



**REQUEST FOR PROPOSAL
REAL ESTATE AGENT FOR 29 and 30 SHINING MOUNTAIN WAY
BASALT, COLORADO**

I. INTRODUCTION & TIME REQUIREMENTS

A. General Information - The Town of Basalt, Colorado is requesting proposals from qualified Real Estate Agents to list and sell the property located at 29 and 30 Shining Mountain Way "the PROPERTY". The listing of "the PROPERTY" is to be performed in accordance with all applicable laws and regulations relating to the listing and sale of real estate. The property is outside the Town's Urban Growth Boundary (UGB) and the Town wishes to consolidate its housing resources within its UGB.

B. Additional PROPERTY detail may be found on **Exhibit A** of this Request for proposal.

C. Time Requirement

a. **Proposal Calendar** - The following is a list of key dates relating to the proposal process:

| | |
|--------------------------------------|---------------------------|
| Due date for inquiries/clarification | April 9, 2019, 1:00 P.M. |
| Due date for proposals | April 12, 2019, 4:00 P.M. |
| Approval by Town Council | April 23, 2019 |

b. **To be considered, an electronic copy of a proposal must be received by the Finance Director at 101 Midland Avenue, Basalt, Colorado, 81621 by the timeline noted above. The electronic copy may be emailed to christy.hamrick@basalt.net.**

c. **Only questions submitted by the inquiries/clarifications deadline above will be answered.** Any inquiries or requests concerning clarification or solicitation for additional information shall be submitted by the timeline to the Town's Finance Director, Christine Hamrick, christy.hamrick@basalt.net. All queries and answers will be posted at www.basalt.net.

II. NATURE OF SERVICES REQUIRED

A. General

The Town of Basalt is soliciting the services of qualified Real Estate Agents to sell the property at 29 and 30 Shining Mountain Way.

B. Services

a. The Town of Basalt is soliciting an Agent to:

- i. List "the PROPERTY" on the MLS and in other venues that will successfully market "the PROPERTY".
- ii. Market and show the property to yield the best possible outcome to the Town of Basalt, with the price being a major consideration.
- iii. Report in person to the Town Council, Town Manager, or Finance Director as needed.
- iv. Complete all work related to the real estate sale.

C. Real Estate Standards

Agent must be a licensed real estate broker in the State of Colorado and adhere to those standards in all business associated with this proposal.

III. INSTRUCTIONS AND PROCESS FOR SELECTION

A. No telephone or facsimile proposals will be accepted or considered.

B. Proposals must be dated and signed by the agent submitting the proposal, with that person's name and title clearly identified. All of the proposal terms, conditions, contents, fees and charges shall be guaranteed by the proposer for a minimum of ninety (90) days from the date of submission of the proposal to the Town.

C. REQUIRED CHECKLIST - The following information must be included with your proposal in this order as succinctly as possible to facilitate the evaluation and selection process:

- a. State the Agent's qualifications to perform the marketing and sale of "the PROPERTY".
- b. Demonstrate the Agent's commitment to providing quality real estate services for this transaction.
- c. Provide recent examples of relevant sales that the Agent completed within the Roaring Fork Valley.

- i. Please include a variety of commercial and multi-family residential property.
- d. Specify the size, composition and location of the Agent's office from which the Agent is based.
- e. Provide a statement of Agent's expertise in and professional involvement with applicable real estate licensure and similar credentials.
- f. Detail other firm qualifications and experience. Present any additional information, which you feel distinguishes the Agent, not- including general information publications, brochures and handouts that are not redundant with information already provided.

Provide brief resume(s) of the key individual(s) who will be assigned to this engagement. Include any areas of specialization likely to be of particular interest or concern of the Town, including information technology, municipal experience, relevant real estate experience, and continuing professional education .

- g. Provide an outline of the services that you would propose to offer to the Town to sell the property including at a minimum:
 - h. The philosophy of the agent's approach to the sale of this property, including marketing and solicitation philosophies.
 - ii. The process you would use to recommend for us to prepare the property for sale. By way of example, review of survey and determine how to address potential objections to Title.
 - iii. Your considerations regarding the listing price of "the PROPERTY."
- i. Provide your thoughts on the current real estate market in the area as it relates to "the PROPERTY."
- j. Provide references from at least three property sales with similar requirements that have been completed during the past three years, identifying the work performed, the years for which work has been completed, and reference contact names and phone numbers.
- k. The price of real estate services for "the PROPERTY" should contain all pricing information relative to performing the work described in this request for proposal. The price may be listed as a percentage of the property sale, or a fixed maximum price. However, the pricing

information must be the all-inclusive maximum price, and is to contain all direct and indirect costs including all out-of-pocket expenses.

- i. In addition, agents submitting proposals should indicate current billing rates for applicable personnel in case it becomes necessary for the Town to request additional services from the selected agent.

D. The proposals will be reviewed by a selection committee. The committee may request additional information from proposers or request personal interviews with one or more proposer. The weight to be given to each evaluation criterion will be determined by the selection committee. Final evaluation and selection may be based on, but not limited to, any or all of the following:

- a. Information presented in the proposal.
- b. Ability of the proposer to provide quality and timely products and services.
- c. Service reliability and consistency of quality.
- d. Qualifications and experience of the proposer.
- e. References.
- f. Personal interview (upon request).
- g. Pricing / total cost.

E. During the proposal evaluation process, The Town reserves the right to:

- a. Reject any and all proposals received as a result of this RFP.
- b. Request additional information or clarification from proposal, or to allow correction of errors and omissions.
- c. Adopt all or any part of the proposer's proposal.
- d. Negotiate changes in the scope of work or services to be provided.
- e. Withhold the award.
- f. Select the proposer it deems to be most qualified to fulfill the needs of the Town. The proposer with the lowest priced proposal will not necessarily be the one most qualified, since a number of factors other

than price are important in the determination of the most acceptable proposal.

- F. All proposals must be signed by the person authorized to act for the Agent. Any firm or individual submitting a signed proposal shall be deemed to have read and understood all of the terms, conditions and requirements of this RFP.
- G. The Town shall not be liable for any costs incurred by the proposer in the preparation and production of the proposal, engagement negotiations or for any work performed prior to the signing of an engagement letter.
- H. All proposals and other materials submitted shall become the property of the Town.
- I. The successful proposer shall be required to enter into a written contract with the Town.

The Town of Basalt reserves the right to retain all proposals submitted and to use any ideas included in the request for proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Town of Basalt and the agent selected. Proposals submitted, in their entirety, will be considered to be an addendum to the contract.

IV. DESCRIPTION OF THE GOVERNMENT

A. Name and Telephone Number of Contact Person

The Real Estate Broker's principal contact with the Town of Basalt will be Christine Hamrick, Finance Director (970) 279-4396 or christy.hamrick@basalt.net

B. Background Information

The Town of Basalt is a Home Rule Town organized under the laws of the State of Colorado. The policies of the Town of Basalt are established by the State Statutes and through ordinance and resolution by an elected seven-person Town Council.

More detailed information on the government is available on the Town's website: www.basalt.net.

- V. **AGENT'S QUALIFICATIONS:** The successful Real Estate Agent will be an agent with considerable experience in marketing non-conforming properties in the Roaring Fork Valley. Additionally, the successful agent will have the personnel and/or ability to provide the services expediently, with the ability to incur time on this sale that will allow for the best price for the property to the Town.

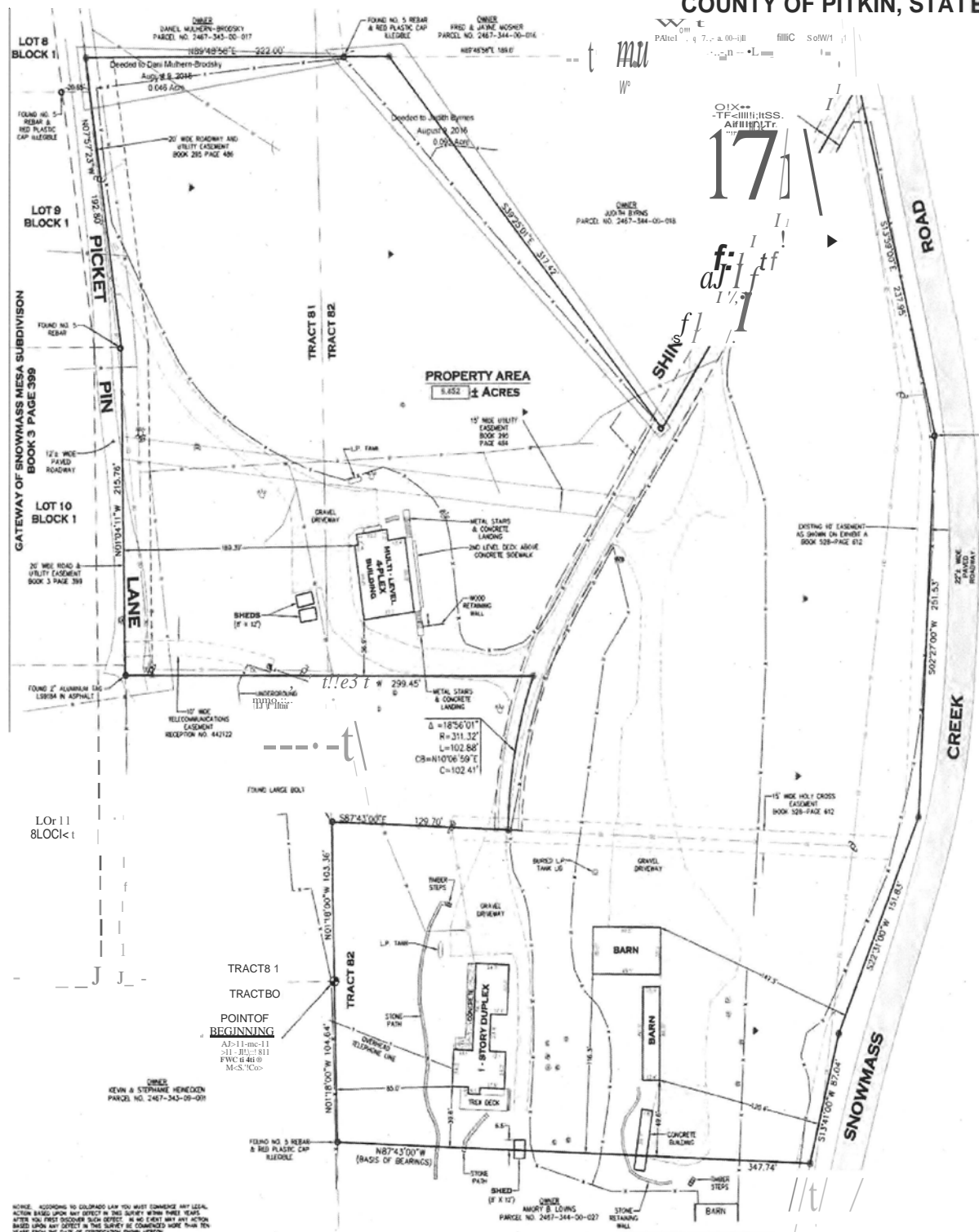
VI. ASSISTANCE TO BE PROVIDED TO THE AGENT

The Town of Basalt will be available during the property marketing and sale to assist the agent by providing information as necessary.

EXHIBIT A-ADDITIONAL PROPERTY INFORMATION.

NOTE: A current appraisal will be provided to the Agent if engaged by the Town.

ALTA/ACSM LAND
ROCKY MOUNTAIN I
A PARCEL OF LAND SITUATED IN
SECTION 34, TOWNSHIP 8 SOUTH, RANGE 107E
COUNTY OF PITKIN, STATE OF COLORADO



Site Plan

