



---

# REQUEST FOR PROPOSAL

Real Estate Services  
for  
Sherwood Urban Renewal Agency

---

**Closing Date: November 12<sup>th</sup>, 2014**

Sherwood Urban Renewal Agency, 22560 SW Pine Street, Sherwood, OR 97140  
www.sherwoodoregon.gov, Phone: 503.625.5522, Fax: 503.625.5524

# Request for Proposal: Real Estate Services

---

Notice is hereby given that proposals will be received by the Sherwood, Oregon Urban Renewal Agency (herein after known as the URA) for Commercial Real Estate Services. The URA invites applications from licensed agents or brokers to act as "Commercial Real Estate Agent of Record" (Agent) for an initial term of three years. The Agent will provide the URA with real estate sales services to market and represent the URA in the sale and/or purchase of commercial property.

The Sherwood Urban Renewal Agency recognizes that active marketing of real property by specialized agents or brokers is an industry accepted method of selling and purchasing property. The URA is interested in obtaining the services of a commercial real estate agent or broker who has experience with and knowledge of the commercial market, the ability to connect with a wide range of buyers, and the expertise to negotiate on the URA's behalf to obtain the best terms for the URA.

Information regarding the RFP process, if not found within this document, may be obtained from Assistant City Manager, Tom Pessemier by email at [pessemiert@sherwoodoregon.gov](mailto:pessemiert@sherwoodoregon.gov) or by phone at 503.625.4234. Find additional information about the Sherwood Urban Renewal Agency at [www.sherwoodoregon.gov](http://www.sherwoodoregon.gov).

## Schedule

---

Issue Date:	10/20/2014
Closing Date:	11/12/2014
Anticipated Award Notice:	11/19/2014
Anticipated Contract Approval:	11/20/2014
Service to Begin:	11/20/2014

## Table of Contents

---

### **REQUEST FOR PROPOSAL**

1. Minimum Requirements
2. Scope of Duties
3. Term of Agreement
4. Agency
5. Marketing Plan
6. Fees
7. Required Proposal Content
8. Evaluation and Selection Process
9. Proposal Deadlines

## ATTACHMENT A: Questionnaire

### REQUEST FOR PROPOSAL:

#### 1. Minimum Requirements

Proposers must meet the following minimum requirements to be considered as a qualified proposer:

- a. Be a licensed Real Estate Agent or Broker in the State of Oregon.
- b. Have a minimum of five (5) years of experience in commercial real estate transactions.
- c. Have experience with private and public sector real estate transactions.

#### 2. Scope of Duties

The selected Agent of Record is an independent contractor and shall be responsible for providing support to the Sherwood URA in all areas of real estate transactions including but not limited to:

- a. Providing the URA with a market analysis including a recommendation as to whether URA properties should continue to be held for investment purposes or whether it would be more beneficial to sell properties including conditions under which the URA should consider selling them.
- b. Prepare marketing material and list properties for sale according to industry standards.
- c. Prepare Request for Proposals on properties to solicit interested purchasers of properties to meet URA goals for properties as required.
- d. Assist evaluating RFP's as required.
- e. Prepare leasing documents and marketing material.
- f. Represent the URA in lease negotiations including determining optimal rental rate, tenant improvement costs, rental payment terms, type of lease and economic value for other considerations requested by the lessee.
- g. Evaluating all offers for sale or purchase, preparing recommendations for the URA and presenting all offers and analysis in a timely manner.
- h. Preparing and presenting any counter-offers or addenda requested by the URA.
- i. Completing the Earnest Money Offer by securing all appropriate signatures and approvals.
- j. Obtain City Attorney review and approval of all counter-offers, addenda, Earnest Money agreements and other transaction documents required to be signed by the City or by which the City may be bound.
- k. Maintaining escrow files on all transactions.
- l. Providing follow-up on each file and monthly reports to the Assistant City Manager and appropriate City staff.
- m. Consulting for any land divisions, surveys, inspections, cleanup, etc., as may be necessary in connection with specific transactions.

- n. Providing information and documents necessary for Escrow, in conjunction with legal counsel, in preparations for closing.
- o. Providing the communications link between the City and Purchaser / Purchaser's agent or property owner.
- p. The Broker / Agent shall:
  - a. Present all offers and counter offers in a timely manner.
  - b. *Make timely confirmation of all real estate transactions.*
  - c. *Provide another Broker / Agent or staff person updated on the status of the City's real estate transactions.*

3. Term of Agreement

The contract term is three years and the contract will be effective upon signing by Agent of Record and the Sherwood URA.

The contract may be terminated by the URA or the Agent of Record upon sixty (60) days written notice to the other party, or upon failure of either party to perform the duties or services specified herein. Upon early termination, the URA may be required to compensate the Agency of Record for any transactions in negotiation or in contract for an exclusionary period of one year.

The Contract may be extended for an additional three years upon written notice by both parties. The contract is limited to one extension.

4. Agency

The Agent shall address compliance with ORS 696.800-696.995. To conform to State Broker/Agent policies, the Agent shall disclose the types of agency relationships recognized by their brokerage policy and how the URA can expect implementation.

5. Marketing Plan

The Agent of Record will present a proposed marketing plan, including the type and schedule of sales tactics and explanation of potential incentive packages that your firm will assemble to sell property.

6. Fees

The Agent of Record will present a proposal of compensation to the URA including a commission schedule for property transactions that include the Sherwood URA as the buyer/seller in a single transaction, and an hourly rate, if applicable.

7. Required Proposal Content

Please include the following in your proposal:

- a. Name, address, phone number and email address
- b. Photocopy of Oregon Real Estate License

- c. A current resume setting forth qualifications and personal history of individual agent or brokerage
- d. Names and contact information for three (3) professional references
- e. Agency disclosure (see #4)
- f. Description of marketing plan (see #5)
- g. Full disclosure of commissions (see #6)
- h. Completed copy of Attachment A: Questionnaire

8. Evaluation and Selection Process

All proposals will be reviewed by a committee made up of URA Staff and URA Board members.

A single Agent of Record will be identified and a recommendation will be presented to the URA Board for consideration. After the Board's action, the Agent of Record and the Sherwood URA will enter into a Personal Services Contract.

9. Proposal Deadlines

One (1) original and five (5) copies of the proposal, sealed and clearly marked "Proposal for Real Estate Services" must be delivered to Tom Pessemier, Sherwood URA, 22560 SW Pine Street, Sherwood, Oregon 97140, no later than 5:00 pm on Wednesday, November 12th, 2014.

## **ATTACHMENT A:**

### SHERWOOD URBAN RENEWAL AGENCY REQUEST FOR PROPSAL

#### **AGENT OF RECORD QUESTIONNAIRE**

1. How many years have you been licensed to sell real estate in the State of Oregon? Please describe your license type and disclose any restrictions.
2. What was your approximate annual volume in 2013? What was your approximate average annual volume over the last 10 years?
3. Describe your current relationship with Public agencies that you work with.
4. Describe you experience and ability to lease commercial properties and sell commercial land in Downtown Areas. If you have leased space owned by public agencies list your experience with those types of transactions.
5. From what location would the Sherwood Urban Renewal Agency account be serviced? Will service be split between one or more locations?
6. Explain why you believe you would be a good fit to represent the Sherwood Urban Renewal Agency.