

REQUEST FOR PROPOSALS

FOR REAL ESTATE MARKETING AND BROKERAGE SERVICES

(Revised October 31, 2016)

The Ambrose Recreation & Park District (ARPD) seeks a real estate firm specializing in commercial real estate to provide brokerage and marketing services for property owned by ARPD, located in Bay Point, California.

ARPD is a special district formed in 1946 under the California Public Resources Code, Section 5780 et seq. ARPD provides recreation, parks, youth and adult programs, senior nutrition, activities, holiday happenings, classes and special events for the Bay Point community and surrounding areas.

It is the intent of this RFP to have the successful broker/firm enter into a Professional Services Contract with ARPD to supply real estate services related to the sale or lease of the property consisting of approximately 1.99 acres located at the corner of Willow Pass Road and Clearland Drive, Bay Point, Contra Costa County, California (APN#097-081-027-1), and as more particularly described in Attachment A, which is attached hereto (Clearland Property).

A. REQUEST FOR PROPOSALS

To be considered, the proposal must be received by the ARPD General Manager located at the Ambrose Community Center, 3015 Willow Pass Road by **4:00 p.m. Monday, November 14, 2016**—the proposal submission deadline. The proposal shall have clearly marked on the outside “Proposal – Real Estate Brokerage Services”. Selection is scheduled to be made by December 9, 2016.

B. QUESTIONS REGARDING THE RFP

Specific questions concerning the RFP should be sent by e-mail to Doug Long, General Manager, dlong@ambroserec.org. The deadline for the submittal of questions will be Thursday, November 10, 2016.

C. SCOPE OF SERVICES

The principal responsibility of the selected proposer shall be the disposition by either sale or lease of the Clearland Property and other ARPD properties. The successful firm shall agree to contract with ARPD to provide the following:

- Perform market analysis.
- Develop strategies for sale of properties.
- Provide guidance on listing, marketing and showing of property.
- Perform due diligence of prospective buyers.

- Work with the Board of Directors to negotiate the sale/lease of property with prospective buyers/lessees.
- Provide an assessment of valuation and coordinate real estate appraisals.
- Prepare term sheets, purchase and sale agreements, deeds and related real estate documents.
- Coordinate real estate transaction closings.
- Handle all other customary activities and services associated with real estate transactions.
- If necessary, make presentations to the Board of Directors.

D. BROKER'S QUALIFICATIONS

Respondents to this RFP shall have the following qualifications:

- Must be licensed and in good standing with the California Bureau of Real Estate
- Lead broker/agent must have experience in providing commercial real estate services

E. FEE SCHEDULE

Compensation for the entire scope of services as indicated above and as will be set forth in the Professional Service Contract shall be through commercial real estate brokerage commissions based on property sale price or total rental consideration to be paid at the close of escrow. The proposer's commission rate for selling properties, which shall be for the term of the Professional Services Contract, must be submitted as set forth below.

F. TERM OF CONTRACT

The contract period for the successful broker/firm will be for 1 (one) year. The contract may be terminated by either party with 60 (sixty) days prior notice or extended subject to approval of the ARPD Board of Directors.

G. 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 proposers may not enhance or supplement the information provided in the original proposal submitted. Interviews are optional and may or may not be conducted.

H. SELECTION CRITERIA

1. Global reach for marketing the property.
2. Commercial real estate experience, qualifications and references.
3. Proven commercial real estate track record.
4. Ability of the contractor(s) to meet or exceed the requirements defined in the RFP.
5. Fee schedule/commission rate.

J. 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) are capable of performing quality work to achieve ARPD's objectives. The proposal must include:

1. Fee schedule:
 - a. State your proposed commission rate.
 - b. State any other costs ARPD may anticipate relating to the real estate services to be provided.
2. Disclose any known business or financial relationships between the firm and the member of ARPD's Board of Directors.
3. A sample or template of your brokerage services agreement.