

**REQUEST FOR PROPOSALS
FOR BROKER/REAL ESTATE REPRESENTATION SERVICES
FOR PROPERTIES OWNED BY THE CITY OF GOOSE CREEK, SOUTH CAROLINA**

I. STATEMENT OF PURPOSE

The City of Goose Creek (the City) is seeking proposals for an experienced firm or individual (Respondent) for the purpose of acting as the City's agent in the marketing and sale of certain real property owned by the City.

II. THE PROPERTIES

The City has identified multiple lots throughout its corporate boundaries (see Appendix A) that it wishes to see sold and developed with single family residential homes.

III. RESPONSIBILITIES OF CITY'S AGENT

Any consulting broker or firm selected by the City will be responsible for certain services, to include, but not limited to:

- Market research regarding viability of the sale of properties noted in Appendix A;
- Assisting in determining valuation of property;
- Marketing of the property;
- Financial Analysis of each any offer for purchase received;
- Property sale negotiations;
- Related services that the City of Goose Creek may request as negotiated if selected.

IV. SELECTION AND CONSIDERATION

The City Administrator, Assistant City Administrator and Economic Development Director will serve as an Evaluation Committee to evaluate the qualifications from the Respondents. City Council will make the final determination as to which Respondent – if any – is selected. City Council is not bound by the recommendation of the Evaluation Committee.

Selection Criteria are as follows:

- Background / Experience – 10 Points
- References – 10 points

- Commission - Respondent must clearly state proposed commission structure. Indicate commission per sale, per closing, not-to-exceed total dollar amount, etc. – 10 Points

Total – 30 Points (Maximum Attainable)

V. GENERAL TERMS AND CONDITIONS

Proprietary/Confidential Information

Upon receipt of proposals, all documents are considered public information and as such are subject to laws pertaining to the Freedom of Information Act.

Respondents are asked for any restrictions on the use of data contained in their responses. All proprietary/confidential information must be clearly marked as “Proprietary/Confidential.” Otherwise, all documents and information contained in the responses will be considered subject to the South Carolina Freedom of Information Act.

Background Check

The City reserves the right to conduct a background inquiry of each respondent or firm, which may include the collection of appropriate criminal history information, contractual business associates and practices, employment histories and reputation in the business community. By submitting qualifications to the City, the respondent consents to such an inquiry and agrees to make available to the City such books and records as the City deems necessary to conduct the inquiry

Determination of Responsibility

The City may make such investigation as it deems necessary to determine the ability of a respondent to provide full performance as outlined in the qualifications. Respondent shall furnish any information requested by the City as it determines qualifications.

Rights Reserved by City

The City reserves the right to amend its evaluation criteria. The City, in its sole discretion, shall determine appropriate, and to utilize, as needed, an independent review team. A review and evaluation of the responses does not indicate any respondent will be selected.

Those deemed best suited then may be asked to submit a more detailed proposal. The City reserves the right to reject any or all submittals; to waive any informality or irregularity not affected by law; to evaluate, in its absolute discretion, the

qualifications submitted. The city may, at its option, interview respondents as part of this selection process. However, selection may take place without such interviews. Therefore, proposals should be complete as initially submitted.

Insurance and Business License Requirements

Workers compensation and general liability insurance coverage is required before the commencement of work. The selected Respondent must provide original certificates of insurance before the commencement of any services with the following limits: Workers Compensation and Employers Liability \$1,000,000 / General Liability \$1,000,000 each occurrence. The selected Respondent will be required to obtain a business license from the City of Goose Creek.

VI. GENERAL PROCESS AND TIMELINE

December 10th – RFP is posted

February 1st - Final date for informal feedback from City staff

February 8th, 3:00 P.M. - Proposals opened

February 8th - February 22nd - City staff reviews and scores all proposals

February 26th - City Council considers staff's recommendation in executive session

March 12th – City Council may vote to hire the selected Respondent

VII. SUBMITTAL REQUIREMENTS

All responses must address each item in the selection criteria above. At a minimum, responses to this RFP shall include the following:

1. Letter of Interest – State the interest of the respondent in representing the City in the sale of property.
2. Summary and Timeline – Provide a written description of activities related to marketing of the property, including any paid advertisement that the respondent may use. Respondent must also include a proposed timeline for marketing and sale of the properties.
3. Qualifications and Experience – Provide a list of applicable projects successfully undertaken by the respondent. Respondent must also include all applicable licenses obtained by the State of South Carolina or other recognized licensing organizations.
4. Financial Viability – Respondent must provide documentation that their firm or business is in good standing in the State of South Carolina. Respondent must also

demonstrate long-term operational stability as a real estate brokerage or agent in the region.

Ten (10) copies of the proposal shall be submitted to the City of Goose Creek no later than 3:00 PM on February 8th, 2019. An electronic copy is also required.

All questions should be directed to Matt Brady, Economic Development Director, at (843) 480-2289 or mbrady@cityofgoosecreek.com.

If a proposal is not accepted and agreed upon through this RFP, future proposals will be accepted and evaluated on a first come, first served basis.

Questions shall be addressed to and the proposal shall be submitted to:

Matt Brady
Economic Development Director
City of Goose Creek
P.O. Drawer 1768
Goose Creek, S.C. 29445-1768
mbrady@cityofgoosecreek.com

Appendix A

TMS Number

2341602040

2341602041

2341602042

2341602043

2341602044

2350502070

2350502071

2350901004

2350901005

2350901006

2350901007

2350901008

2350901009

2350901013

2350901014

2350901020

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2350901036

2351301047

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2350502060

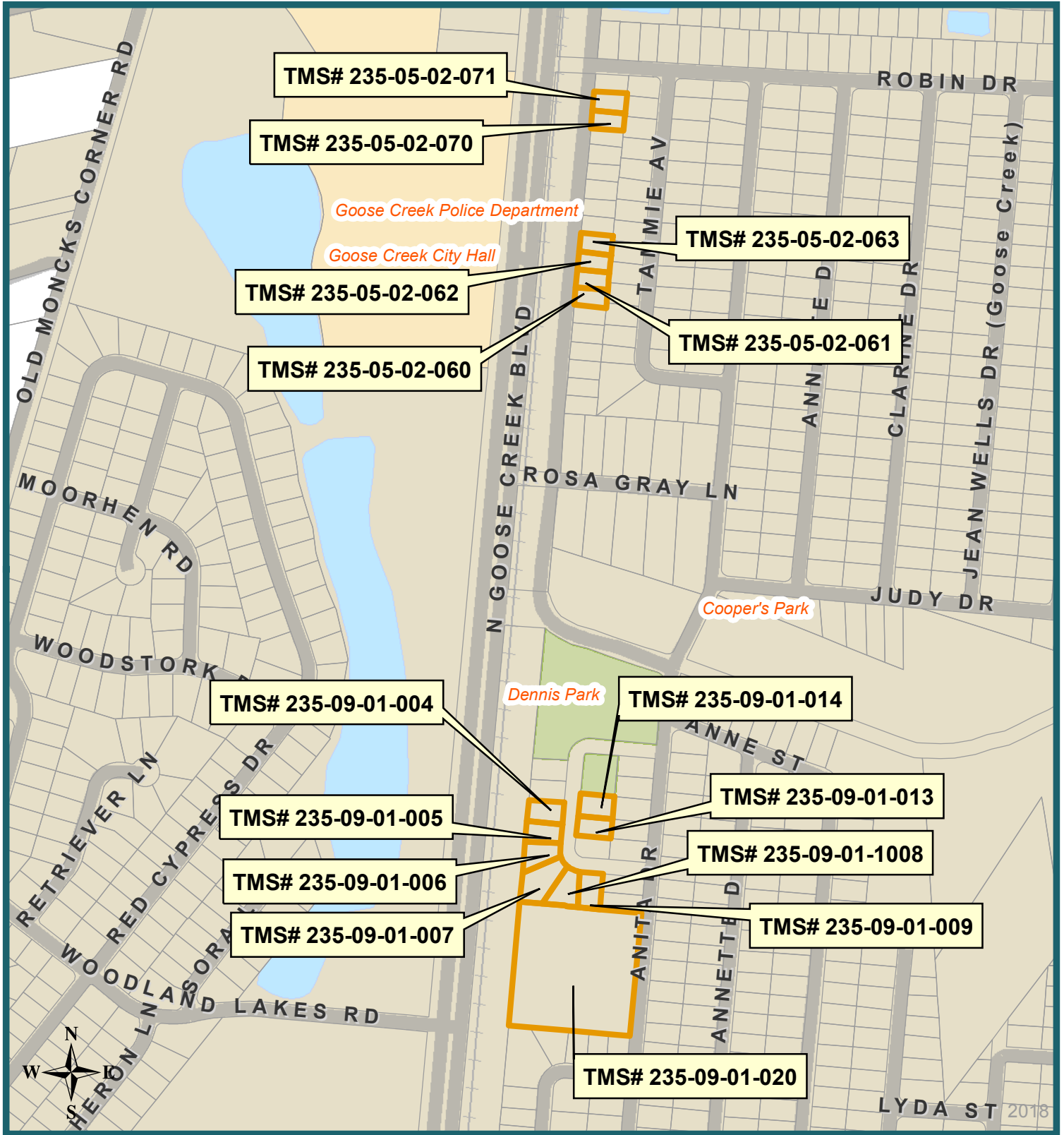
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2350502063

2431208023

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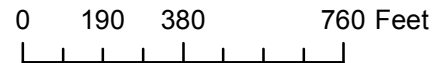


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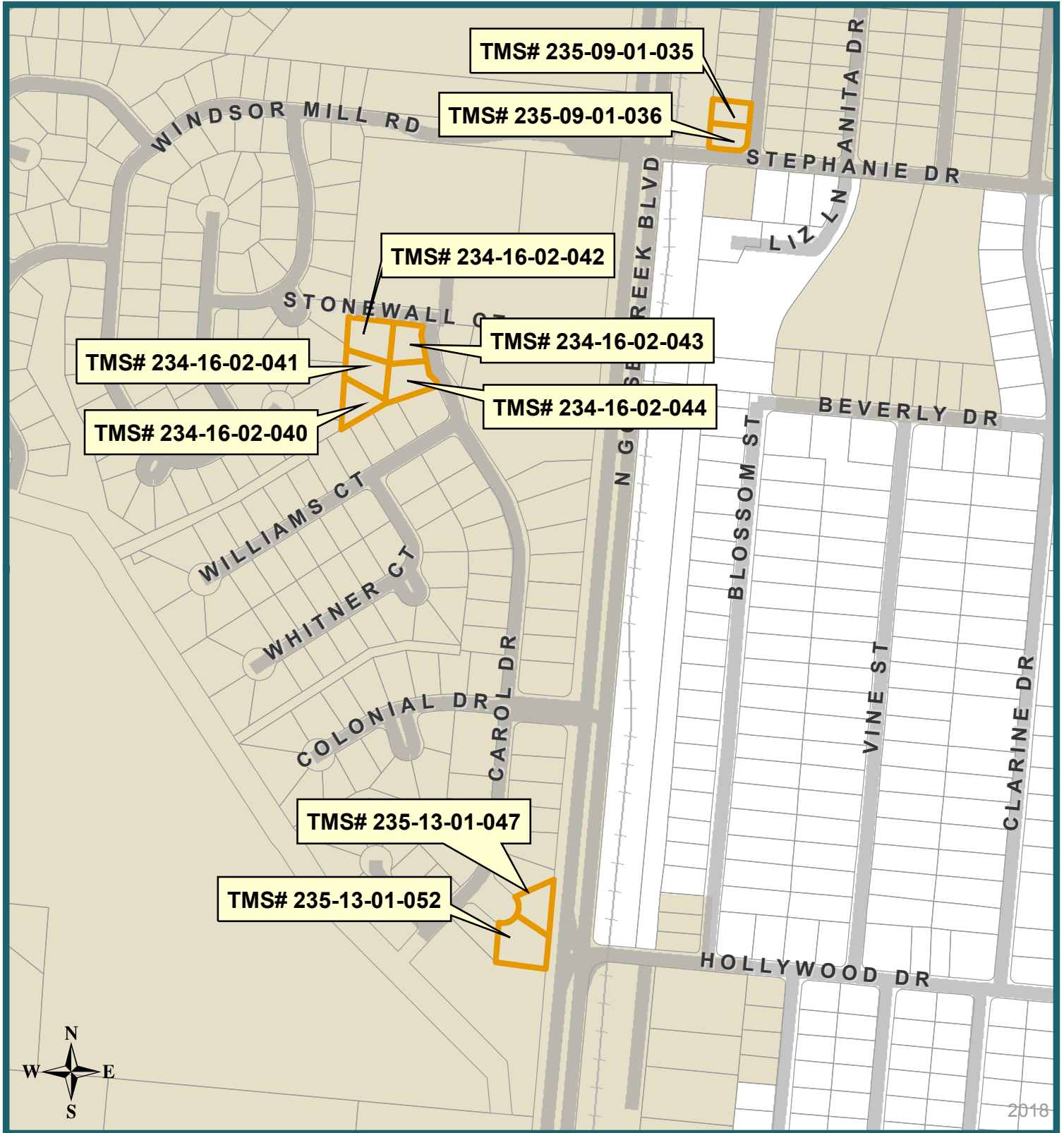
-  City Properties
-  City of Goose Creek

THE CITY OF
GOOSE CREEK



BERKELEY CO. EST. 1961 SO. CAROLINA



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Legend

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-  City of Goose Creek

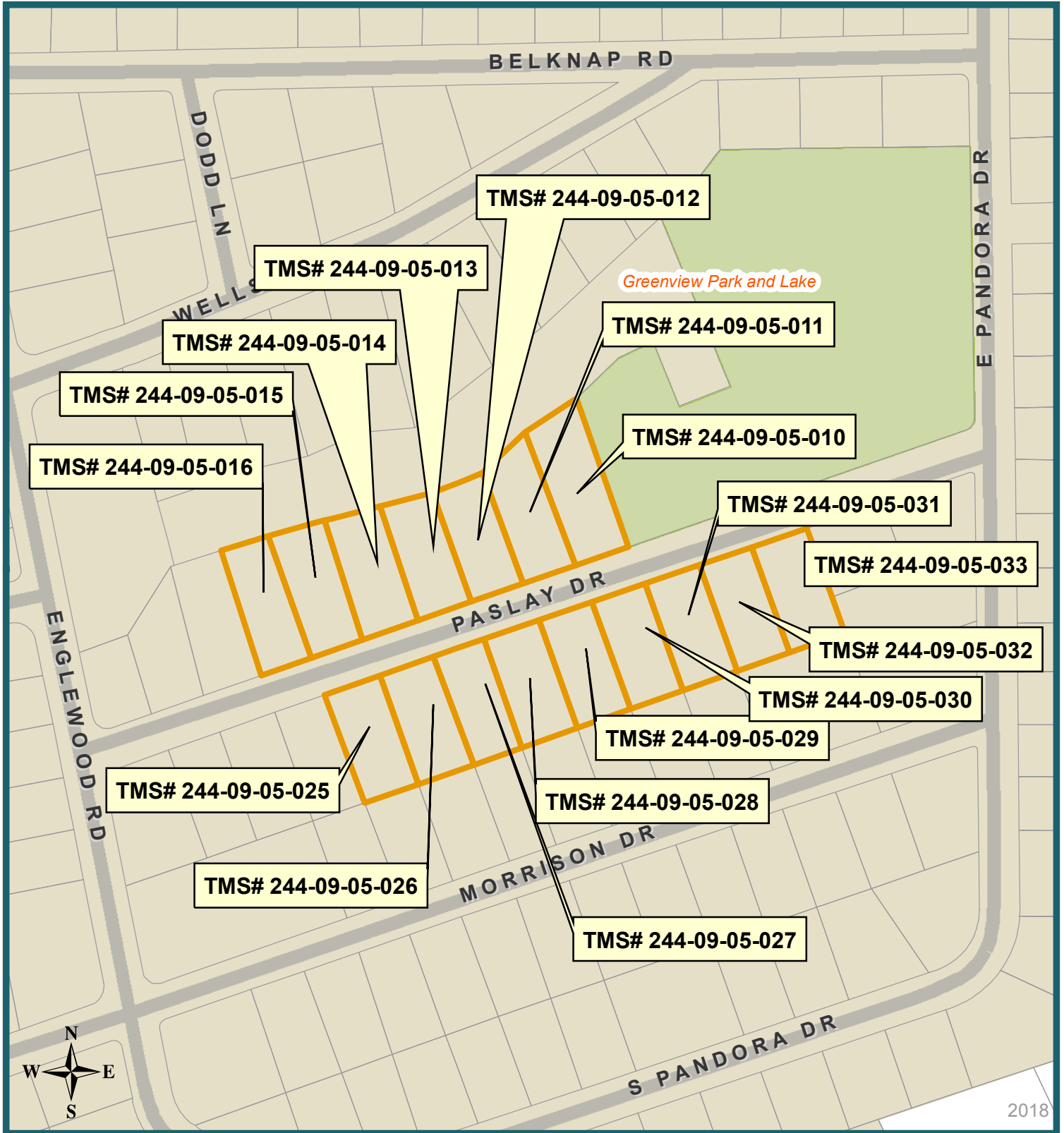
THE CITY OF
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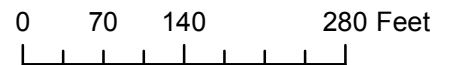


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2018