

BRIGHAM CITY CORPORATION (www.brighamcity.utah.gov)

REQUEST FOR PROPOSAL – Real Estate Consulting Services

PROPOSALS MUST BE RECEIVED NO LATER THAN: **5:00 p.m., April 6, 2012.** Proposals received after this time will not be evaluated.

Information Contact: Bruce Leonard

City Administrator

Phone: 435-734-6612

Fax: 435-723-8132

Email: bleonard@brighamcity.utah.gov

The purpose of this Request for Proposal (RFP) is to obtain proposals from qualified individuals or firms to provide real estate consulting services to Brigham City Corporation and the Brigham City Redevelopment Agency.

Please include in your proposal the contact information requested below.

Respondent: _____

Date of Proposal: _____

Company Name (if different than 'Respondent'): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

I. Administrative Background

Brigham City Corporation (the City) is a municipal corporation of the State of Utah. The Brigham City Redevelopment Agency (the Agency) is a separate legal entity from Brigham City Corporation, organized to promote and accomplish various community, economic development, and redevelopment purposes pursuant the Utah law.

Brigham City is a small city located approximately 60 miles north of Salt Lake City, Utah. The current estimated population of Brigham City is approximately 18,000. Brigham City Corporation offers a diversity of municipal services including police, fire, and ambulance service; utility services including culinary water, sanitary sewer, storm drainage, and electricity; other public services such as waste collection, street construction and maintenance, planning and zoning, building permitting, economic development, a museum and gallery, volunteer coordination, and senior citizen services. The City manages and maintains 12 parks and an 18-hole golf course, and operates a recreation program that serves Brigham City and neighboring communities, and provides a variety of activities.

II. Statement of Purpose

The purpose of this Request for Proposal (RFP) is to obtain proposals from qualified individuals or firms to advise the City and the Agency on real estate issues. The City and the Agency purchase, own, and sell real property for a variety of public purposes. In the course of these

transactions, the City and the Agency often encounter questions or issues that can most easily be answered or resolved utilizing the services of a real estate professional. These services may include, but are not limited to:

- Approaching property owners on a confidential basis to discuss potential property purchases
- Negotiating purchase terms with property owners
- Negotiating sale of property
- Advise on real estate issues in general

III. Minimum Qualifications

1. Proposals will only be accepted from respondents who meet the following requirements:
 - a. Demonstrated familiarity with the Brigham City real estate market.
 - b. Membership in the Brigham Tremonton Board of Realtors preferred.
 - c. Professional certifications and/or substantial demonstrable experience in the areas of residential, commercial, and industrial real estate, as demonstrated by:
 - i. Certified Residential Specialist certification
 - ii. Certified Commercial Specialist certification
 - iii. Certified Real Estate Broker
 - iv. CCIM certification preferred
 - v. Other relevant professional certifications
 - d. Excellent interpersonal relationship skills.
2. The City prefers that the principle business address for the individual or firm is in Brigham City. However, other firms may be considered depending on the degree to which other qualifications are met.
3. The term for any contract awarded pursuant to this Request for Proposals is one year, with renewal for additional years at the discretion of the City.
4. All proposals must contain the following information:
 - a. Name and contact information for the key person or persons assigned by the respondent to provide real estate consulting services.
 - b. Resumes or background descriptions of all key personnel to be assigned to this project including any professional certifications, training toward obtaining or maintaining certifications, or other pertinent information relevant to providing real estate consulting services as described in this Request For Proposals.
 - c. A summary of the approach the respondent will use to work with Brigham City Corporation staff in providing real estate consulting services.
 - d. Address how the respondent will avoid future conflicts of interest in dealing with Brigham City Corporation.
 - e. Any conflicts of interest that currently exist.
5. It is the City's intent that in cases where the City or the Real Estate Consultant identify a conflict of interest, either party may waive exclusivity. In such cases, the City anticipates that a "backup" consultant will be available to provide needed services. Proposals should address this matter.

IV. Criteria for Selection

Proposals will be evaluated by the Brigham City Council based on the likelihood of the respondent meeting the City's and Agency's purposes as outline in this RFP. Proposals will be evaluated on evidence of understanding of the objectives and work involved, and on the demonstrated capability of the respondent to accomplish the work. The primary criteria and relative weight given to each category during the evaluation process will be:

1. Quality of proposal: 30%.

The respondent shall provide a conceptual outline of a process to fulfill the City's purposes as expressed in this RFP. The Brigham City Council may interview the top three respondents. If interviews are conducted, then the results of the interview will comprise a portion of the final score assigned to this criterion.

2. Experience and Professional Credentials: 40%.

The respondent shall detail work experience and professional credentials relevant to the task of providing real estate consulting services.

3. Cost: 30%.

Each respondent shall include a proposal regarding compensation for providing real estate consulting services.

PROPOSAL PROCESS

Submittal Process

Respondents must submit ten complete copies of the proposal to:

**Brigham City Corporation
Attn: Bruce Leonard, City Administrator
Brigham City Corporation
20 N. Main Street
Brigham City, UT 84302**

Submissions must be received no later than **5:00 p.m., Friday, April 6, 2012**. All proposals that are not received by the deadline will be considered late and will be returned to the respondent unopened.

Proposals shall be submitted at the time and place indicated in the Request for Proposal and shall be submitted in a sealed envelope appropriately marked with the name and address of the Respondent. If the requested number of copies does not fit into an envelope, enclose all copies in a box, seal it and include the appropriate information on the top of the box.

COST OF PREPARATION OF RESPONSE

Costs incurred by any individual, firm, or other entity in the preparation of their response to this Request for Proposal are the responsibility of the responding individual, firm, or other entity and will not be reimbursed by Brigham City Corporation or the Brigham City Redevelopment Agency.

CANCELLATION

Brigham City Corporation reserves the right to cancel award of the contract any time before execution of the contract by both parties if cancellation is deemed to be in Brigham City Corporation's best interest. In no event shall Brigham City Corporation have any liability for the cancellation of award. The respondent assumes the sole risk and responsibility for all expenses connected with the preparation of its proposal.

CLARIFICATION

Any respondent requiring clarification of the information or protesting any provision herein, must submit specific questions/protests or comments in writing to:

**Bruce Leonard, City Administrator
Brigham City Corporation
20 N. Main Street**

Brigham City, UT 84302
Phone (435) 734-6603 Fax (435) 723-8132
Email: bleonard@brighamcity.utah.gov

If in the opinion of the City Administrator, additional information or interpretation is necessary, such information will be supplied in the form of an Addendum that will be delivered to all individuals, firms, etc., having received this Request for Proposal from Brigham City Corporation and such Addendum shall have the same binding effect as though contained in the main body of the Request for Proposal. Oral instructions or information concerning the specifications of the project given out by Brigham City Corporation managers, employees, or agents to prospective respondents shall not bind Brigham City Corporation. All Addenda will be issued not less than five (5) calendar days prior to the proposal deadline.

ASSIGNMENT

Neither the resulting contract nor any of the requirements, rights, or privileges demanded by it may be sold, assigned, contracted, or transferred by the Contractor without the express written consent of Brigham City Corporation.

PROPOSALS ARE PUBLIC RECORDS

All information submitted by Respondents shall be public record and subject to disclosure pursuant to the Utah Government Records Access Management Act, except such portions of the proposals for which respondent requests exception from disclosure consistent with Utah Law. All requests shall be in writing, noting specifically which portion of the proposal the Respondent requests exception from disclosure. Respondent shall not copyright, or cause to be copyrighted, any portion of any said document submitted to Brigham City Corporation as a result of this Request for Proposal.

REJECTION OF PROPOSALS

Brigham City Corporation reserves the right to reject any or all responses to this Request for Proposal.

COLLUSION

A Respondent, submitting a Proposal hereby certifies that no officer, agent, or employee of Brigham City Corporation has a pecuniary interest in this Proposal; that the Proposal is made in good faith without fraud, collusion, or connection of any kind with any other Respondent; the Respondent is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm.

DISPUTES

In case of any doubt or differences of opinions as to the items or service to be furnished hereunder, or the interpretation of the provisions of the RFP, the decision of Brigham City Corporation shall be final and binding upon all parties.

CLARIFICATION OF RESPONSES

Brigham City Corporation or its agent reserves the right to obtain clarification of any point in a firm's proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure of a respondent to respond to such a request for additional information or clarification could result in rejection of that firm's response or responses.