

# City of Youngstown Request for Proposals Real Estate Broker Services

Issue Date: June 10, 2019

Issuing City of Youngstown  
Department: Department of Community Planning & Economic  
20 W. Federal, Suite 602  
Youngstown, OH 44503

Proposal  
Deadline: July 22, 2019 - 3:00 pm

Direct all  
Inquiries to: Sharon Woodberry  
Director, Community Planning & Economic Development  
Phone: 330-744-1708

The City of Youngstown seeks a real estate firm specializing in commercial real estate to provide brokerage and marketing services for property owned by The City of Youngstown located at 2933 Salt Springs Road inside the Salt Springs Business Park. It is the intent of this RFP to have the successful broker/firm enter into a Professional Services Contract with The City of Youngstown to supply real estate services as outlined herein. The property is a 25,786 sq ft building that served as a call service center to AT&T. The firm is expected to market the properties to any industry that the firm identifies as a prospect for a facility of this type.

A detailed description of 2933 Salt Springs Road is located at [https://www.youngstownohio.gov/available\\_space](https://www.youngstownohio.gov/available_space) or can be found on the City of Youngstown's website [www.youngstownohio.gov](http://www.youngstownohio.gov) Businesses >>Available Space

### **A. Scope of Services**

The successful firm shall agree to contract with The City of Youngstown to provide the following:

- Perform market analysis and assess suitable price to sale or lease property for the market
- Develop strategies for sale of properties
- Work with Director of Community Planning & Economic Development, Mayor, Law Director, and Finance Director to negotiate the sale or lease of the property with buyers and prospects
- Coordinate real estate appraisals and real estate transaction closings
- Schedule and conduct tours for interested parties
- 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:

- Must be licensed and in good standing with the Ohio Department of Commerce Division of Real Estate & Professional Licensing
- Must be knowledgeable of the local real estate market

### **C. Insurance Requirements**

Proposers must submit copies of insurance for general and profession liability naming the The City of Youngstown as additional insured and workers compensation insurance. The successful firm 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 selling properties
- State your commission rate for leasing properties

#### **E. Term of Contract**

The contract period for the successful broker/firm will be from date of award for one year with renewable options up to three additional one year terms. 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 The City of Youngstown to award a contract. The City of Youngstown 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. Selection Criteria**

1. Knowledgeable of local real estate market and Midwest region
2. National reach for marketing the property
3. Commercial real estate experience, qualifications and references
4. Proven commercial real estate track record
5. Knowledge of various industry sectors
6. Ability of the contractor(s) to meet or exceed the requirements defined in the RFP.
7. Fee schedule
8. Completeness of response to RFP as outlined in this solicitation

## H. 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 RFP objectives.

The following 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; staff experience and training, including a brief resume for any person that may be assigned to this property
3. Describe experience your firm or organization has in pertinent real estate experience.
4. Experience is 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, if any.
8. Fee schedule:
  - State your proposed commission rates for sales and leases
  - State any other costs the City of Youngstown may anticipate relating to the real estate services to be provided.

## I. Property Tour

All parties interested in viewing the property must contact the office and register for a tour date. Please contact Marissa Osorio at 330-744-1708 for registration. Tours will be made available **ONLY** on the following dates and times.

Thursday June 20, 2019 at 2:00 pm

Tuesday, July 9, 2019 at 2:00 pm