

RFP FOR REAL ESTATE BROKER SERVICES

Dorchester County seeks a real estate firm specializing in commercial real estate to provide services for property owned by Dorchester County Government, Dorchester Regional Technology Park located at 5126 Bucktown Road in Cambridge, MD. It is the intent of this RFP to have the successful broker/firm enter into a Professional Services Contract with the County to supply real estate services as outlined herein. The property consists of 113 acres divided into 14 sellable lots. The lots range from 4-5 acres. The firm is expected to meet the County's objective to sell individual lots therefore having a global reach is extremely important. The firm is expected to market and sell the property to budding entrepreneurs, existing firms and new firms seeking a new Mid-Atlantic location. The property is complete with water, sewer and broadband infrastructure.

The real estate firm will be paid strictly on commission basis and will be expected to work closely with the Business Attraction and Expansion Manager in the Economic Development Office and provide monthly reports to the Economic Development Director.

Sealed proposals should be submitted to Dorchester County Council's Office, 501 Court Lane, Room 108, Cambridge, Maryland 21613, by 2:00pm April 5, 2013; clearly marked on the outside "***Proposal – Real Estate Broker Services***". At that time, they will be opened and read aloud. Selection will be made by April 29, 2013.

The County Council reserves the right to reject any and all proposals, or parts of proposals, when it is judged to be in the best interest of the County

All questions should be sent to Keasha Haythe, CECD, Director, 5263 Bucktown Road, Cambridge, MD 21613 or e-mail at khaythe@choosedorchester.org. Question deadline will be Friday, March 22, 2013.

A. SCOPE OF SERVICES

The successful firm shall agree to contract with the County to provide the following:

- Perform market analysis,
 - Develop strategies for sale of properties,
 - Work with County Attorney and Economic Development Director to negotiate land sales with buyers and prospects
 - Coordinating real estate appraisals,
 - Coordinating real estate transaction closings, and
 - Handling all other customary activities and services associated with real estate transactions.
- Services may include consultation with County staff and the Dorchester County Council relating to the sale of real estate. Presentations at public meetings may be required.

B. BROKER'S QUALIFICATIONS

Respondents to this RFP shall have the following qualifications:

- Must be licensed and in good standing with the State of Maryland.
- Must have an excellent reputation in the real estate community.
- Must be knowledgeable in the local real estate market and have experience with small and

large commercial properties.

- Must be knowledgeable in the use of all public real estate records.

C. INSURANCE REQUIREMENTS

For proposal purposes, proposers must submit copies of certificates of insurance for general liability and workers compensation. The successful contractor must provide original certificates prior to commencing services.

D. FEE SCHEDULE

The proposed fee schedule shall include the following items:

- State your commission rate for the selling of properties.

E. TERM OF CONTRACT

The contract period for the successful broker/firm will be from date of award until either party choose to discontinue the contract. The contract may be terminated by either party with 60 (sixty) days prior notice.

F. EVALUATION AND AWARD PROCESS

Issuance of this RFP and receipt of proposals does not commit Dorchester County to award a contract. The County 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

1. Knowledge of local real estate market and Dorchester County.
2. Global reach for marketing the property.
3. Commercial real state experience, qualifications and references.
4. Proven commercial real estate track record.
5. Various industry sector knowledge.
6. Ability of the contractor(s) to meet or exceed the requirements defined in the RFP.
7. Local reputation.
8. Fee schedule
9. Completeness of response to RFP as outlined in this solicitation.

I. RFP SUBMITTAL REQUIREMENTS

By submitting a proposal, you represent that you have (1) thoroughly examined and become familiar with the scope of services outlined in this RFP and (2) are capable of performing quality work to achieve the County'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 Dorchester County; 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 references where and when your firm provided 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.
8. Fee schedule:
 - State your commission rate for listing and selling of properties
 - State any other costs the County may anticipate relating to the real estate services to be provided.