



**Anthony G. George
Mayor**

Professional Real Estate Services

For the

Marketing and Sale of Wilkes-Barre City Owned Properties

**Wilkes-Barre City Hall
40 East Market Street
Wilkes-Barre, PA 18711**

**CITY OF WILKES-BARRE
REQUEST FOR PROPOSALS**

The City of Wilkes-Barre (CWB) is soliciting proposals from real estate agents/firms for the provision of professional services, advice and technical assistance in the marketing and selling of property owned by the CWB.

I. BACKGROUND ON LANDS OWNED BY THE CITY OF WILKES-BARRE TARGETED FOR THIS PROPOSAL

The CWB owns several parcels of land (with and without improvements) at various locations in Wilkes-Barre, Pennsylvania.

II. SCOPE OF SERVICES

The responsibilities of the selected entity will include, but not be limited to, providing professional services, advice and technical assistance for the marketing and possible sale of City owned properties. The City, at its discretion, will decide which properties will be listed for sale by the selected entity.

III. INFORMATION REQUIRED FROM INTERESTED FIRMS

The CWB is pleased to invite your firm to submit a written Proposal for the activities outlined above. Attached hereto is Form PSQ-Real Estate Services, "Professional Service Questionnaire," for use in preparing your Proposal. All information should be included solely on the attached forms.

IV. COMPENSATION

The CWB intends to negotiate a fee for service with the responsible offeror whose proposal and qualifications are determined to be the most advantageous to the CWB, based upon the evaluation of information received from applicants, at a compensation which the CWB determines to be fair and reasonable. Should the CWB be unable to negotiate a satisfactory contract with the applicant considered to be the most qualified, the CWB reserves the right to undertake negotiations with the responsible firm considered to be the next most advantageous, or at its discretion, issue another "Request for Proposal/ Qualifications."

V. CONTRACT AWARD

The contract will be awarded upon the conclusion of negotiations with the successful firm at a future meeting of the CWB.

VI. TIME OF PERFORMANCE

The services of the firm will be for one (1) year from the award date.

VII. GENERAL INFORMATION

- A. The RFP is not to be construed as creating a contractual relationship between the CWB and any firm submitting a response to this RFP.
- B. The CWB shall have no obligation or liability to any firm responding to this RFP. All costs associated with responding to this RFP are borne solely by the respondent.
- C. The CWB may require follow-up oral interviews with selected respondents and may require the respondents to participate in negotiations.
- D. The CWB reserves the right to reject any/or all responses, to modify the scope with one or more of the respondents, and to waive any/all requirements which the CWB deems to be in its best interest. The County may also elect to cancel this solicitation or re-advertise this RFP entirely.
- E. By submitting this information the firm represents that it has examined and understands this RFP and has become fully informed of all the requirements of the RFP. All terms and conditions set forth in this document are accepted and must be incorporated in the submission unless explicit exception is made to individual items and accepted by the CWB.
- F. By submitting a response, the firm represents that it has the ability to meet the requirements outlined herein.
- G. Firms should contact the CWB for information or questions concerning this RFP.

After evaluation of the responses, the CWB will make its selection based on the response which best meets the needs of the CWB, in the sole discretion of the CWB. The Request for Proposals is not intended to create a public bidding process, and the proposal with the lowest quoted fees will not necessarily be accepted, nor will any reason for the rejection of any proposal be indicated. The CWB reserves the right to privately negotiate with any firm with respect to the requirements outlined in this Request for Proposals.

VIII. QUESTIONS REGARDING THIS PROPOSAL Directed To:

Mr. Tim Henry
Deputy City Administrator
City of Wilkes-Barre
40 East Market Street, 2nd Floor
Wilkes-Barre, PA 18711
(570) 208-4155

VIV. SUBMISSION REQUIREMENTS

Proposals will be received until the 28th day of March, 2017 at the Office of the City Clerk, 4th Floor, City Hall, Wilkes-Barre, Pennsylvania, 18711-4123, until 9:30 a.m.

Please submit proposals in a sealed envelope clearly marked "Professional Real Estate Services".

FORM PSQ-Real Estate Services

PROFESSIONAL SERVICE QUESTIONNAIRE

The purpose of this form is to provide information regarding the qualifications of firms interested in serving as Realtor to the City of Wilkes-Barre.

1. FIRM NAME AND ADDRESS:

INTERNET ADDRESS:

YEAR FIRM ESTABLISHED:

2. NAME OF PRINCIPAL TO CONTACT:

TITLE:

EMAIL:

TELEPHONE:

3. ADDRESS OF OFFICE TO PERFORM WORK, IF DIFFERENT FROM ITEM 1:

4. FIRM IDENTIFICATION NUMBER:

5. LIST ANY OUTSIDE KEY CONSULTANTS/ASSOCIATES ANTICIPATED FOR THE PROJECT:

FIRM CLASSIFICATION:

6. DOES YOUR FIRM QUALIFY UNDER ANY OF THE FOLLOWING?

- | | | | | | |
|----|-----------------------------------|-----|-----|----|-----|
| a. | Female Owned Business Firm: | yes | ___ | no | ___ |
| b. | Labor Surplus Area Business Firm: | yes | ___ | no | ___ |
| c. | Minority Owned Business Firm: | yes | ___ | no | ___ |
| d. | Section 3 Business Firm: | yes | ___ | no | ___ |
| e. | Small Business Firm | yes | ___ | no | ___ |

QUALIFICATIONS/EXPERIENCE

7. PROVIDE THE FOLLOWING INFORMATION FOR KEY PERSONS, SPECIALISTS, AND INDIVIDUAL CONSULTANTS WHO WILL BE INVOLVED IN PROVISION OF CONSULTING SERVICES FOR THIS PROPOSAL. COPY AND COMPLETE A SEPARATE PAGE FOR EACH PERSON INVOLVED.
- a. Name and Title:
 - b. Project Assignment/Role in Provision of services requested (i.e. marketing of land tracts, appraisals of land and improvements, project management; etc.):
 - c. Name of firm with which associated:
 - d. Years experience with this firm: _____, with other firm(s): _____
 - e. Educational Background--degree(s), year obtained, specialization:
 - f. Active Registration: Year first registered/disciplined
 - g. Other experience and qualifications relevant to the proposed project:
 - h. Estimated level of effort, in terms of time commitment to be provided by this individual:

QUALIFICATIONS/EXPERIENCE (Continued):

8. ATTACH A NARRATIVE LISTING 5 PROJECTS COMPLETED BY YOUR FIRM WITHIN THE LAST 3 YEARS, WHICH BEST ILLUSTRATE YOUR QUALIFICATIONS RELEVANT TO THE SERVICES REQUESTED IN THIS RFP. PLEASE INSURE THAT YOUR NARRATIVE PROVIDES THE FOLLOWING INFORMATION FOR EACH OF THE 5 PROJECTS. NOTE: NARRATIVE SHALL NOT EXCEED ONE PAGE FOR EACH PROJECT.

REQUIRED INFORMATION:

- Project Name
 - Location
 - Name/Title/Address/Telephone of CEO/Contact
 - Description of your firm's duties, goals, and accomplishments, as related to specific tasks included in this RFP
 - Proposed Cost of Your Services
 - Actual Fee Charged
9. PROVIDE BELOW ANY ADDITIONAL INFORMATION THAT WOULD SUPPORT YOUR QUALIFICATIONS FOR THE PROPOSED PROJECT, INCLUDING ANY INNOVATIVE OR UNIQUE PROJECTS/PROGRAMS RESULTING FROM YOUR SERVICES:

METHOD OF PROVIDING REQUESTED SERVICES:

10. USE THIS SPACE TO DESCRIBE YOUR PROPOSED METHOD FOR CARRYING OUT THE REQUIREMENTS OF THIS RFP WITHIN THE TIME CONSTRAINTS SPECIFIED.

11. USE THIS SPACE TO DESCRIBE THE PROPOSED METHOD OF PROVIDING THE OTHER SERVICES REQUESTED IN THIS RFP.

METHOD OF PROVIDING REQUESTED SERVICES (Continued):

12. IF THERE ARE ANY AREAS OF THE REQUESTED SCOPE OF SERVICES WHICH YOU ARE NOT ABLE TO PROVIDE, PLEASE EXPLAIN BELOW:

13. USE THIS SPACE TO DEFINE THE LEVEL OF AVAILABILITY OF STAFF FOR PERFORMING THE SERVICES CONTAINED HEREIN, TO INSURE TIMELY PROVISION OF SERVICES TO THE CITY OF WILKES-BARRE.

BASIS OF COMPENSATION:

- 14.** USE THIS SPACE TO PROVIDE A LUMP SUM RANGE OF FEES, ON A NOT TO EXCEED BASIS, FOR SERVICES REQUESTED IN THIS RFP. ALL ADDITIONAL ITEMS OF COMPENSATION SHOULD ALSO BE IDENTIFIED. PLEASE NOTE THIS IS NOT A BID, IT IS MERELY AN INDICATOR OF YOUR COMPENSATORY EXPECTATIONS. COMPENSATION FOR PERFORMANCE OF SERVICES WILL BE NEGOTIATED UPON SELECTION OF THE MOST ADVANTAGEOUS PROPOSAL.

The foregoing information provided in this Professional Advice Questionnaire is true and correct, to the best of my knowledge.

DATE:

SIGNATURE: _____

TYPED NAME AND TITLE: