

VILLAGE OF INDIANTOWN



REQUEST FOR PROPOSALS

for

REAL ESTATE BROKER SALES SERVICES

RFP #2023-003

MAY 30, 2023

VILLAGE MANAGER'S OFFICE
Village of Indiantown
15516 SW Osceola St., Suite B
Indiantown, FL 34956

VILLAGE OF INDIANTOWN
REQUEST FOR PROPOSALS
FOR REAL ESTATE BROKER/SALES SERVICES
RFP 2023-003

DUE DATE AND TIME: June 23, 2023, by 3:15 P.M.

INTRODUCTION:

The Village of Indiantown (the "Village") is seeking proposals from qualified firms or individuals to provide the Village with Real Estate Broker/Sales Services to market and sell a parcel of real property owned by the Village located at 15225 SW Warfield Blvd., Indiantown, FL, 34956, Martin County Parcel ID 05-40-39-001-000-00010-0.

INSTRUCTIONS TO PROPOSERS:

The Village is requesting that proposals be submitted on or before June 23, 2023, by 3:15 P.M. by mail or hand-delivery to Village of Indiantown, Attn: LaRhonda McBride, 15516 SW Osceola St., Suite B, Indiantown, FL, 34956. All submittals, either by mail or hand delivery, must be sealed and the envelope containing the proposal must be marked "RFP 2023-003 Real Estate Broker/Sales Services Proposals". The Village is not responsible for lost or late delivery of proposals by the U.S. Postal Service or other delivery services used by the Proposer. Neither faxed nor electronically submitted proposals will be accepted. Bid opening will occur on June 23, 2023, at 3:15 PM at 15516 SW Osceola St., Suite B, Indiantown, FL, 34956.

Any questions regarding this Request for Proposals ("RFP") or the subject real property should be submitted in writing to the attention of LaRhonda McBride at lmcbride@indiantownfl.gov on or before June 15, 2023, at 3:15 p.m. After this date and time no further questions will be accepted.

Solicitation documents may be obtained by contacting DemandStar at: www.demandstar.com. Vendors who obtain solicitation documents from other sources than DemandStar.com are cautioned that the solicitation package may be incomplete. Furthermore, any and all addendums or clarifications will solely be posted and disseminated by DemandStar. All plan holders in DemandStar will automatically be provided, by DemandStar, with any addendums or clarifications issued by the Village. Vendors who do not use DemandStar, do so at their own risk. The Village reserves the right to disqualify any proposers that do not include acknowledgements of receipt of any clarifications and/or addendums issued by the Village through DemandStar.

PROPOSAL REQUIREMENTS, PREPARATION AND FORMAT:

In order to ease comparability and enhance the review process, it is requested that proposals be organized in the manner specified below. Failure to provide the required information may affect the evaluation of the proposal and may be grounds for disqualification. Responsive proposals should provide straightforward, concise information that satisfies the requirements below. Emphasis should be placed on skills and experience that respond to the needs of the

Village, the requirements of this RFP and completeness and clarity of content. The cost of preparing and submitting proposals is the sole responsibility of the Proposer. Proposal documents must not contain any erasures, interlineations, or other corrections unless each such correction is initialed in the margin immediately opposite by the person or persons signing the proposal. Responsibility for errors or omissions on the part of the Respondents will not be assumed by the Village. The Proposal must be signed by an officer or agent of the proposing firm who is empowered to contractually bind the firm or by the proposing individual.

Interested persons and firms should submit the original and five (5) copies of the proposal, which shall include the following information:

1. **Proposer Information** – State the legal name of the licensed Real Estate Broker or firm, current principal business address, contact person, telephone number, and email address.
2. **Experience and Qualifications** – A Statement of Qualifications should be included that clearly and concisely addresses the following:
 - a. Firm or individual name of Proposer and location of office where services will be provided.
 - b. Brief overview and history of the firm or individual Proposer.
 - c. Experience in marketing and sales of commercial real property.
 - d. The Real Estate Broker, other licensed real estate professionals and key personnel who will be involved with delivery of services, and their qualifications and experience as related to the scope of work stated above.
 - e. Document any history of litigation associated with delivery of real estate services and/or professional liability during the past five (5) years for the proposing firm or individual.
3. **References** – Provide three (3) client references for commercial real property sales transactions completed in the past five (5) years. Include name, address, telephone number and contact person most involved with the transaction.
4. **Rate Proposal** – State the sales commission rate proposed for licensed Real Estate Broker/Sales Services.
5. **Fees and Expenses** – Describe all fees and expenses for which the Village will be responsible under the Broker's proposal. The amounts stated in the proposal shall represent the maximum amounts payable to the Proposer by the Village. All fees and expenses in excess of those stated in the proposal shall be the sole responsibility of the Proposer and will not be paid or reimbursed by the Village.
6. **Conditions** – Provide a listing of all conditions, terms, or restrictions, other than

those specified in this RFP, which would be included in any required Listing Agreement to provide the Real Estate Broker/Sales Services. This requirement may be satisfied by providing a copy of a proposed form of Listing Agreement.

7. **Proof of Licenses** – The Proposer shall be duly licensed as required by Florida law to deliver the services required under this RFP and shall include required licensing documentation with proposal submittal.
8. **Marketing Plan** – Describe the marketing plan that the Proposer will implement to develop interest in and create a market for the sale of the subject property.

PROPOSAL REVIEW AND DECISIONMAKING:

Each proposal will be reviewed by Village staff to determine whether it is responsive to the submission requirements outlined in the RFP. A responsive proposal is one which has followed the requirements of the RFP, includes all documentation, is submitted in the format outlined in the RFP, was submitted prior to the due date and time, and has the appropriate signatures as required. Failure to comply with these requirements may put your response at risk of being rejected as “non-responsive”. All proposals fulfilling the basic submittal requirements shall be referred to the Village Council for review and evaluation.

The Village Council will review the proposals and make such decisions concerning the proposals and approval of a Listing Agreement as the Village Council finds to best serve the interests of the Village, as determined by the Village Council in its sole and absolute discretion. The Village reserves the right for the Village Council to interview any or all Proposers and to require a formal presentation with the key personnel who will administer and be assigned to work on this project. As a procurement for professional services, this RFP is exempt from the competitive bidding requirements of the Village’s Procurement Policy. The Village further reserves the right:

- (i) to accept or reject any or all proposals;
- (ii) to waive any irregularity or informality in any proposal received, and may at its sole discretion request a clarification or other information to evaluate any or all proposals;
- (iii) to require proposers, before awarding a contract, to submit evidence of qualifications or any other information the Village may deem necessary;
- (iv) to cancel the RFP prior to award of a contract, without penalty;
- (v) to negotiate concurrently or separately with competing proposers;
- (vi) to award a contract based on the initial proposals without further discussion or negotiations if deemed to be in the best interest of the Village; and
- (vii) to take any other such actions that may be deemed to be in the best interest of the Village.