



City of Yelm
EST. 1924
WASHINGTON

Request for Proposal Real Estate Consulting and Brokerage Services

Due Date: April 8, 2024

The City of Yelm owns 640 acres (Parcel 21727000000) that is currently zoned as a master planned community and depicted in Exhibit A. The City of Yelm is seeking proposals from qualified commercial real estate firms to provide real estate consulting and brokerage services to support the future disposition and development of the property. The primary objective of the assignment is to maximize the value and potential of the land for the benefit of the community and stakeholders. The first phase of the work will be consultative in nature and focus the assembly of the available and readily knowable information that describes the existing conditions of the property. Further, to inform prospective buyers, the work will involve working with the City to identify unknowns and characterize the regulatory pathway that will lead to development permitting and approval. The second phase of the assignment will be to represent the City in the marketing and disposition of the property.

Phase 1 – Real Estate Consulting:

1. Existing Conditions:

- a. Collect all available property information that describes the existing conditions of the property, including, but not limited to, its title and encumbrances, topography, environmental features, infrastructure availability, and legal considerations.
- b. Work with the City and its consultants to characterize master planning regulatory process and milestones or timelines towards project approval.
- c. Review available property information and identify information gaps and property strengths and weaknesses.

2. Preparation for Disposition

- a. Work with the City to refine the property disposition goals.
- b. Establish buyer selection criteria and proposal rating scheme.

Phase 2 - Real Estate Brokerage:

The City will enter into an exclusive listing agreement for the sale of the property with the Company.

The property listing scope of work will include, but is not limited to:

1. Prepare property marketing and communication plan.
2. Prepare property disposition procedures and standard transaction documents.

3. Prepare marketing tools and materials – electronic and print media, and website.
4. Execute the property disposition as stipulated in the marketing plan, under the timelines set forth.
5. Evaluate offers and support developer selection.
6. Work with the City to negotiate transaction terms and conditions.
7. Monitor and support transaction(s) through contingency period(s) and closing.

Solicitation Timeline:

- Proposals must be submitted no later than April 8, 2024.
- The selected vendor will be notified by May 1, 2024.
- The project is expected to commence on May 7, 2024 and be completed with a presentation to City Yelm Council on or before September 3, 2024.

Proposal Requirements:

Interested firms are requested to submit their proposals containing the following:

1. Firm profile
 - a. Short firm profile.
 - b. Discussion about the firm’s experience and capability to market commercial properties nationally.
 - c. Company website address.
2. Resumes of the key service providers.
3. Relevant experience of key individual service providers, including summaries of at least three similar projects completed.
4. Proposed changes in methodology or approach to the scope of work.
5. Detailed project timeline and deliverables schedule.
6. Proposed fees including itemized fees for each phase of the project.
7. References from past clients for similar projects.

Proposal Evaluation

Proposals will be evaluated and scored according to the following schedule:

1. Firm Profile	30 points
2. Key Service Provider Experience	30 points
3. Project Timeline	15 points
4. Proposed Budget	15 points
5. References	<u>10 points</u>
Total	100 points

Please submit your proposal electronically to Todd Stancil, City Administrator, at todds@yelmwa.gov no later than April 8, 2024 no later than 5:00 p.m... Any inquiries regarding this RFP should also be directed to the aforementioned contact.

The City of Yelm appreciates your interest in assisting us with this important initiative. We look forward to receiving your proposal and partnering with a qualified firm to maximize the value of our city-owned land.



