

## **Request for Proposals (RFP) for Real Estate Broker Services**

Rim of the World Unified School District (ROWUSD) seeks a real estate firm specializing in commercial real estate to provide services for property owned by ROWUSD. It is the intent of this RFP to have a successful broker/firm enter a Professional Service Contract with ROWUSD to provide real estate services as outlined herein. Rim of the World Unified School District intends to sell two separate properties which are known as the "District Office" located at 27315 North Bay Rd, Blue Jay, CA. This is an improved property with a two-story commercial/office structure containing a rentable area that houses ROWUSD district offices and a movie theater on the second floor, APN#'s 0335-031-06-0000; 0335-031-43-0000; 0335-031-44-0000; 0335-021-11-0000. The second property is a plot of vacant land located on North Seeley Drive and Nob Place, Crestline CA. This property consists of approximately 18.47 acres or 804,386 square feet with three separate zoning designations, which permit for single-family residences of varying densities, APN: 0343-111-03 thru 08-0000 & APN 0343-123-14, 15 & 68-0000.

ROWUSD reserves the right to reject any and all proposals, or part of a proposal, when it is thought to be in the best interest of ROWUSD. ROWUSD will accept and evaluate proposals only from vendors that are responsive and meet ALL the following requirements:

**Broker/Firm Profile:** Firms must provide real estate brokerage services to San Bernardino area commercial clients from an office within San Bernardino County.

The real estate firm will be paid strictly on commission basis and will be expected to work closely with the Chief Business Official, Jenny Haberlin, with ROWUSD and provide monthly reports on market analysis, advertising, and client interest on said property.

**Broker Qualifications:** Respondents to this RFP shall have the following qualifications:

- Must be licensed and in good standing with the State of California.
- Must be knowledgeable in the local real estate market and have experience with small and large commercial properties.
- Must be knowledgeable in the use of all public real estate records.
- Must be a member of the California Regional Multiple Listing Service and the Rim of the World Association of Realtors.

**Scope of Services:** The successful firm/broker shall agree to contract with ROWUSD to provide the following:

- Perform market analysis.

- Develop strategies for sale of properties, including advertising both locally and on commercial websites.
- Work with Chief Business Official, and District's attorney to negotiate land sales with buyers and prospects.
- Coordinate real estate appraisals, inspections, and client walk-throughs.
- Title report through Stewart Title with Jeremy Balthazor title representative.
- Coordinate real estate transaction closing.
- Handle all other customary activities and services associated with real estate transactions. Services may include consultation with ROWUSD staff and the School Board relating to the sale of real estate. Presentations at public meetings may be required.

**Insurance Requirements:** For proposal purposes, interested parties must submit copies of certificates of insurance for general liability. The successful firm/broker must provide original certificates prior to commencing services.

**Fee Schedule:** The proposed fee schedule shall include your commission rate for the selling of each property.

**Term of Contract:** The contract period for the successful broker/firm will be from the date of award for six months. The contract can be renewed at the end of six months if both parties agree to the extension.

**Evaluation and award process:** Issuance of this RFP and receipt of proposals does not commit ROWUSD to award a contract. ROWUSD reserves the right to postpone receipt date, accepting or rejecting 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.

**Oral presentation/interviews:** Firms/brokers submitting a proposal in response to this RFP may be required to give an oral presentation of their proposal. Additional technical and/or costs information may be requested for clarification purposes, but in no way will change the original proposal submitted. Interviews will be scheduled as needed by the District.

**Selection criteria:**

1. Knowledge of the local real estate market and San Bernardino County Mountains.
2. Global reach for marketing the property.
3. Commercial real estate experience, qualifications, and references.
4. Proven commercial real estate track record.
5. Various industry sector knowledge.
6. Ability of the broker to meet or exceed the requirements defined in the RFP.
7. Local reputation.
8. Fee schedule.
9. Completeness of response to RFP as outlined in this solicitation.

**RFP submittal requirements:** By submitting a proposal, you represent that you have (1) thoroughly examined and become familiar with the scope of services outlined in this RFP and (2) can perform quality work to achieve ROWUSD's objectives.

**The following information must accompany your proposal:**

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 ROWUSD; 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 all services for government agencies.
5. List of at least three 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 current litigation, outstanding judgements, and liens.
8. Fee Schedule:
  - State your commission rate for listing and selling of properties.
  - State any other costs ROWUSD may anticipate relating to the real estate services to be provided.

All questions regarding this RFP should be submitted in writing and received no later than 3:00 PM on February 15, 2021. Email to: [Jenny\\_Haberlin@rimsd.k12.ca.us](mailto:Jenny_Haberlin@rimsd.k12.ca.us) Or USPS addressed, Rim of the World USD Attention: Jenny Haberlin PO Box 430, Lake Arrowhead CA 92352.