

**REQUEST FOR QUALIFICATIONS  
FOR REAL ESTATE BROKER/REALTOR**

**RFQ No. 2021-001**

**Northern Arizona Fire District**

**DEADLINE:  
4:00 p.m. on March 3, 2021**

Interested parties must submit the proposal and associated documents to:

Attn.: Rhonda Johnson  
Northern Arizona Fire District  
2740 E Butler Avenue  
Kingman, AZ 86409  
(928) 757-3151

Office Hours:  
Monday through Thursday 7:00am to 6pm

# REQUEST FOR QUALIFICATIONS – REAL ESTATE BROKER/REALTOR

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### **REQUEST FOR STATEMENTS OF QUALIFICATIONS**

Northern Arizona Fire District (the District) is inviting statements of qualifications from qualified real estate broker/realtor firms (referred to as Respondent or Respondents) to provide services for the listing and sale of certain real property owned by the District. Respondents must be licensed in Arizona.

Qualifications for these services will be accepted until **4:00 p.m. on March 3, 2021 at Northern Arizona Fire District, 2740 E Butler Avenue, Kingman, AZ 86409**. All proposals must be packaged in a sealed envelope or package and be clearly marked on the outside with the Respondent's name and address and the following written information:

#### **Northern Arizona Fire District - Real Estate Broker/Realtor RFQ 2021-001**

The District reserves the right to reject any or all Statements of Qualifications ("SOQ") and to waive informalities, and to negotiate with all firms submitting qualifications as determined in its sole discretion.

### **I. GENERAL INFORMATION**

#### **a. Introduction**

The District is seeking responses from qualified real estate broker/realtor firms with demonstrated professional competence and experience to provide services for the listing and sale of certain property owned by the District. Qualified individuals and firms (firm or firms) interested in providing such services are invited to submit responses to this Request for Qualifications (RFQ).

- b. Scope of Services – The firm selected as a result of the RFQ:**
- Will have an office located in Mohave County, Arizona.
  - Will have strong knowledge of the Mohave County and Kingman real estate markets.
  - Will be asked to establish a marketing plan and project time from listing to closing of real property.
  - Experience working with governmental agencies is preferred but not required.
  - Will be asked to determine closing costs.
  - Shall designate a single point of contact within the Respondent’s organization to which the District can look for timely resolutions of any issues which may arise related to Respondent’s work.
  - Shall not accept any assigned projects in which, either its principals and/or employees, as well as family of principals and/or employees, directly or indirectly, have a financial or personal interest in or to any tract, piece or parcel of land included within the limits of a particular parcel or project requiring appraisal services.
  - Shall be able to provide both electronic and hardcopy documents, files and reports of all documents.
  - Must be licensed in Arizona.
- c.** Respondents are prohibited from directly or indirectly communicating with District Board members regarding the firm’s qualifications or any other matter related to an award of a contract for the services requested under this Request for Qualifications.
- d.** Respondents are prohibited from contacting District employees regarding their qualifications or the award of a contract, unless in response to an inquiry from a District staff member. Any violation will result in immediate disqualification of the Respondent from the selection process.
- e.** If additional information is necessary to assist the Respondent in interpreting these specifications, written questions must be submitted to Fire Chief Jake Rhoades at [jrhoades@cityofkingman.gov](mailto:jrhoades@cityofkingman.gov). No telephone inquiries will be accepted or answered in relation to this RFQ.

## **II. PROPOSAL SUBMISSION AND ORGANIZATION**

### **a. Submitting the Proposal**

The Respondent must submit one (1) original plus five (5) copies and one pdf of the proposal submitted before the deadline and to the location as set forth above. Proposals will be evaluated at a later date. Proposals must be properly signed with a manual signature of an authorized representative of the firm. All proposals must be packaged in a sealed envelope or package and be clearly marked on the outside with the Respondent’s name and address and the following written information:

Respondents mailing their proposals must allow sufficient time for delivery of their proposal by the time and date specified. Late proposals will not be accepted.

**b. Proposal Organization and Format**

Proposal should be submitted on 8.5 by 11-inch paper bound securely. Proposals must contain, and be organized, as shown below. Each section should be separated by numbered tabs or in a similar manner.

- i. Tab 1: Introductory letter, to include name of firm and contact information for the primary contact for the firm.
- ii. Tab 2: Respondent's Data Sheet
- iii. Tab 3: Company biography and history. Respondents must submit under this tab a concise description of:
  - A brief history of the firm including date founded, number of employees, company headquarters location and operating locations.
  - Include resumes/bios of all staff members who are proposed for this contract, to include professional experience.
  - A description of representative past projects and accomplishments.
  - A summary of commercial transactions closed within the last 12 months.
  - Evidence of proper licensing/certifications.
  - Respondent may also provide any other information that the Respondent believes is appropriate to assist the District in its evaluation.
- iv. Tab 4: Brokerage/Realtor Services/Fees.
  - Describe your proposed form of compensation (i.e., commission, fee-for- service, or other method).
  - Specify which services are included in this compensation and which services would require additional fees.
  - Describe what other services, if any, does your firm provide.
- v. Tab 5: Experience, Past Performance. Respondents must submit under this tab a concise description of its experience, past performance, ability to deliver the proposed services:
  - Experience with governmental clients.
  - Experience with entities the same size or larger than the District.
  - A concise description of what differentiates your firm from competitors.
  - A concise description of non-proprietary methods utilized to affect the marketing and sale of non-residential real property.
  - A concise description of experience, if any, with Brownfield property.
  - A concise description of Respondent's demonstrated knowledge of local real estate markets (breadth of work history in commercial, industrial, and mixed-use properties as well as any unusual or

challenging properties).

- Respondent may also include any other related information that the Respondent believes is appropriate to assist the District in its evaluation such as evidence of commitment to excellence professionalism as evidenced by awards and certifications.
  - Reference Data Sheet (s). The Respondent shall submit four or more former governmental and/or commercial clients for whom the Respondent has performed similar or like services to those being offered herein.
- vi. Tab 6: Litigation/Ethics
- Identify any current/pending litigation and any litigation settled or disposed within the past five (5) years against the Respondent, including its parent, sister or subsidiary companies, and proposed sub-Respondents.
  - Provide detail of any ethics violations or board actions within the past five (5) years against the Respondent, including its parent, sister or subsidiary companies, and proposed sub-Respondents.
- vii. Tab 7: Potential conflict of interest with other clients, if any.
- Identify any conflicts or potential conflicts of interest.

### **III. PUBLIC INFORMATION NOTIFICATION**

All materials, information, communications and correspondence in any form from the Respondents to this RFQ are to be non-proprietary and non-confidential and will be subject to public records requests after the contract is awarded.

### **IV. SELECTION AND AWARD PROCESS**

The purpose of the Statement of Qualifications is to demonstrate the Respondent's qualifications, competence, capability and ability to meet the District's requirements. An evaluation team will review the proposals submitted and rank each based on the evaluation criteria specified below. The District may require additional information after the review of the initial information received. Discussions may be conducted individually with firms who submit responsive proposals and who are determined reasonably qualified for award of the contract. The District reserves the right to reject any and all submittals and does not guarantee a contract will be awarded. All costs associated with the preparation of the proposals, site visits, presentations, and any other costs are the responsibility of the submitting firms. Responding to this RFQ constitutes understanding and agreement to methods of evaluation and selection.

#### **a. Evaluation Criteria**

Evaluation of the proposals received may consider but shall not be limited to the following review criteria:

<b>Administrative Credentials</b>	<b>(20 points)</b>
– Completeness and thoroughness	5%
– Understanding the Scope of Service	10%
– References	5%
<b>Organization, Personnel and Experience</b>	<b>(70 points)</b>
– Qualifications and experience of Individuals who will perform and Supervise the Services	15%
– Past Success with Similar Projects	10%
– Experience with Governmental Entities, Mohave County, Commercial Property/ Mixed Use Property	15%
– Experience with Brownfield	20%
– Financial Viability	10%
<b>Costs and Fees</b>	<b>(10 points)</b>
– Overall cost	10%

**b. Right to Reject Proposals and Negotiate Contract Terms**

The District reserves the right to reject any one or more submittals solely at its own discretion. In addition, the District reserves the right to request additional information from any and all firms, to waive any informalities, irregularities or omissions in any response and, prior to the response deadline to change any portions or requirements of this RFQ, provided notice of the same shall be given to all persons or entities receiving this RFQ. The District reserves the right to negotiate the terms of the contract, including the reimbursement rates, with the selected Respondent prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring Respondent, District may negotiate a contract with the next highest scoring Respondent and so on until an agreement is reached.

**V. INSURANCE AND INDEMNIFICATION**

- a. Prior to execution of the Agreement, Respondent will provide the District with certificates of insurance confirming professional liability, errors and omissions coverage and general commercial liability coverage with minimum combined single limit of \$1,000,000 for property damage and damages resulting from bodily injury or death which will be subject to approval by the District’s insurance carrier and/or attorney.
- b. The Respondent will indemnify, hold harmless and defend the District and its employees, agents, board members, officers, and volunteers from any and all lawsuits, claims, demands and causes of action of any kind arising from the negligent or intentional acts errors or omissions of the Respondent, its officers, employees or agents. This will include, but not be limited to, the amounts of judgements, penalties, interest, court costs, reasonable legal fees,

and all other expenses incurred by the District arising in favor of any party, including the amounts of any damages or awards resulting from claims demands and causes of action for personal injuries, death or damages to property alleged or actual infringement of patents, copyrights, and trademarks and without limitation by enumeration, all other claims, demands, or causes of action of every character occurring, resulting, or arising from any negligent or intentional wrongful act, error or omission of the Respondent or its agents or employees. This obligation by the Respondent will not be limited by reason of the specification of any particular insurance coverage required under this Agreement and will survive termination of any contract.

## **VI. OFFER AND CERTIFICATIONS**

- a.** Submission of the Statement of Qualification constitutes an offer which shall remain open and irrevocable for a period of 90 days from the date of submission.
- b.** Submission of a Qualification Proposal indicates the acceptance by the firm of the conditions contained in this RFQ unless clearly and specifically noted in the Qualification submitted and confirmed in the contract between District and the firm selected. The District reserves the right without prejudice to reject any or all submissions.
- c.** By making a submission, the Respondent certifies that Respondent is not debarred or excluded from bidding by any Federal agency; has not been convicted within a three-year period, or had a civil judgement against them for commission of fraud in obtaining or performing a public contract, has not within a three-year period been terminated on a public contract for cause or default.
- d.** By making a submission, each Respondent certifies that it is a duly qualified, capable, and bondable business entity, that it is not in or contemplating bankruptcy or receivership and that it is not currently delinquent with respect to payment of taxes assessed by any political subdivision.

**REFERENCE DATA SHEET**

REPRODUCE SHEET AS NECESSARY

Provide the name, organization and phone number of four or more former governmental and/or commercial clients for whom the Respondent has performed similar or like services to those being offered herein.

Client: \_\_\_\_\_

District: \_\_\_\_\_ State: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Project Begin & End Date: \_\_\_\_\_

Services Provided: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**RESPONDENT DATA SHEET**

Proposing Company Name: \_\_\_\_\_

Main office address: \_\_\_\_\_

Local office address: \_\_\_\_\_

Federal Employer Identification Number: \_\_\_\_\_

Corporation:    YES [ ]                    NO [ ]

Contact Person:

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing address where reimbursements would be mailed and person the department should contact concerning billing:

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Is the firm submitting this proposal as an individual?

YES [ ]                    NO [ ]