND FORMER CITY HALL CAMPUS PARCELS

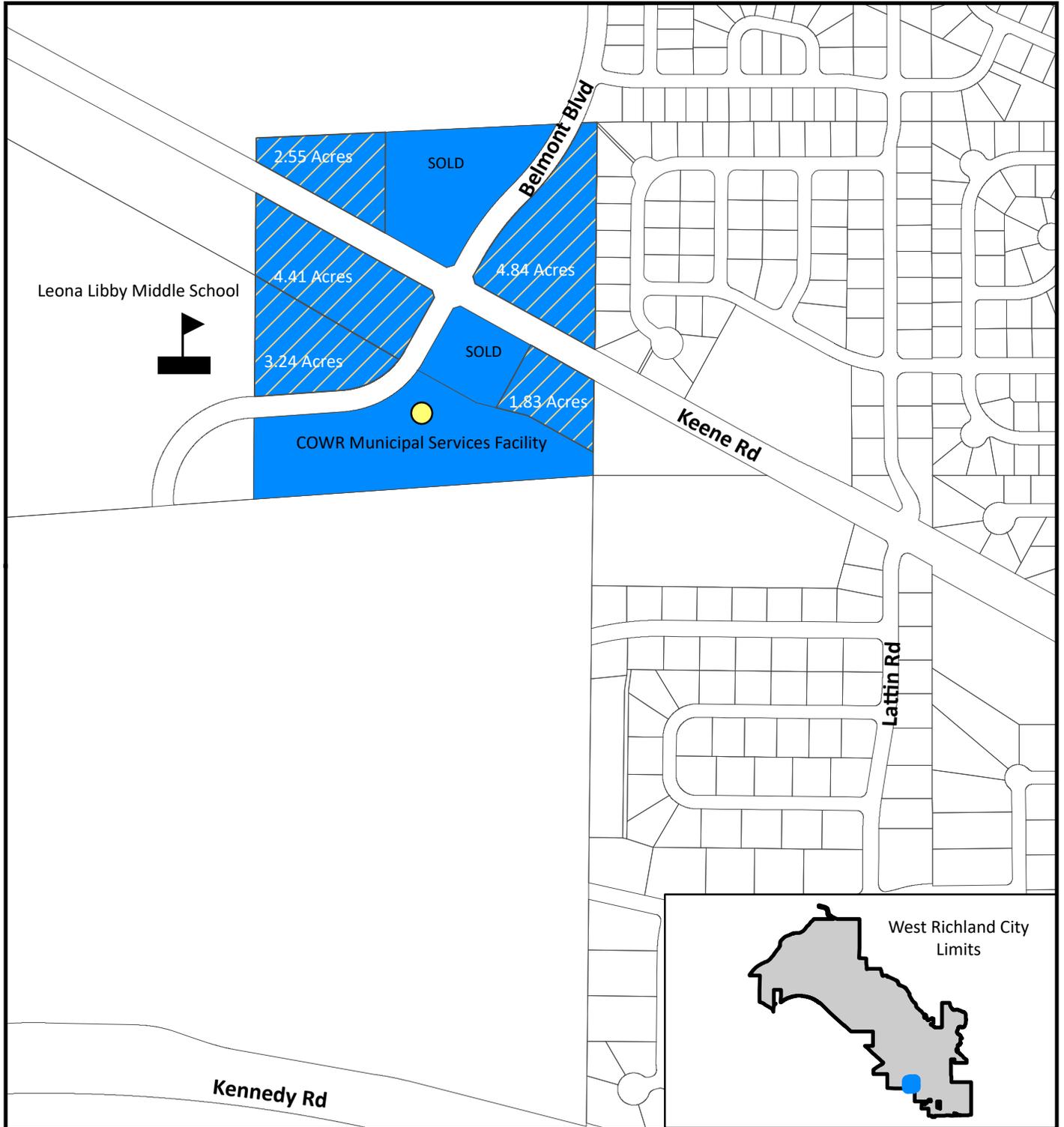


Legend

- City Campus
- Available Properties



BELMONT BUSINESS DISTRICT PARCELS



Legend

-  Belmont Business District
-  Available Properties



**CITY OF WEST RICHLAND
RESOLUTION NO. 23-16**

**A RESOLUTION OF THE CITY OF WEST RICHLAND, WASHINGTON
AUTHORIZING THE PAYMENT OF COMMISSIONS TO LICENSED REAL
ESTATE BROKERS ON SALES AND LEASES OF CITY REAL PROPERTY**

WHEREAS, for purposes of this resolution, the term "broker" is intended to include real estate brokerages licensed in the State of Washington as well as real estate salespersons licensed in the State of Washington who are employed at those brokerages; and

WHEREAS, payment of commissions on sales and leases of city real property to licensed real estate brokers will expedite the disposition potential of City real property by increasing the potential pool of interested parties; and

WHEREAS, the City, after review and consultation, finds that payment of commissions to licensed real estate brokers who actually negotiate sales and leases of real property should be authorized by the City; and

WHEREAS, the purpose of this resolution is to establish policy with which the City will deal with licensed real estate brokers and the conditions under which commissions will be paid by the City to such brokers in connection with the sale and/or lease of real property when the City is not represented by a Broker.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WEST RICHLAND that:

1. Commissions will only be paid to licensed real estate brokers who actually initiate bona fide sales and leases of City real property upon satisfactory proof being submitted to the City that the broker actually initiated the bona fide sale or lease for which he/she claims commission. In addition thereto, the broker shall file with the City within ten (10) days from his/her appointment as his/her client's agent for the purpose of aiding in the purchase or lease of property a written authorization to represent the client in the negotiation. The broker will also provide a statement that he/she actually negotiated the bona fide sale or lease together with the name of the proposed purchaser or lessee and the date of their first contact with said purchaser or lessee. Unless the provision is strictly complied with, the City will not pay any claimed commission. This agreement is not to be construed to be an exclusive listing agreement.
2. After final approval of the sale or lease by the City and after receipt of all funds due at closing or lease commencement, as the case may be, the City working through a Title Company when applicable will pay to the licensed real estate broker negotiating any such sale or lease a commission based on the following schedule:
 - A. SALES OF UNIMPROVED REAL PROPERTY (Bare Land) with the terms to be negotiated as set forth within the ranges as set forth below
 1. On a sale up \$499,999 Up to Five (5) percent
 2. On a sale \$500,000 to \$1,000,000 Up to Four (4) percent
 3. On any amount over \$1,000,000 Up to Three (3) percent

- B. SALES OF IMPROVED REAL PROPERTY (With Structure(s)*)
- | | |
|---------------------------------------------------|------------------------|
| 1. On a sale up \$499,999 | Up to Six (6) percent |
| 2. On a sale amount from \$500,000 to \$1,000,000 | Up to Five (5) percent |
| 3. On a sale amount over \$1,000,000 | Up to Four (4) percent |

** Structure as defined in WRMC, Title 17 – Zoning*

- C. LEASES
Five (5) percent of the aggregate rental (not including leasehold or excise tax) for the first five (5) years of the lease term

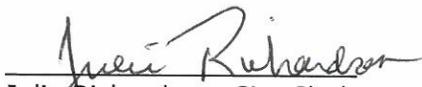
Lease commissions shall be payable in two installments with fifty (50) percent paid upon lease execution and fifty (50) percent paid upon rent commencement, thus accounting for rent concessions when applicable.

3. If payment is to be made in installments on any sale, the commission shall be paid as each principal installment is received, in the percentage thereof of the principal balance applicable to the sale.
4. The commission paid on any sale shall only be on the basic price of the land sold excluding any Local Improvement District assessments and/or any taxes against such sales, including excise tax.
5. Any exceptions to this policy must be approved by the City Council.

PASSED BY THE CITY COUNCIL OF THE CITY OF WEST RICHLAND, WASHINGTON, this 19th day of July 2016, at 7:00 p.m.


Brent Gerry, Mayor

ATTEST:


Julie Richardson, City Clerk

APPROVED AS TO FORM:


Bronson Brown, City Attorney