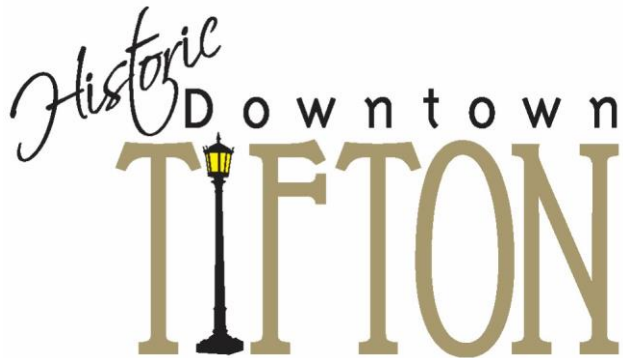


Request for Proposal for a Realtor to Market Properties owned by the Downtown Development Authority of the City of Tifton.



This proposal seeks to consider realtors who are eligible to participate in the marketing and sale process of properties owned by the Downtown Development Authority of the City of Tifton (DDA). Subsequent sales may be made. Therefore, the number of properties to be sold will depend on the success of the marketing program.

The DDA is looking to engage qualified Real Estate Realtors to serve as listing agents and to provide a current valuation of these properties. This solicitation is competitive and is designed to enable the DDA to select the best offer from the Realtor best suited to market and sell the properties. Selection will be made by the Downtown Development Authority of the City of Tifton's Board of Directors. The DDA reserves the right to reject any or all proposals not deemed acceptable. The selection will be based on the qualifications of the Realtor to perform the services outlined below.

Role of Realtor

The realtor should have considerable experience in marketing vacant commercial properties. Responsibilities are as follows. The following list should not be considered as all inclusive.

1. Recommend the listing price of the properties based on their marketability and comparable properties in the area.
2. Recommend a minimum sales price for each site for the DDA to consider and a projected timeline for sales at various listing prices.
3. Develop a marketing plan for the sale of the properties.
4. Advertise the properties for sale.
5. Present offers to the DDA Board of Directors with recommendation for acceptance or refusal.
6. Provide the DDA with a quarterly status report listing:
 - (a). Date and listing of when the property was advertised.
 - (b). Summary of contacts made, either in response to specific inquires or realtor initiated.

- (c). Impression as to progress of marketing effort.
- (d). Suggestions, if any, as to how to change or improve the marketing plan.

Items 1-3 must be submitted to the DDA within 1 week of notification of the availability of any given property. The DDA will notify the realtor of the listing price within 1 week of the submission of the marketing plan. Properties will be on the market within two (2) weeks of notification of availability of the property.

Response Date

Ten original copies of the proposal must be delivered to office of the Downtown Development Authority of the City of Tifton, Attn: Lequrica Gaskins, 504 Main Street Tifton GA 31794. In addition, an electronic copy of the proposal must be sent to lgaskins@tifton.net by the deadline. Any response may be withdrawn or modified prior to the deadline.

Administrative Guidance

This RFP is designed to provide interested respondents with basic information to submit a proposal that will meet the minimum requirements. It is not intended to limit a proposal's content or exclude any relevant or essential data. Respondents are encouraged to expand upon the minimum requirements of the RFP. The DDA may award a contract based on the proposals received without further discussion of such proposals. The DDA will not be responsible for any costs associated with the preparation of responses to this RFP. If you should have any questions about this RFP, please contact Lequrica Gaskins via email at lgaskins@tifton.net.

Required Submittals

Complete proposals shall be submitted containing the following items:

1. Cover Letter – A cover letter summarizing the offer being proposed to the DDA and the realtor's commitment to the program.
2. Name and contact information (including contact person and email address) of the organization submitting the proposal.
3. Specific Details of Proposed Services and qualifications
 - (a). Evidence of the qualifications listed under the Qualifications of Realtors including but not limited to copies of State of Georgia Real Estate Broker / Real Estate License.
 - (b). Proposed commission rate.
 - (c). A list of the multiple listing publications in which the DDA owned properties will be listed.
 - (d). A detailed description of experience marketing vacant commercial property.
 - (e). A statement of qualifications including experience.
 - (f). A list of at least three references for the sale of comparable properties sold.
 - (g). Description of marketing program including marketing strategies that will be implemented to promote and market the properties.
 - (h). Names and background of any persons, firms, or organizations proposed by the realtor to be involved in the marketing of the property.

5. Any additional information the respondent feels will strengthen the proposal.

6. The following statement -

“The undersigned hereby certifies/certify that the information contained in this proposal is true, complete and correct to the best of my/our knowledge.”

Signed _____ Date _____

Signed _____ Date _____

Evaluation Criteria

Each respondent should follow the above required format. All submittals will be carefully considered by the Downtown Development Authority of the City of Tifton. The Downtown Development Authority of the City of Tifton Reserves the Right to Reject Any Or All Responses.

Timeline

RFQ posted on Website – May 15, 2018

Responses due – June 15, 2018 **12:00 Noon**