



Request for Proposals (RFP)

**Real Estate Services to Assist in
Surplus Property Sales
(Forest Estates Tank Site,
Clear Lake Reservoir
Property, Josh Wilson Road
Tank Site)**

July 9, 2018

1.0 Background

1.1 Executive Summary

The Public Utility District No. 1 of Skagit County, Washington (“District”) is seeking proposals for qualified real estate professionals (“Consultant”) to assist the District in the sale of surplus property. Required assistance will include marketing and listing surplus property.

The District currently owns four parcels that have been scheduled for surplus sales. All four parcels have been or planned to be water reservoir sites.

Two of the parcels, collectively referred to as the “Forest Estates Tank Site”, are on Woodland Drive in the City of Mount Vernon where a small steel water reservoir was constructed. The parcel numbers are P27978 and P65469. The above ground components of the water reservoir have been removed. Remaining is a 4 foot thick concrete pad and abandoned piping to and from the location of the demolished reservoir. Additional property information is attached in Appendix A.

One of the parcels, referred to as the “Clear Lake Reservoir Property”, is located adjacent to Old Day Creek Road, northwest of Clear Lake, in Skagit County. Its parcel number is P30137. On the property is an out of service concrete reservoir that was upgraded with a roof enclosure within the last 30 years. The District is not aware of residential access to the property. The District has been provided access through the neighboring property. Parcel information can be found in Appendix B.

The last parcel, referred to as the “Josh Wilson Road Tank Site”, is located north of the intersection of Josh Wilson Road and Higgins Airport Way in Skagit County. The parcel number is P111030. This parcel was intended to be use for a water reservoir, however no improvements were constructed and none are contemplated. The District is not aware of existing residential access to the property. Parcel information can be found in Appendix C.

2.0 Submittal Format

2.1 General Submittal Requirements

The proposal shall be a single document and shall be no longer than 6 pages (double sided, 8.5x11 letter size format). The front cover, back cover, introductory letter, and District submittal pages are not included in the page limit. Consultants must submit:

- One (1) digital copy

The proposal shall be signed by an authorized representative of the Consultant. Signature on a submittal certifies that it is made without connection with any other person, firm or corporation making a submittal for the same goods and/or services and is in all respects fair and made without collusion or fraud. Signature on proposal also certifies that the Consultant has read, fully understands and agrees with all solicitation requirements, terms and conditions. No

consideration will be given to any claim resulting from submittal without fully comprehending all requirements of the Request for Proposals.

The District reserves the right to request any Consultant submitting a proposal to clarify its submittal and to supply additional information deemed necessary to assist in the selection of a Consultant. The District also reserves the right to clarify, modify or alter any of the requirements herein. In the event of a material modification of the submittal requirements by the District, Consultants selected by the District may be given an opportunity to modify their proposal in the specific areas that are impacted.

The District may cancel, reject in whole or in part any submittal, without liability incurred at any time after issuing a RFP, if it is in the District's best interest to do so. Consultants responding to RFPs are responsible for all costs they may incur in connection with submitting proposal, which includes, but is not limited to: submittal preparation, pre-proposal conference, if any, document submittal, travel, expenses, interviews, presentations, or evaluation of any related documents.

2.2 Performance Period

It is the District's desire to dispose of the properties by the end of calendar year 2018.

2.3 Submittal Delivery/Closing Date

Proposals with all required information must be submitted to Doug McConnell, Contracts Administrator, either by email to mcconnell@skagitpud.org or by hand delivery to 1415 Freeway Drive, Mount Vernon, WA by **Wednesday July 11th, 2018 at 3:00 pm** Pacific Time. Submissions received by the District after the closing date and time will not be opened.

2.4 Questions Regarding the Request for Proposals

There will only be one point of contact for inquiries during the RFP process. The contact point is the District's Contracts Administrator Doug McConnell, (360) 848-2169, or by email at mcconnell@skagitpud.org. Any questions or issues that may arise regarding the scope, the RFP process, and/or the award process shall be directed to Doug McConnell. Responses to such inquiries shall be given in writing via an addendum to all parties who have obtained the RFP documents from the District.

NOTE: In order to receive an addendum, Consultants must contact Mr. McConnell to be placed on the communication list regarding this RFP.

2.5 Organization of Submittal

Submissions should be prepared and organized in a clear and concise manner, and must include all information required by this RFP. Headers, titles, or tabs should be used to identify required information. The submittal shall include the following at a minimum:

Introduction

- Introductory letter indicating the Consultant's interest in offering these services to the District and highlighting its qualifications to perform this engagement. Also include the availability of the company to complete the project.
- Company name, authorized contact person, address and telephone number.

Consultant Experience and Workload

- A description of Consultant's experience in marketing public or private property for sale.
- A listing of up to three (3) similar projects the firm has completed in Skagit County that are similar to the project described in this RFP. For each project, provide:
 - Name, address and telephone number of the client
 - The elements of the projects that are similar to the project described in this RFP

Personnel Experience

- Provide an organization chart showing all proposed team members and describing their responsibilities for this project. Include professional qualifications/resumes of each member of the project team.

Project Approach and Schedule ("Listing Plan")

- Provide a write-up on the Consultant's approach to selling the specific surplus properties. Include proposed dates and milestones.

Fee Structure and Rates

- Provide a written explanation of the fee structure and contract documents the Consultant would prefer to implement, including commission for each property.

3.0 Evaluation of Proposal

3.1 Method of Evaluation

A panel of District staff members will review the submission based on the criteria listed below and make a recommendation for award. Proposals shall be evaluated based on the following criteria:

1. Consultant Experience and Workload (20 points maximum)
 - Experience and qualification of the Consultant in marketing properties for surplus sales, complete with a list of similar properties sold or marketed.

Experience as selling agent over listing agent preferred. (15 points)

- The Consultant’s ability to incorporate this contract into its present workload. (5 points)
2. Experience of the Personnel Assigned to the Team (20 points maximum)
 - Significant consideration will be given to the individual qualifications of the team members identified in the proposal, including years of experience, years with the company, and experience with similar projects.
 3. Project Approach and Schedule (20 points maximum)
 - This includes a demonstrated understanding of the objective, scope and purpose of the contract, with a specific explanation of how the consultant proposes to achieve the District’s goal. Innovative suggestions that may increase the value of the Consultant to the District will be considered.
 4. Proximity of Consultant to Skagit County (20 points maximum)
 5. Fee Structure and Rates (10 points maximum)
 6. Listing Presentation (10 points maximum)
 - Consultants may be requested to present their listing plan and answer questions from the District’s review panel.

The panel may make a recommendation at the appropriate level for a contract award. Upon approval of this recommendation, District staff will coordinate with the selected consultant to complete the appropriate contract documents.

3.2 Tentative Evaluation Schedule

The schedule of events set out herein represents the District’s best estimate of the schedule that will be followed.

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| Proposals due | July 11, 2018 |
| Responses Evaluated | July 11-20, 2018 |
| Possible Listing Presentations | July 24-25, 2018 |
| Finalize Scope of Work, Negotiations and Contract Execution | August 10, 2018 |