



## **REQUEST FOR PROPOSALS (RFP)**

Sealed proposals for REAL ESTATE SERVICES for the Pearl River Valley Water Supply District will be received in the office of Pearl River Valley Water Supply District, 115 Madison Landing Circle, Ridgeland, MS until 11:00am on March 14, 2023. Proposals received by 11:00 a.m. will be opened immediately thereafter.

Requests for detailed specifications or any questions regarding the Request for Proposals should be directed to Tammie Ballard, Director of Building and Permits, 769-243-7009 or [tballard@therez.ms](mailto:tballard@therez.ms). All interested firms or individuals are invited to submit a proposal in accordance with the terms and conditions stated in this Request for Proposals.

For Publication: February 13, 2023

February 20, 2023

John Sigman  
Executive Director



### REAL ESTATE BROKER SERVICES

The firm submitting this proposal is required to submit those items listed in the RFP in full as a part of the package. Failure to submit any of the documents listed below with your proposal, or failure to acknowledge any addendum, or submitting your proposal with any limitations, condition or provision not requested, may be cause for rejection of your proposal. By signing the form below, the authorized representative affirms that the information contained in this document is true and accurate, and that the firm indicated below is capable of providing services as described in their response to this RFP.

Company: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Authorized Representative (Print): \_\_\_\_\_

Title: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## **GENERAL SPECIFICATIONS FOR REAL ESTATE BROKER SERVICES**

Pearl River Valley Water Supply District is seeking proposals from local real estate brokers/firms to market real property owned by the District.

It is the intent of this RFP to have the successful broker/firm enter into a Professional Services Contract with the City to supply real estate services as outlined herein.

**A. SCOPE OF SERVICES** - The successful firm or individual shall agree to contract with the District to provide the following:

1. Develop strategies for sale of the designated District-owned property of tracts larger than 2 acres (such as conducting study of comparable property);
2. Develop marketing materials (electronic and/or hard copy) to advertise the property for sale, distribute the materials to potential buyers via the appropriate form(s) of media and report results to the District on an agreed upon frequency;
3. Advise the District of strategies to promote and sell the property;
4. Participate in site tours of the property that is for sale with potential buyers;
5. Analyze offers from potential buyers and advise the District with respect to negotiations;
6. Represent the District in negotiations with a prospective buyer from the time of offer until closing;
7. Coordinate real estate transaction closings; and
8. Handle all other customary activities and services associated with real estate transactions.

**B. BROKER'S QUALIFICATIONS** - Respondents to this RFP shall have the following qualifications:

1. Must be licensed and in good standing with the State of Mississippi.
2. Must have an excellent reputation in the real estate community.
3. Must be knowledgeable in the local real estate market and have experience with large acreage properties.
4. Must be knowledgeable in the use of all public real estate records.
5. Work with other local municipalities is highly recommended although not required.



**C. INSURANCE REQUIREMENTS** – For proposal purposes, proposers must submit copies of certificates of insurance for professional liability. The successful contractor must provide original certificates prior to commencing services.

**D. FEE SCHEDULE** – The proposed fee schedule shall include the following items:

1. State the commission rate for the selling of properties.
2. State any other costs the District may anticipate relating to the real estate services to be provided.

**E. TERM OF CONTRACT** – The contract period for the successful broker/firm will be from date of award through the end of 12 months. The contract may be renewed at the sole discretion of the District for additional two additional terms upon satisfactory performance by the broker/firm and at a negotiated rate agreed to in writing by both the broker/firm and the District.

**F. EVALUATION AND AWARD PROCESS** – Issuance of this RFP and receipt of proposals does not commit the District to award a contract. The District reserves the right to postpone receipt date, accepting or rejecting any or all proposals received in response to this RFP, or to negotiate with any of the brokers/firms submitting an RFP, or to cancel all or part of this RFP.

**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 in no way will change the original proposal submitted. Interviews are optional and may or may not be conducted.

**H. SELECTION CRITERIA** – Selection of a broker/firm will be made based on the following criteria:

1. Ability of the contractor(s) to meet or exceed the requirements defined in the RFP,
2. Experience, qualifications and references,
3. Knowledge of local real estate market,
4. Local reputation,
5. Fee Schedule,
6. Completeness of response to RFP as outlined in this solicitation, and
7. Experience with working with in-state and out of state developers.

**I. RFP SUBMITTAL REQUIREMENTS** – By submitting a proposal, you represent that you have thoroughly examined and became familiar with the scope of services outlined in this RFP *and* are capable of performing quality work to achieve the District's objectives. The following information must accompany your proposal:



1. List years in business, previous names of the firm, if any.
2. Description of your firm including size of firm, location, number and nature of the professional staff to be assigned to the District; staff experience and training, including a brief resume for each key person listed.
3. Describe experience (minimum five years previous experience with proven effectiveness) your firm or organization has in pertinent real estate experience.
4. Experience in assisting similar size entities, including any and all services for government agencies.
5. List of at least three (3) references where and when your firm provide similar services. Please provide names and telephone numbers of contact persons for each reference.
6. Additional services offered through your firm.
7. Listing of current litigation, outstanding judgments and liens.