

REQUEST FOR PROPOSAL REAL ESTATE BROKER SERVICES

1. GENERAL INFORMATION

Joplin Schools (“District”) is requesting proposals from local commercial real estate brokers/firms (“Agent”) to assist with the sale, purchase, lease, or other transactions involving District real estate. The District seeks fair market value compensation and will work with the selected broker to develop a strategic plan to achieve this goal. The District reserves the right to work with other agents regarding the purchase of property by the district.

All potential transactions must be submitted for Board approval prior to closing. It is the intent of this RFP to award the successful broker/firm an independent service contract to provide real estate services to the District as outlined herein.

The selected broker will be expected to coordinate work on transactions with the District’s counsel and staff. The selected broker will also communicate with the Board of Education when required. The District reserves the right to retain all proposals submitted, waive minor technical defects in a proposal, reject any and all proposals, or reject any part of a submitted proposal. Submission of a proposal indicates acceptance by the respondent of the conditions contained in this request for proposal. Any desire to modify the terms of the contract must be clearly and specifically stated in the proposal submitted and agreed to by the District before a contract is executed.

There is no expressed or implied obligation for the District to reimburse responding persons for any expenses in preparing proposals in response to this request.

2. SPECIFICATIONS

Scope of Services

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

- Develop and implement marketing strategies for the sale, purchase, or lease of property to yield the highest financial benefits for the District
- Provide a quarterly report to the District Assistant Superintendent of Operations regarding current/new marketing efforts, contacts/leads, and other developments
- Maintain timely telephone and/or email contact with the Assistant Superintendent of Operations when there are active interests and transactions
- Consult with the District staff relating to services provided. Presentations at public meetings may be required
- Negotiate with potential buyers, sellers, lessors, or lessees on behalf of the District
- Coordinate with District legal counsel and finance department on real estate transaction closing(s)
- Handle all other activities and services customarily associated with real estate transactions

3. PROPOSAL REQUIREMENTS

The proposal must include the following content to be considered responsive to the RFP.

Broker's Qualifications

Respondents to this RFP shall have the following qualifications:

- Must be licensed and in good standing in the State of Missouri
- Must be knowledgeable in the local real estate market and have experience with commercial properties
- Must be knowledgeable in the access and use of all public real estate records

Insurance Requirements

For proposal purposes, proposers must submit copies of certificates of insurance as follows:

- Automobile liability @ \$1,000,000 per occurrence
- Comprehensive general liability @ \$1,000,000 per occurrence/\$2,000,000 aggregate
- Workers Compensation
- Professional Liability @ \$500,000
- Excess umbrella @ \$2,000,000 per occurrence/aggregate

Fee Schedule

The proposed fee schedule shall include the following items:

- State your commission rate for the selling, purchasing, and leasing of property
- State any other costs the District may anticipate related to the real estate services to be provided

The following information must accompany your proposal:

- Description of your firm, including the size of your firm, location, number, and nature of the professional staff to be assigned to the District; staff experience and training, including a brief resume of each key person listed
- Describe the experience (minimum five years previous experience with proven effectiveness) your firm or organization has in pertinent real estate experience
- Experience in assisting similar entities, including any and all services for governmental agencies
- List of at least three (3) references for whom your firm provided similar services. Please provide names and telephone numbers of contact persons for each reference
- Additional services offered through your firm, if any
- Listing of current litigation, outstanding judgments, and liens, as they relate to real estate transactions

4. PROPOSAL SCORING

Selection of Real Estate Broker/Firm shall be based upon the following considerations: A proposal review team will be assembled by the Assistant Superintendent of Operations to evaluate all responsive proposals. The contract(s) awarded as a result of this RFP will go to the respondent whose proposal is determined to provide the “best value” to the District based on the following criteria as evaluated by the review team:

<u>Scoring Criteria</u>	<u>Weighted Value</u>
Commission Structure <ul style="list-style-type: none">• Competitiveness of pricing proposal	50%
Experience and Qualifications <ul style="list-style-type: none">• Demonstrated prior experience with transactions of similar Scope and complexity• Quality of proposal	30%
Key Personnel and Resources <ul style="list-style-type: none">• Demonstrated resource, competence, and experience of the firm and the personnel responsible for performing work and providing services	20%

During the evaluation process, the District reserves the right, where it may serve the District’s best interest, to request additional information or clarifications from proposers or to allow corrections of errors or omissions. At the discretion of the District, real estate brokers/firms submitting proposals may be asked to make oral presentations as part of the evaluation process.

5. CONTRACT SPECIFICATIONS

Term of Contract

The contract period for the successful real estate broker/firm will run from execution for twelve (12) months. Contract extensions will be considered through mutual agreement of the District and contractor for two (2) additional twelve (12) month periods for a possible three (3) year agreement.

Indemnification

The Real Estate Broker/Firm agrees to hold harmless and indemnify the District from any and all liability, settlements, loss, costs, and expenses in connection with any action, suit, or claim resulting from the Real Estate Broker/Firm’s negligent acts, omissions, activities or services provided pursuant to this Agreement when awarded.

Laws and Regulations

The Real Estate Broker/Firm shall comply with all laws, ordinances, rules, and regulations which may govern the work as specified in this contract.

Transportation/Vehicle

The Real Estate Broker/Firm shall provide his/her own transportation and gas in the execution of the aforementioned duties and shall, at all times, carry vehicle insurance as outlined above.

All costs related to the Real Estate Broker/Firm’s vehicle shall be the responsibility of the Broker/Firm.

6. PROPOSAL SUBMISSION

Five (5) complete sets of the proposal are to be delivered to the District by **12:00 pm, December 15, 2023**, and clearly labeled as follows:

RFP Real Estate Broker
Joplin Schools
Attn: Assistant Superintendent of Operations
825 S. Pearl Ave.
Joplin MO, 64801

Emailed submissions will not be accepted.

