



REQUEST FOR QUALIFICATIONS

Commercial Realtor to Secure Lease For Fairview School

*Port Angeles School District
216 East Fourth Street
Port Angeles, WA 98362
Phone: (360) 457-8575*

*Request for Qualifications - # RFP.06.11
Commercial Realtor
Released 6/13/11*

Article I. Introduction

The Port Angeles School District (“District”) will be considering qualifications from a Commercial Realtor (“Proposed Realtor”) for the marketing and lease of Fairview School and Property. The School is approximately 25,789 square feet and is located on approximately 9.39 acres.

Proposals should address what methods would be used in the marketing plan, as further described in Article II.

Applicants will be evaluated based on the selection criteria as stated in Article IV., including responsiveness to this request. Specific evaluation criteria and submittal instructions are contained herein. Final disposition, including authorization to enter into a contract, is reserved for the Port Angeles School Board of Directors.

Section 1.01 Background

The District includes five elementary schools (grades K-6); one middle school (grades 7 through 8); two high schools; and one skills center. Port Angeles is a rural school district and serves a student population of approximately 3,800 students.

Fairview School is currently vacant.

Article II. Proposal Content, Submittal Deadline and Number of Copies

Section 2.01 Proposal Content

Proposals shall include the following, in the order listed, tabbed, and with a table of contents:

- (a)** A letter of introduction and interest;
- (b)** The firm's overall qualifications and specific experience of key personnel who will be assigned to the project;
- (c)** A history of the firm and experience with commercial property leases;
- (d)** A list of similar projects, completed or on-going, and other evidence of the firm's experience handling commercial leases;
- (e)** A detailed description of the firm's recommended approach for accomplishing the items listed in Article III, Scope of Service, including a recommended timeline;
- (f)** Information regarding the availability and location of key personnel;
- (g)** Information on the Proposed Realtor's financial stability;
- (h)** Certificate of Insurance. Submit proof of insurance meeting or exceeding the following requirements: Professional Liability – The selected Realtor must agree to maintain Professional Liability or equivalent Errors and Omissions Liability, at a limit of liability not less than \$1,000,000 per Occurrence.
- (i)** Professional references; and
- (j)** All costs and fees.

Section 2.02 Submittal Deadline

Responses to this request will be accepted at the Central Services Building of the Port Angeles School District, 216 East Fourth, Port Angeles, WA. 98362, until 3:00 p.m., Monday, June 27, 2011. Statements of Qualifications received after that deadline will be considered late and will be returned to the sender unopened.

The School District reserves the right to supplement this announcement and may specify additional terms and conditions for providing the services. Any questions regarding this RFQ and selection process should be directed to:

Nolan Duce
Port Angeles School District

Section 2.03 Number of Originals

Please submit one signed original of your proposal. Include only the requested items in the proposal. Additional material may be provided as appendices, but will not be included in the Proposed Realtor selection scoring process. Firms are requested to clearly indicate the primary contact person's phone number, fax number and email address in order to assure timely receipt of information about the selection process.

Article III. Scope of Service

Section 3.01 Proposed Scope of Work

The following is a description of the work involved. The scope and the methods used to make property appraisals may be revised during negotiation of a contract.

- (a) Develop a marketing plan outlining the approach to be used.
- (b) Consult with and advise the District regarding the extent of any modifications and/or improvements to the property to improve its marketability.
- (c) Consult with and advise the District regarding appropriate lease provisions.
- (d) Market the property and secure a minimum five-year lease at market rates with a qualified financially responsible lessee.
- (e) A cost proposal that clearly identifies all costs to be incurred by the Port Angeles School District.

Article IV. Review and Selection Process

Section 4.01 Proposed Review and Selection Process

A committee will review all submitted proposals. Following this review, the committee will select a firm or firms for follow-up interviews. Following interviews, the selected firm will be notified of its selection, and negotiation of a contract for the engagement would commence as soon as possible thereafter.

Section 4.02 Criteria to be Used in Evaluating Proposals

While relative weight given to specific criteria is not yet determined, evaluation of the proposals will be based primarily on the following:

- (a) Experience of the Proposed Realtor with similar commercial leases;
- (b) Competence of the Proposed Realtor to perform the required services, as indicated by the technical training, education and experience of the Proposed Realtor's personnel who are likely to be assigned to the project;
- (c) Proposed Realtor's ability, in terms of workload and availability of qualified personnel, equipment, facilities and other support resources to competently, expeditiously and cost effectively provide high-quality services;
- (d) Responsiveness to the scope of work and approach to completing the project;
- (e) Familiarity with the North Olympic Peninsula, Clallam County, the State of Washington;
- (f) References; and
- (g) Cost to the District for the proposed work.

Section 4.03 Minority and Women Owned Businesses

The Port Angeles School District is an Equal Opportunity and Affirmative Action employer and does not discriminate in its hiring, employment, or business practices. Minority and women-owned businesses are encouraged to respond to this RFP.

Article V. Provisions

Timing and sequence of events resulting from this RFQ will ultimately be determined by the School District.

- (a)** The Proposed Realtor must certify that the personnel identified in its response to this RFQ will be the persons actually assigned to the project. Any additions, deletions or changes in personnel from the proposal during the course of the project must be approved by the District, with the exception of personnel who have terminated employment. At its discretion, the District may require the removal and replacement of any of the Proposed Realtor's personnel who do not perform adequately, regardless of whether they were previously approved by the District.
- (b)** All responses to the RFQ must conform to the instructions herein. Failure to include any required signatures, to meet deadlines, answer all questions, follow the requested format, or failure to comply with any other requirements of this RFQ may be considered appropriate cause for rejection of the response.
- (c)** The Port Angeles School District assumes no contractual obligations by issuing this RFQ, by accepting and evaluating proposals and responses, or by making a preliminary Proposed Realtor selection.
- (d)** The Port Angeles School District reserves the right to reject responses, and to waive any minor irregularities in any accepted responses.
- (e)** Any costs incurred by Proposed Realtors in the preparation of a proposal will be borne solely by the Proposed Realtor, and the proposal will become the property of the school district.
- (f)** The Port Angeles School District reserves the right to amend the RFQ at any time prior to final selection, by transmittal of an addendum to all parties of record with the district.
- (g)** The Port Angeles School District reserves the right to accept the proposal it considers most responsive and qualified.
- (h)** Prior to commencing work on this project, the District and Proposed Realtor will meet to agree upon a contract. The successful Realtor must negotiate a satisfactory contract with the District within 5 days of selection. If a contract is not successfully negotiated within 5 days of award, the District may commence negotiations with another Proposed Realtor.
- (i)** The Port Angeles School District reserves the right to negotiate the scope, schedule and cost of any proposal submitted and enter into a contract based on a revised proposal.
- (j)** No work may begin, and Proposed Realtor must commit that no billing will be issued to the District or other partners, prior to formal review and approval of the contract by the School Board in an open public meeting.

Article VI. Experience and Acknowledgement

Section 6.01 Experience

All of the following information must be provided, and this page affixed to each proposal.

(a) Name of Proposed Realtor: _____

(b) Business Address: _____

(c) Proposed Project Leader: _____

i) Education / Certifications: _____

ii) Years Experience: _____

(d) Years engaged in service under present firm name: _____

Section 6.02 Acknowledgement

By signature, the undersigned affirms that all statements, responses and submittals are accurate, true and correct representations.

Name of Proposed Realtor: _____

Date: _____

Signature: _____ Title: _____

Section 6.03 Primary Contact Information

Contact Person Phone: _____

Contact Person Fax: _____

Contact Person Email: _____