



County Of Siskiyou

Request for Proposals (RFP) RFP # CAO 23-05 – 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
RFP_RFB_submissions@co.siskiyou.ca.us

**Proposals Due by:
July 31, 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 |
|-------------------------------|---|
| July 24, 2023 | Release of Request for Proposals (RFP) |
| July 26, 2023 | Deadline to Submit Questions |
| July 31, 2023 | Submission of Proposals due by 4:00 PM |
| August 3, 2023 (estimated) | Review of Proposals |
| August 7, 2023 (estimated) | 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 California licensed real estate broker or brokerage firm to represent and assist the County in the sale of surplus real property and for the acquisition of real 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 the above real estate broker services that are standard and expected in representation for the sale of, or purchase of, real 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 represent the successful real estate broker or brokerage firm.

2. Qualifications

- a. Provide specific information concerning the Proposer's licensing and licensing of its real estate agents. Provide the Proposer's experience with the services in Siskiyou County, including the Proposer's knowledge and expertise with the Siskiyou County real estate market. Examples of completed transactions in Siskiyou County, as current as possible, should be submitted as appropriate. Provide the distance between the Proposer's place of business and the County seat of Yreka.
- b. Provide information pertaining to the Proposer's ability to represent the County in a timely manner, the length of time required to travel from Proposer's place of business to be present in person at a given location to provide walk-throughs or other in-person activities as may be required to represent the County in the acquisition or sale of property.
- c. Provide a copy of the proposer's real estate broker's license, real estate agent licenses for all agents who will provide services under the broker's license, and any other relevant certificates or licenses as required by State law.

- d. The resulting contract will be in the name of the applicable real estate broker or brokerage firm, and the names of all real estate agents providing representation under the contract will be set forth in the contract.
- e. Provide a State approved template Department of Real Estate Representaion Agreement.

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 commission percentage and/or commission structure representing the total compensation to be paid by the County to the broker/agent in any resulting real estate transactions performed under any resulting Real Estate Representaion Agreement..

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, July 31, 2023** (ATTN: Elizabeth Nielsen, Deputy County Administrator). Please note "RFP # CAO 23-05" 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 **July 31, 2023**. Please note "RFP # CAO 23-05" 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 RFP_RFB_submissions@co.siskiyou.ca.us and must be received by **4:00 PM, July 31, 2023**. Please include "RFP # CAO 23-05 Attention: Elizabeth Nielsen" 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 at RFP_RFB_submissions@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