

**REQUEST FOR PROPOSALS
FOR
REAL ESTATE BROKER SERVICES**

APRIL 25, 2019



Contact:
Hector De La Rosa at
hdelarosa@ci.pinole.ca.us
for issues specific to this RFP.

REQUEST FOR PROPOSALS (RFP)

Sealed proposals for REAL ESTATE BROKER SERVICES for the City of Pinole will be received by the City Manager's office, c/o Hector De La Rosa, 2131 Pear Street, Pinole, CA 94564 by May 23, 2019 at 3:00 p.m. To be considered, three (3) hard copies of the proposal must be submitted.

Any questions regarding the Request for Proposals should be directed to Hector De La Rosa, Assistant City Manager at (510) 741-3864 or emailed to: hdelarosa@ci.pinole.ca.us. All interested firms are invited to submit a proposal in accordance with the terms and conditions stated in this Request for Proposals.

GENERAL SPECIFICATIONS FOR REAL ESTATE BROKER SERVICES

The City of Pinole is seeking proposals from qualified, local real estate brokers/firms to assist with the marketing, development, and sale or lease to purchase agreements (purchase must be made by 12/2022) of formerly owned Redevelopment Agency owned properties, which are vacant. It is the intent of this Request for Proposals to have the successful broker enter into a professional services contract with the City to provide real estate services as outlined herein.

The City is seeking a commercial broker with experience in marketing, development, lease to purchase and selling properties. The broker should have some familiarity with laws and practices applicable to municipal real estate matters, including relevant local land use and zoning controls for properties as governed by the Pinole Municipal Code, which is available online at <https://www.ci.pinole.ca.us>.

A. SCOPE OF SERVICES

The City of Pinole is prepared to execute a contract upon acceptance of the best-qualified proposal. The City desires to list its properties no later than one month after the execution of a contract. Currently, there are four properties which are vacant that the City is interested in getting listed as soon as possible. Three of the properties have existing structures and one is a vacant parcel.

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

1. Performing market analysis
2. Advice regarding building and property valuation, including suitability for lease to purchase.
3. Providing the City Manager and/or Assistant City Manager with monthly activity reports
4. Provide Broker's Opinions for all attached properties

5. Provide Marketing materials and develop strategies for selected properties to be listed
6. Review development/purchase/lease to purchase, pro-forma, and other financial related proposals and make recommendations to City on best use/option of properties
7. Work with City Administration to negotiate the sale of the properties with buyers
8. Coordinating real estate appraisals
9. If necessary, make presentations to the City Council at a public meeting
10. Coordinating real estate transaction closings
11. Handling all other customary activities and services associated with real estate transactions

Services will include consultation with City staff relating to reporting efforts/strategies to market real estate.

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 California.
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 commercial/retail properties.
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.

C. INSURANCE REQUIREMENTS – Upon award, the successful respondent shall supply and maintain insurance which indemnifies and holds harmless the City, its officers, employees and agents from and against any and all liability, damage, claims, demands, costs, judgments, fees, attorney's fees or loss arising directly out of acts or omissions hereunder by the contractor or third party under the direction or control of the contractor. The successful respondent must furnish the City with Certificates of Insurance prior to commencement of work. The required coverage shall not be less than the following:

- Workers Compensation-Statutory Requirements
- State Disability-Coverage Statutory Requirements
- General Liability/Property Damage-\$2,000,000 combined single limit policy
Automobile Liability-\$1,000,000
- Contractual Liability-Must be stated on C of I Errors and Omissions-\$1,000,000

INSURANCE CERTIFICATES SHALL NAME THE CITY OF PINOLE AS ADDITIONALLY INSURED PARTY AND SHALL STATE THAT ALL COVERAGE SHALL BE PRIMARY TO ANY COVERAGE HELD BY THE CITY.

- D. **FEE SCHEDULE** – The proposed fee schedule shall include the following items:
1. State your commission rate for the selling of properties (improved and unimproved).
 2. State any other costs the City 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 City 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 City of Pinole.
- F. **CANCELLATION** - Any violation of the terms, conditions, requirements and/or non-performance of the agreement resulting from this RFP shall result in immediate cancellation. The agreement may be cancelled by the City for any other reason(s) upon 30 days written notice.
- G. **EVALUATION AND AWARD PROCESS** – Issuance of this RFP and receipt of proposals does not commit the City to award a contract. The City reserves the right to postpone receipt date, accept or reject 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.
- H. **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.
- I. **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 working with municipalities.
- J. **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 City's objectives.

The following information must accompany your proposal:

- List years in business, previous names of the firm, if any.
- Description of your firm including size of firm, location, number and nature of the professional staff to be assigned to the City; staff experience and training, including a brief resume for each key person listed.
- Describe experience (minimum five years previous experience with proven effectiveness) your firm or organization has in pertinent real estate transactions.
- Experience in assisting similar size entities, including any and all services for government agencies.
- List of at least three (3) references to whom your firm provided similar services. Please provide names and telephone numbers of contact persons for each reference.
- Additional services offered through your firm.
- Listing of current litigation, outstanding judgments and liens.



Neighborhood:	Downtown/old town
Parcel ID:*	401-162-003
Size of Parcel:	6,100 Sq. Ft Lot
Size of Building:	+/- 1,710 square feet of gross building area
District Zoning:	CMU commercial mixed-use



Neighborhood:	Downtown/old town
Parcel ID:*	401-162-001
Size of Parcel:	7,860 Sq. Ft Lot
Size of Building:	None - Vacant Lot
District Zoning:	CMU commercial mixed-use



Neighborhood:	Downtown/old town
Parcel ID:*	401-142-010
Size of Parcel:	7,860 Sq. Ft Lot
Size of Building:	+/- 2,643 square feet of gross building area
District Zoning:	RMU Residential Mixed-use



Neighborhood:	Downtown/old town
Parcel ID:*	401-142-011
Size of Parcel:	5,000 Sq. Ft Lot
Size of Building:	+/- 3,242 square feet of gross building area
District Zoning:	RMU Residential Mixed-use