



REQUEST FOR CITY COUNCIL ACTION

MEETING DATE:

February 5, 2020

DEPARTMENT:

Finance

DIVISION:

Purchasing

- ☒ Motion
- ☐ Resolution
- ☐ Ordinance - Introduction
- ☐ Ordinance - Adoption
- ☐ Public Hearing

TITLE:

Request for Proposal: Professional Real Estate Services

SUMMARY RECOMMENDATION:

Authorize the City Administrator to execute a one-year contract for Professional Real Estate Services with a renewal option of four additional one-year periods, as needed, with the following firm:

SVN Velocity Commercial Real Estate & Velocity Real Estate & Management Yuma, AZ

(City Attorney / RFP #2020-20000074) (Richard Files/Robin R. Wilson)

REPORT:

The City initiated a request for proposals for professional real estate services (RFP #2020-20000074) from qualified and licensed real estate firms. The RFP includes in its scope of work the services to be provided by the real estate firm which include, among other things, the (i) listing of surplus City-owned property with the Arizona Multiple Listing Service (AMLS); (ii) providing signage on parcels for sale; (iii) timely providing broker price opinions; (iv) assistance with contract and escrow services; (v) negotiating with prospective buyers; and (vi) other marketing services as requested by the City. The real estate services are to be conducted on a property-by-property basis. The cost of the real estate services to be provided are based on a percentage of the sales price and include a 4% commission on residential, commercial and raw land property sales and a 5% commission on lease, license, easement of other transactions not involving a sale.

Entering into this professional services contract will allow the City to realize both a cost and time savings by conducting the selection process one time, rather than for each individual real property or a project area with surplus City property.

An evaluation committee comprised of City staff reviewed and rated the three real estate firm proposals submitted in response to the RFP. After a careful review of the proposals, and utilization of the evaluation criteria established in the RFP, Staff selected and recommends SVN Velocity Commercial Real Estate and Velocity Real Estate Management to provide real estate services to the City.

FISCAL REQUIREMENTS	CITY FUNDS:	\$0.00	BUDGETED:	\$0.00
	STATE FUNDS:	\$0.00	AVAILABLE TO TRANSFER:	\$0.00
	FEDERAL FUNDS:		IN CONTINGENCY:	\$0.00
	OTHER SOURCES:	\$0.00 \$0.00 \$0.00	FUNDING FOR THIS ITEM IS FOUND IN THE FOLLOWING ACCOUNT / FUND / CIP:	
	TOTAL:	\$0.00		
	FISCAL IMPACT STATEMENT: Realtor will be compensated at the agreed upon rate from the sales revenue of the properties.			
ADDITIONAL INFORMATION	SUPPORTING INFORMATION NOT ATTACHED TO THE CITY COUNCIL ACTION FORM THAT IS ON FILE IN THE OFFICE OF THE CITY CLERK: 1. 2. 3. 4. 5.			
	IF CITY COUNCIL ACTION INCLUDES A CONTRACT, LEASE OR AGREEMENT, WHO WILL BE RESPONSIBLE FOR ROUTING THE DOCUMENT FOR SIGNATURE AFTER CITY COUNCIL APPROVAL? <input checked="" type="radio"/> Department <input type="radio"/> City Clerk's Office <input type="checkbox"/> Document to be recorded <input type="checkbox"/> Document to be codified			
SIGNATURES	CITY ADMINISTRATOR:		DATE:	
	Philip A. Rodriguez		1/28/2020	
	REVIEWED BY CITY ATTORNEY:		DATE:	
	Richard W. Files		1/28/2020	
SIGNATURES	RECOMMENDED BY (DEPT/DIV HEAD):		DATE:	
	Lisa Marlin		1/15/2020	
SIGNATURES	WRITTEN/SUBMITTED BY:		DATE:	
	Ashley Walton/Robin R. Wilson		12/17/2019	