

# **REQUEST FOR QUALIFICATIONS**

## **Real Estate Agent To Represent as Buyer's Agent (or Seller's Agent in some transactions) for the Teton County Board of County Commissioners and also for the Jackson/Teton County Housing Department**

### **SECTION ONE INTRODUCTION**

#### **General Description and Purpose**

The Teton County Board of County Commissioners on occasion purchase and sell real estate. The Teton County Board of County Commissioners seek a Wyoming licensed Real Estate Agent to represent Teton County as a buyer's agent in the purchase of real estate and on occasion to serve as a seller's agent for Teton County when Teton County is selling county owned real estate. Teton County does not utilize Intermediary Agents or sub-agents. The same real estate agent would also serve as an agent for real estate transactions involving properties being purchased by or sold by the Jackson/Teton County Housing Authority.

**All agents must be licensed in the State of Wyoming.**

#### **Submittal Deadline**

A sealed original submittal and seven (7) copies must be received by Teton County, WY (Owner) at the Teton County Commissioner's Administrator's Office by **2:00 PM MST, Friday, May 25, 2018**. Submittals shall be valid for a period of forty-five (45) days from receipt by the Owner. Submittals received after the date and time specified above shall be considered late and shall not be considered for award. Late submittals shall be returned unopened to the Entity's authorized representative.

The County will contract with one individual only in conjunction with professional services solicited in this Request for Proposals (RFP). Responses to this RFQ should be submitted, via Federal Express, United Parcel Service, DHL, hand delivered to:

Alyssa Watkins  
Teton County Commissioners' Administrator  
200 S. Willow St.  
Jackson, Wyoming 83001  
307-733-8094

Responses may also be submitted through [www.publicpurchase.com](http://www.publicpurchase.com). Any vendors needing assistance with Public Purchase should contact:

Ian Jameson  
Administrative Assistant  
Teton County Commissioners  
(307) 733-8094  
ijameson@tetoncountywy.gov

All questions submitted through Public Purchase must be submitted by May 22<sup>nd</sup> to allow ample time for a response.

**Proposal Postponement or Amendment:**

The County reserves the right to amend any portion of the RFQ. Copies of such amendments shall be furnished to all prospective, interested Entities. Where such amendments require changes in the scope of services, the final date for submission may be postponed.

**Cost of Submittal Preparation:**

Any costs incurred by Entity responding to this RFQ in anticipation of receiving a contract award shall be the responsibility of the Entity submitting the response. The County shall not reimburse the Entity for any such expenses.

**Schedule of RFQ Submission and Review**

The County shall adhere to the following schedule in the receipt, review, and evaluation of Submittals:

- |              |  |
|--------------|--|
| May 2, 2018  | RFQ available for distribution.  |
| May 25       | Submittal due date.  |
| June 1       | Completion of Submittal evaluations by Selection Committee.              |
| June 4-8     | Interviews with "short listed" agents <b>if required.</b>                |
| June 11-22   | Finalize Owner - Entity Consulting Contract, Scope of Services, and fee. |
| July 3, 2018 | Board of County Commissioners Approval of Contract.                      |

**Acceptance**

This RFQ provides interested professionals with the necessary information to enable them to prepare and submit information for consideration by the County.

The County reserves the right to enter into further discussions with any real estate agent based solely upon the initial response to the RFQ and the right to negotiate the cost with the selected agent if it is deemed to be in the best interest of the Owner.

If the County is unable to negotiate a final scope of services and professional fee with the Owner's first choice, County reserves the right to negotiate with other agents who submitted a response to the RFQ.

**SECTION TWO**  
**DESCRIPTION OF REQUIRED SERVICES**

- 1) Provide services as a buyer's agent, including but not limited to:
  - a. Provide professional real estate services as needed
  - b. Communicate responsibly, honestly and in a timely manner
  - c. Counsel and explain all pertinent Real Estate documents
  - d. Perform comprehensive market analysis on properties of interest to establish fair market value
  - e. Be available to show properties selected to preview
  - f. Professionally present offers and negotiate to the County's and Public's benefit
  - g. Oversee paperwork through the transaction, escrow and closing
  - h. Research property's ownership and deed type; research property's public record information for lot size and dimensions.
  - i. Research and verify legal description, property's land use coding, deed restrictions and property's current use and zoning
  - j. Perform due diligence on property details including but not restricted to: coordinate inspections: termite, contractors, well, septic and roof, etc.; research any and all unrecorded property lines, agreements and easements; research and verify city sewer/septic tank system; verify availability of natural gas; verify if seller has transferable termite bond; ascertain need for lead-based paint disclosure; prepare detailed list of property amenities and assess market impact; compile list of completed repairs and maintenance items; verify if property has rental units involved
  
- 2) Provide services as a seller's agent, including but not limited to:
  - a. Provide professional real estate services as needed
  - b. Communicate responsibly, honestly and in a timely manner
  - c. Counsel and explain all pertinent Real Estate documents
  - d. Perform comprehensive market analysis on properties of interest to establish fair market value
  - e. Be available to show properties selected to prospective buyers
  - f. Professionally present offers and negotiate to the County's and Public's benefit as authorized
  - g. Oversee paperwork through the transaction, escrow and closing
  - h. Review and counsel on all offers, counter-offers and multiple offers
  - i. Demonstrate ability to price a property appropriately for the local market; accurately estimate a property's value by looking it over and comparing it with similar properties in the market
  - j. Offer direction and assist with preparing the property for showings
  - k. Set appointments with prospective buyers

### SECTION THREE PROPOSAL CONTENT / QUALIFICATIONS

Submittals shall contain a straightforward, concise delineation of the agent's capability to satisfy the requirements of the RFQ. Each submittal shall include all pertinent information necessary to evaluate the qualifications of the Entity.

#### **Proposal Contents**

The submitting party shall adhere to the following format in the development and submission of their proposal:

1. Qualifications. Please submit a resume and narrative explaining qualifications. Minimum qualifications include:
  - Wyoming Realtor License as governed by the State of Wyoming
  - Full-time Realtor or Broker in Teton County
  - Experienced in buying and selling Teton County (Jackson Hole) real estate; local knowledge and recent sales experience in Teton County; history of buying and selling real estate at multiple price points in Teton County
  - Active in Jackson Hole community (volunteer, professional engagements)
  - Honesty, integrity, tenacity and responsiveness
  - Organized with attention to detail
  - Problem solver mindset: ability to develop creative MLS listings to attract the right buyers
  - Current in the latest topics in real estate and the local market (continuing education and professional development)
  - Maintains a network of contacts within the market and local community
  - Understands the local housing market and nuances that make Teton County pricing strategy unique
  - Proactive in identifying potential property or buyers
  - Customer service oriented
  - Strong business acumen: understanding complex transaction and ability to explain to clients
  
2. Fee. Provide fee schedule to include proposed commission percentage(s) specific to various transactions (purchase, sale, etc.)
  
3. References. Provide references, with contact information, of individuals who have personal knowledge of your ability to perform in projects or roles similar to this one.
  
4. Other information. Any additional information you believe would be useful to the Selection Committee should be placed in this section. You may wish to include brochures, descriptions of similar projects or work you have done and any other materials, which will elaborate on your qualifications. The amount of material you may include in this section is not limited. However, this material should focus on how you best meet the selection criteria.

**NOTE:** THE ENTIRE SUBMITTAL (not including "Other Information") SHALL NOT EXCEED 25 PAGES.

**SECTION FOUR  
EVALUATION CRITERIA**

**Evaluation Criteria**

A Selection Committee, consisting of various individuals chosen by the County, shall evaluate the Submittals based on the following criteria:

	<u>Weight</u>	<u>Score</u>
Criteria One / Proposal Format	4	_____
Criteria Two / Qualifications	5	_____
Criteria Three / Fee	5	_____
Criteria Four / Recommendations	3	_____
	Total Score	_____