

CITY OF RAPID CITY, SOUTH DAKOTA
REQUEST FOR PROPOSALS
Real Estate Agent Services

The City of Rapid City, South Dakota, is now accepting sealed proposals for Real Estate Agent Services for the City of Rapid City. Requests for Proposals are available at: [www._____](#) or may be picked up at the City Finance Office, 300 6th Street, Rapid City, SD 57701.

All proposals must be turned in to the City Finance Office by _____ . The City reserves the right to reject any and all proposals, or waive any informality or technicality in any proposal. For further information, please contact the City Finance Office at 394-4143.

CITY OF RAPID CITY, SOUTH DAKOTA
REQUEST FOR PROPOSALS
REAL ESTATE BROKER SERVICES

I. Overview:

The City intends to hire a qualified local real estate broker to perform real estate broker services for the City in listing and selling city-owned property which has been declared surplus.

II. General Proposal Instructions and Requirements:

- The deadline for all proposals is _____. Any proposal not received by that time will not be accepted. Fax or e-mail proposals will not be accepted. All proposals must be in writing, and turned in to the City Finance Office.
- All proposers must have their main business office in the City of Rapid City, be properly licensed to conduct business in the State of South Dakota, and possess all other necessary licenses.
- The selected agent/agency will be required to enter into a written contract with the City in order to provide the services offered in the proposal.

III. Work to be Performed by Selected Agent/Agency

- The selected broker shall provide all services necessary to provide a broker's opinion on the value, and to list and sell property legally described as Tract 1 of Discovery Subdivision (proposed). This 6.455 acre parcel is located north of the Visitor Center on Elk Vale Road and north and adjoining the future extension of Mall Drive, Rapid City, South Dakota. Infrastructure has not been extended to this property.

IV. Required Proposal Submittals

In addition to other requirements of this RFP each proposal shall include, as a minimum, the following information:

- A statement that summarizes the qualifications of the broker;

- Information about the specific qualifications of the broker performing the work. Provide information about the broker's success rate in similar real estate sales in the Rapid City area.
- Provide a proposal explaining the efforts and methods that would be used to list, advertise and ultimately sell the property.
- Provide a proposal for the commission the broker would charge for the valuation/listing/sale of the property. Proposals should indicate the commission if the property is listed with Multiple Listing Service and the commission if the property is not so listed.

City staff will review the proposals to select a preferred candidate and then make a recommendation to the City Council. The City Council will make the final decision.