



County Of Siskiyou

Request for Proposals (RFP) RFP # 23-03 – County Administration for Real Estate Agent Services

Proposals may be mailed, delivered, or emailed to:

Elizabeth Nielsen
Deputy County Administrator
County Administration
1312 Fairlane Road, Suite A
enielsen@co.siskiyou.ca.us

**Proposals Due by:
June 13, 2023
4:00 PM**

**County of Siskiyou
Request for Proposals
for Real Estate Agent Services**

The following schedule of events will be followed to the extent achievable; however, the County reserves the right to adjust or make changes to the schedule as needed.

Estimated Timeline of Events

Date	Activity
June 2, 2023	Release of Request for Proposals (RFP)
June 6, 2023	Deadline to Submit Questions
June 13, 2023	Submission of Proposals due by 4:00 PM
June 14, 2023	Review of Proposals
June 15, 2023	Notification of Final Selection
TBD	Professional Service Agreement Processed
TBD	Professional Service Agreement Start Date

1.0 Preface

The County seeks the services of a real estate agent to represent and assist the County in the sale of surplus property and for the acquisition of property for the County. The sale of County owned property must comply with California Government Code – Sections 25520-25539.10 and 54220-54232: (links provided in Exhibit A). Proposals must be submitted in accordance with all requirements of this RFP. Any deviations from, clarifications to, or exceptions from the requirements of the RFP must be clearly identified and, if appropriate, listed separately as alternatives for considerations.

2.0 Scope of Work

The successful proposer shall agree to contract with the County to provide those real estate agent services that are standard and expected in representation for the sale of, or purchase of, County property.

3.0 Submission Requirements

Proposal Format: Proposals must contain the following:

1. Cover Letter

- a. Please provide the Proposer's name, address, and telephone number. The letter must be signed by a representative authorized to enter into contracts on behalf of the Proposer.

2. Qualifications

- a. Provide specific information concerning the Proposer's experience with the services specified in this RFP. Examples of completed projects, as current as possible, should be submitted as appropriate.
- b. Provide a copy of the proposer's real estate license, and any other relevant certificates or licenses.

3. Approach:

- a. Provide an analysis of the methodology developed to perform all required services and your response to the scope of work as referenced above.

4. References:

- a. Please include at least three (3) references, including name, address, telephone number, and Email, for whom similar services have been provided.

5. Price Proposal:

- a. Provide a transparent fee schedule or commission percentage to represent the County in the sale of surplus property and acquisition of property. If providing a fee schedule it must outline all of the costs associated with the required

services, broken down by category of products and services, and all on-going costs for recommended or required services.

The proposal must include all requirements as listed and correlate to the Scope of Work outlined under this RFP.

Conflict of Interest: Proposer(s) shall disclose to the County any interest, direct or indirect, which could conflict in any manner or degree with the performance of service required. At the County's discretion, a potential conflict of interest, to the extent it is waivable, may be waived or factored into the final award decisions and/or a modified Scope of Work.

4.0 Selection Process

The proposals received in response to this RFP will be screened by a selection committee. The selection committee will consider only the proposals which have been considered responsive to the RFP. Any proposal that fails to meet the RFP's requirements will be regarded as non-responsive and may be rejected. A proposal, which is in any way incomplete, irregular or conditional, at the County's discretion, may be rejected. The following criteria will be used in the evaluation of the potential consultants:

1. Qualifications
2. Approach
3. Experience and references
4. Proposed costs

The County may meet or interview any or all of the proposers during the evaluation process. A contract will be negotiated with one or more qualified entities selected during the evaluation process. Proposals not selected in the evaluation process may be awarded a contract should negotiations with the selected Proposer(s) prove unsuccessful. The County reserves the right to reject any and all proposals and reserves the right to waive any non-substantive defects in the proposals.

5.0 General Information

Proposals must be submitted by way of mail, hand delivery, and/or electronic means, as described below:

- **Hand Delivery:** Hard copy proposals submitted by hand delivery must be received at Siskiyou County Administration, 1312 Fairlane Road, Suite 1, Yreka CA 96097 on or before **4:00 PM, June 13, 2023** (ATTN: Elizabeth Nielsen, Deputy County Administrator). Please note "RFP #23-03" on front of envelope.
- **Mailing:** Hard copy proposals by way of mail must be mailed to 1312 Fairlane Road, Suite 1, Yreka CA 96097 and postmarked by **June 13, 2023**. Please note "RFP #23-03" on front of envelope.

- **Electronic Copy Submittal:** Submit an electronic copy of the proposal via email. Electronic copies shall be emailed to Elizabeth Nielsen, Deputy County Administrator at enielsen@co.siskiyou.ca.us and must be received by **4:00 PM, June 13, 2023**. Please include "RFP #23-03" in subject line.

Proposers shall provide One (1) original copy with signature and Three (3) exact copies of the original by hand or mail delivery, as instructed above.

Proposers submitting proposals electronically will only be required to send one signed copy.

Proposers are asked to direct all inquiries related to the project(s) to Elizabeth Nielsen by email, enielsen@co.siskiyou.ca.us , or by phone at (530) 842-8012.

The County will provide the following to assist the selected entity(s):

- Designate a person to act as the County's point of contact with respect to the work performed under the contract.
- Information, as legally allowed and reasonably attainable, in possession of the County that relates to the requirements of the project(s) or which is relevant for the project(s).
- Facilitate coordination with other entities, local agencies, organizations, and individuals if necessary.
- Advice on the project scope of work.
- Review and validation of project deliverables.

A contract award resulting from this RFP will be made without discrimination on any basis prohibited under state or federal law.

6.0 Attachments

Exhibit A: Link to Government Codes

Exhibit B: Template County Contract