

**REQUEST FOR QUALIFICATIONS
LICENSED REALTOR OR AUCTIONEER
FOR THE SALE OF BECKER COUNTY MINIMUM SECURITY JAIL
DETROIT LAKES, MN**

Introduction

Becker County is issuing a RFQ for a Licensed Realtor or Auctioneer to serve under contract from qualified firms to advise the Board on the pending sale of and the associated processes required for the disposal of 640 Randolph Road (aka. Minimum Security Jail) and to ultimately serve as the listing agent for the sale of this public asset.

Project Description

Becker County is accepting licensed realtors or auctioneers to advise the Board regarding the sale of and the associated processes required for the disposal of 640 Randolph Road and to ultimately serve as the listing agent for the sale of this public asset. It is probable that these services will be retained for sale and disposal of the Impound Facility and Lot owned by the County. This will be determined based on the process determined to be needed once that facility is deemed excess property.

The facility is no longer in use and has been deemed excess public property.

Scope of Services

The agent will be responsible for the overall process and advising the Commission on said sale. The contractor shall advise the board on how to best market the facility and to advise the board on the process to be used to maximize the sale price of the building and grounds. The contractor shall serve as the listing agenda. Facility is to be listed for sale no later than August 1, 2019. The contract for services will be for 90 days and may be extended at the discretion of the Commission.

Proposed Selection Process

The County will be selecting the agent through a qualifications and possible interview process. The proposed schedule for the qualifications reviews, notification and possible interview is as follows:

- Qualifications Due May 15, 2019
- Review Qualifications May 16-20, 2019
- Selection of Agent Firm – Negotiation of Contract May 21, 2019
- Begins Work / marketing May 21, 2019

Proposal Content

The firm's proposal should be as brief and concise as possible. In order to facilitate an equitable evaluation of your firm's qualifications, please respond specifically to the following items in the order as described below:

A. General Information

- a. Firm name, address, city, state, zip code and telephone number
- b. Year established
- c. If your firm has branch offices, list locations and staff for each
- d. Type of organization (individual, partnership, corporation)
- e. List of officer's names
- f. How many years have your firm provided realty or auctioneer services?
- g. Describe what steps your company has taken during recent years to be innovative and progressive in the development of your business so as to better serve your clients.

B. Experience

- a. Provide a list of comparable projects for which your firm has acted as an agent or auctioneer. Include the project name, location, and owner.

C. Personnel

- a. Provide a list of key personnel that you are prepared to commit to this project.

D. Responsibilities

- a. Proposed fee structure for said services rendered
- b. Describe your local knowledge of the local commercial property and market.
- c. Describe method used to market
- d. Describe method to keep the Commission informed on the Status of the sale.

Evaluation Criteria

The proposals will be evaluated relative to the following criteria:

1. Qualifications of individuals assigned to the project
2. Familiarity with the local and regional markets
3. Performance on past projects
4. Ability of firm and assigned personnel to meet time and budget constraints
5. Project experience and approach
6. Recent, current, and projected workloads
7. List / Management Fee

Selection

The County will review each submittal and rank each firm to determine the top candidates. Firms may be interviewed as deemed necessary to determine the successful representative. The County reserves the right to reject any and all proposals and to select a firm and award a contract as is deemed in the best interest of the County.

Cost of Preparation

All costs associated with preparation of statement of qualifications shall be borne by the interested firm.

Procedure for Submission

Representatives wishing to be considered shall submit **eight (6) hard copies and one (1) electronic copy (in PDF format)** of their qualification materials to:

Mike Brethorst, MS
County Administrator
Becker County Courthouse
915 Lake Ave.
Detroit Lakes, MN 56501
Mike.brethorst@co.becker.mn.us

Qualification materials must be received by the County Office no later than 4:00pm on May 15, 2019.

Questions regarding the content of the RFQ submittal instructions should be directed to:

Mike Brethorst, MS
County Administrator
218-846-7201

News Paper Add / Website Post

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LICENSED REALTOR OR AUCTIONEER**

Becker County is soliciting a Request for Qualification (RFQ) for a Licensed Realtor or Auctioneer to serve under contract from qualified firms to advise the Board on the pending sale of and the associated processes required for the disposal of the property located 640 Randolph Road, Detroit Lakes, MN 56501 (aka. Minimum Security Jail) and to ultimately serve as the listing agent for the sale of this public asset and possibly other County property.

The RFQ will be found on the Becker County Website: <https://www.co.becker.mn.us/> or by contacting the Becker County Administrators office at 218-846-7201. The RFQ includes a description of the services to be provided by respondents; the minimum content of response; and, the factors to be used to evaluate the responses. All responses to the RFQ must be submitted to the Becker County Administrator Office, 915 Lake Street, Detroit Lakes, MN 56501 by 4:00 P.M. May 15, 2019.

Publish Detroit Lakes Paper

April 24, 2019 and May 1, 2019
Becker County Website