

FLOROSA FIRE CONTROL DISTRICT
REQUEST FOR PROPOSALS FOR REAL ESTATE
BROKER/SALES SERVICES
RFP 23-01

DUE DATE: THURSDAY, MARCH 9, 2023
DUE TIME: 3:00 P.M. CST

INTRODUCTION:

The Florosa Fire Control District (the "Issuer" or "Fire District") is seeking proposals from qualified firms or individuals to provide the Fire District with Real Estate Broker/Sales Services to market and sell a parcel of improved real property of the Fire District located at 1900 W Highway 98, Mary Esther, Florida 32569.

INSTRUCTIONS TO PROPOSERS:

The Fire District is requesting that proposals be submitted on or before Thursday, March 9, 2023, by 3:00 P.M. CST by mail or hand-delivery to Florosa Fire Control District, c/o ANCHORS SMITH GRIMSLEY, PLC, Attn: C. Jeffrey McInnis, Esq., 909 Mar Walt Drive, Suite 1014, Fort Walton Beach, Florida 32547. All submittals, either by mail or hand delivery, must be sealed and the envelope containing the proposal must be marked "**RFP 23-01 Real Estate Broker/Sales Services Proposals**". The Fire District is not responsible for lost or late delivery of proposals by the U.S. Postal Service or other delivery services used by the Proposer. Neither faxed nor electronically submitted proposals will be accepted.

Any questions regarding this Request for Proposal 23-01 ("RFP") or the subject real property should be submitted in writing to the attention of Cindy Harris at cindy@pncharis.com on/or before February 20, 2023 at 3:00 p.m. CST. After this date and time no further questions will be accepted.

THE FIRE DISTRICT RESERVES THE RIGHT: (i) TO ACCEPT OR REJECT ANY OR ALL PROPOSALS; (ii) TO WAIVE ANY IRREGULARITY OR INFORMALITY IN ANY PROPOSAL RECEIVED, AND MAY AT ITS SOLE DISCRETION REQUEST A CLARIFICATION OR OTHER INFORMATION TO EVALUATE ANY OR ALL PROPOSALS; (iii) TO REQUIRE PROPOSER(S), BEFORE AWARDING A CONTRACT, TO SUBMIT EVIDENCE OF QUALIFICATIONS OR ANY OTHER INFORMATION THE FIRE DISTRICT MAY DEEM NECESSARY; (iv) TO CANCEL THE RFP PRIOR TO AWARD OF A CONTRACT, WITHOUT PENALTY; (v) TO NEGOTIATE CONCURRENTLY OR SEPARATELY WITH COMPETING PROPOSER(S); (vi) TO AWARD A CONTRACT BASED ON THE INTIAL PROPOSALS WITHOUT FURTHER DISCUSSION OR NEGOTIATIONS IF DEEMED TO BE IN THE BEST INTEREST OF THE FIRE DISTRICT; AND (vii) TO TAKE

ANY OTHER SUCH ACTIONS THAT MAY BE DEEMED TO BE IN THE BEST INTEREST OF THE FIRE DISTRICT.

PUBLIC RECORDS LAW:

Pursuant to Section 119.071(1), F.S., proposals received as a result of this RFP will not become public record until thirty (30) days after the date of opening or until posting of a recommendation for award, whichever occurs first. Thereafter, all proposal documents or other materials submitted by all Proposers in response to this RFP will in accordance with Chapter 119, F.S., be open for inspection by any person except as may otherwise be provided by law.

PROPOSAL REQUIREMENTS, PREPARATION AND FORMAT:

In order to ease comparability and enhance the review process, it is requested that proposals be organized in the manner specified below. Failure to provide the required information will affect the evaluation of the proposal and may be grounds for disqualification. Responsive proposals should provide straightforward, concise information that satisfies the requirements below. Emphasis should be placed on skills and experience that respond to the needs of the Fire District, the requirements of this RFP and completeness and clarity of content. All proposals may be submitted in one packet. The cost of preparing and submitting proposals is the sole responsibility of the Proposer. Proposal documents must not contain any erasures, interlineations, or other corrections unless each such correction is initialed in the margin immediately opposite by the person or persons signing the proposal. Responsibility for errors or omissions on the part of the Respondents will not be assumed by the Fire District. The Proposal must be signed by an officer or agent of the proposing firm who is empowered to contractually bind the firm or by the proposing individual.

Interested persons and firms should submit the original and five (5) copies of the proposal which shall include the following information:

1. **Proposer Information** - State the legal name of the licensed Real Estate Broker or firm, current principal business address, contact person, telephone, email and facsimile numbers.
2. **Experience, Qualifications and References** – Statements of Qualifications should clearly and concisely address the following:
 - a. Firm or individual name of Proposer and location of office where services will be provided.
 - b. Brief overview and history of the firm or individual Proposer.
 - c. Experience in marketing and sales of governmental real property or commercial real property.
 - d. The Real Estate Broker, other licensed real estate professionals and key personnel who will be involved with delivery of services under this RFP,

their qualifications and experience as related to the scope of work stated above.

- e. Document any history of litigation associated with delivery of real estate services and/or professional liability during the past five (5) years for the proposing firm or individual.

References:

- a. Provide three (3) client references for governmental real property or commercial real property sales transactions completed in the past five (5) years. Include name, address, telephone number and contact person most involved with the transaction.
3. **Rate Proposal** - State the sales commission rate proposed for licensed Real Estate Broker/Sales Services.
 4. **Fees and Expenses** - Describe in detail all fees and expenses which the Fire District will be responsible for under the Broker's proposal. The amounts stated in the proposal shall represent the maximum amounts payable to the Proposer(s) by the Fire District. All fees and expenses in excess of those stated in the proposal shall be the sole responsibility of the Proposer(s) and will not be paid or reimbursed by the Fire District.
 5. **Conditions** – Provide a listing of all conditions, terms or restrictions, other than those specified in this RFP, which would be included in any required Listing Agreement to provide the Real Estate Broker/Sales Services.
 6. **Proof of Licenses** – The Proposer shall be duly licensed as required by Florida law to deliver the services required under this RFP, and licensed to do business in Okaloosa County, shall include required licensing documentation with proposal submittal.
 7. **Marketing Plan** – Describe in detail the marketing plan that Proposer will implement to develop interest in and create a market for the sale of the subject property.

SELECTION CRITERIA, PROPOSAL EVALUATION PROCESS:

1. The considerations below, with their weighted scores, will be utilized for evaluating the firms or individuals submitting Proposals.
 - a. The Proposer's recent experience and qualifications with similar transactions. (25%)
 - b. The Proposer's rate proposal including fees and expenses. (30%)

- c. The Proposer's references. (10%)
 - d. The Proposer's Marketing Plan. (25%)
 - e. The Proposer's litigation history. (10%)
2. Each proposal will be reviewed by Fire District administrative personnel to determine whether it is responsive to the submission requirements outlined in the RFP. A responsive proposal is one which has followed the requirements of the RFP, includes all documentation, is submitted in the format outlined in the RFP, was submitted prior to the due date and time, and has the appropriate signatures as required. Failure to comply with these requirements may put your response at risk of being rejected as "non-responsive". All proposals fulfilling the basic submittal requirements shall be referred to the Board of Fire Commissioners for review and evaluation.
 3. The Board of Fire Commissioners will evaluate the proposals in accordance with the evaluation criteria listed in the RFP. The Board of Fire Commissioners reserves the right to interview any or all Proposers and to require a formal presentation with the key people who will administer and be assigned to work on this project before recommendation of award. The interview and/or presentation will be based on the written proposal received.
 4. The Board of Fire Commissioners shall rank the proposals received which meet the submittal requirements. At the Board of Fire Commissioners Meeting, each member will list the three (3) highest ranked firms based on the points received for each Proposer. The Proposer ranked as number one will receive three (3) points. The Proposer ranked number two will receive two (2) points. The Proposer ranked number three will receive one (1) point. The individual ranking points of each of the Board of Fire Commissioners members will be added together to produce a final score for each Proposer. The Proposer with the highest final score will be ranked number one. In the event of a tied score between any proposers the Board of Fire Commissioners will break the tie by majority vote. Proposers are advised to provide their best offer with the initial proposal because the Board reserves the right to award an agreement based on initial proposals without further discussion or negotiation if deemed in the best interest of the Fire District.
 5. Failure to file a protest within the time prescribed in §120.53(5) *Florida Statutes* shall constitute a waiver of proceedings under Chapter 120, *Florida Statutes*.