

# RFP for Realtor of Record

**City of Oakridge, P.O. Box 1410, Oakridge, OR 97463**

## **Introduction**

The City of Oakridge requires a Realtor of Record to assist Staff in the sale of surplus property owned by the City of Oakridge.

There will be industrial, commercial and residential property that can be leased or sold. The expectation of the City is that the Industrial property will be leased or sold to prospective businesses that have a business plan, capital or the ability to get capital to bring jobs into the City of Oakridge. Due to the property being purchased through federal grants the majority of the industrial property cannot be utilized for marijuana affiliated businesses. All transactions will be vetted by the Oakridge Economic Development Advisory Committee, prior to being forwarded to the Council for action.

This is a request for proposal to provide the required services needed to sell and process the sale of City surplus property. This includes vacant land and structures owned by the city. Compensation will be negotiated within customary percentage limits.

## **Instructions for Completing the Proposal**

The proposal needs to answer all questions listed in Project Description. Be as brief and accurate as possible. Submit three copies of your proposal.

## **Proposal Deadline**

All proposals must be hand delivered, mailed, faxed or E-mailed no later than 5:00 PM, Friday, **December 30, 2016**. Submit your proposal to the City of Oakridge at the following address:

**City of Oakridge**  
**P.O. Box 1410/48318 E. 1<sup>st</sup> St.**  
**Oakridge, OR 97463**  
**Attn.: City Recorder**  
**(541) 782-2258 Fax: 541-782-1081**  
**Or**  
**Email a copy to [susieladuke@ci.oakridge.or.us](mailto:susieladuke@ci.oakridge.or.us)**

## **Project Evaluation**

Each submittal will be evaluated on a competitive basis against other proposals submitted by other interested applicants for Realtor of Record.

Meetings between the vendor and the City of Oakridge to review the proposals will be scheduled and confirmed by **the City Recorder**.

## Proposal Schedule

The schedule for the Selection of a Realtor of Record:

<b>January 27, 2017</b>	Proposals Due
<b>To be set</b>	Meetings with Vendors to Review Proposal
<b>To be set</b>	Contract awarded through Council Approval

## PROJECT DESCRIPTION

1. **Vendor Contact.** Designate a contact person who will serve as the contact person between the City of Oakridge Staff and your organization for all matters pertaining to this proposal. Include the person's name, title, mailing address, direct telephone line, E-mail and fax number.
2. **Other Participants and Description of Involvement.** Identify and describe any additional parties and services to be involved in carrying out this proposal. Include the person's name, title, mailing address, direct telephone line, and fax number.
3. **Project Description.** Provide a detailed description of services to be provided. Identify the total cost with a breakdown by activity. This should be provided in the form of an Excel spreadsheet.
4. **Project Management Plan.** Provide a detailed and consolidated description of how your organization plans to manage the sale of the City of Oakridge's Surplus property.
5. **Project Start Date.** Upon selection and approval of vendor by the City council.
6. **Additional Benefit to the City of Oakridge.** Describe what the vendor proposes to present that will especially benefit the City of Oakridge and/or make the proposal stand out from other applicants.