

REQUEST FOR QUALIFICATIONS (RFQ)
FOR COMMERCIAL REAL ESTATE AGENT/BROKER

ISSUED: October 1, 2018

PROPOSALS DUE: October 31, 2018

INTRODUCTION

The Municipality of Penn Hills is seeking qualifications and proposals from qualified Commonwealth of Pennsylvania licensed realtors with proven experience in commercial realty. The Municipality intends to market one (1) property. The property is located at 12245 Frankstown Road, Penn Hills PA 15235. The

Municipality will review and may select one respondent, based on submitted qualifications. The Municipality reserves the right to accept or reject any or all submittals, and waive technicalities or irregularities if such action is believed to be in the best interest of Penn Hills.

PROPERTY DESCRIPTION

The property is located at 12245 Frankstown Road, Penn Hills PA 15235. The building is the former municipal offices for Penn Hills municipal administration, police and emergency services. The building was constructed in 1939.

SCOPE OF SERVICES

The selected realtor or realty firm will provide Penn Hills with a range of services consistent with established state and local law guidelines. All services shall be performed in accordance with the scope of work set forth in a professional services agreement. The contract, if awarded, will include a scope of work and an approved listing commission fee schedule negotiated between the municipality and the successful realtor. The selected person or firm will provide the services outlined in the scope of work and the successful respondent's responsibilities shall include, but shall not be limited to the following:

- 1) Advertising, marketing, placing signage on the property, and online marketing to include a virtual tour, photo gallery and promotional video as deemed necessary.
- 2) Listing the property in a MLS database
- 3) Physically showing the property to prospective buyers
- 4) Advising the Municipality on negotiations and sale terms as appropriate
- 5) Advising the Municipality on any improvements to the property that the Municipality should consider for a more lucrative sale
- 6) Initiating contacts with brokers and potential buyers

PROPOSAL CONTENT

Each item in this section should be specifically addressed in the respondent's proposal. Otherwise, indicate why no response is given. Proposals must identify which person or persons in the firm will be providing the services, and the information requested below should be provided for that particular person.

REQUEST FOR QUALIFICATIONS - REALTOR

1. Qualifications – Briefly summarize your qualifications and experience for the proposed work and list staff that will be assigned to the project. Please also include documentation of licensing and standing to conduct business in Pennsylvania. Share experience relevant to experience marketing commercial properties in western Pennsylvania.
2. References – Provide a list of references (at least three) worked with in the last 36 months for each staff member that will work on this project.
3. Proposed work plan for marketing the property – Describe recommended signage, advertising, listing and other work proposed to market the property.
4. Proposed Commission and Fees - Identify costs and expenses, proposed commission schedule for your proposal, and include any instances for which you would expect to be paid or reimbursed.

INSTRUCTIONS AND SCHEDULE FOR SUBMISSIONS

The Municipality of Penn Hills shall not be liable for any costs or expenses incurred by any proposer in relation to the preparation or submission of proposals. Additionally, the municipality shall not be liable for expenses incurred as a result of the rejection of any proposals made in response to this RFQ.

Proposals are due before 12PM on Wednesday, October 31. The time and date are fixed and extensions will not be granted. Penn Hills will not recognize a postmark for purposes of dating a proposal. All proposals received after the deadline will be rejected and returned to the sender, and will not be considered. Electronic proposals will not be considered or accepted. Two (2) copies of the proposal should be mailed or hand delivered to:

Scott Andrejchak, Municipal Manager, 102 Duff Road, Penn Hills PA 15235.

INQUIRIES

All requests for clarification, general questions, site tours, exceptions or deviations to the terms of this RFQ should be submitted by email to sandrejchak@pennhills.org. To ensure fairness and avoid misunderstandings, all communications must be in writing to the above email address. Verbal and or telephonic questions will not be entertained.

All questions and inquiries must be received by Friday, October 26, 2018 and, if required, a response will be provided via an addendum to the RFQ.

PUBLIC RECORDS

By submitting a proposal, the proposer acknowledges that the proposal will become a public document, after a selection is made. The proposer acknowledges that the proposal is subject to the Pennsylvania Right to Know Law and the proposal, in its entirety, is subject to public disclosure. If the proposer claims a privilege against public disclosure for a trade secret or proprietary information, such information must be separated within the proposal and clearly identified as trademarked and/or proprietary. Any personal information in the proposal should be labeled as confidential and will remain so, to extent that Right to Know Law allows it to remain so.

EVALUATION PROCESS & SELECTION CRITERIA

The staff of Penn Hills will conduct a selection process. The municipality reserves the right to reject any or all proposals, or to terminate negotiations for a professional services agreement at any time. The Municipality reserves the right to request clarification or additional information from individual respondents, to request interviews or presentations to staff.

Selection Criteria: The following criteria will be used for scoring purposes and to determine an interview list. The municipality staff will score each proposal based on the following:

Work Plan (30%) Qualifications (20%) Cost of Services (20%) References (10%), Local Realtor (20%)

Preference will be given to realtors who reside in and/or own property within the
Municipality of Penn Hills

After the interviews, the municipality staff will re-score the interviewees' proposals using the aforementioned scoring criteria. The subsequent re-scoring of proposals shall be the basis for a decision on the part of the municipality.