

**REQUEST FOR PROPOSALS
Commercial Real Estate Services
Seaside School District 10**

**Issue Date: November 15, 2018
Proposal Due Date: December 13, 2018 at 4:00 PM, Pacific Time**

**Refer all questions to:
Jim Henry, Project Manager
DAY CPM Services
Jim.Henry@otak.com**

Proposals received after the due date and time will not be considered

**REQUEST FOR PROPOSALS (RFP)
Commercial Real Estate Agent, Broker or Advisory Services**

The Seaside School District (SSD) is requesting proposals from qualified commercial real estate professionals, brokers, agents or advisors to position, market and sell three (3) SSD properties.

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

Award of this contract will be to the company or individual deemed best qualified, in accordance with the selection criteria, to perform the services outlined and other services as deemed necessary by SSD. Experience with repurposing and conceptual master-planning to determine the highest and best use of similar properties is highly valued.

Property Description

Seaside High School	Existing structures and land, 12.63 acres 1901 N Holladay Dr. Seaside, OR 97138 Zoning R-2 and A-2
Broadway Middle School	Existing structures and land, 5.40 acres 1120 Broadway St. Seaside, OR 97138 Zoning R-2 and C-3
Gearhart Elementary School	Existing structures and land, 8.44 acres 1002 Pacific Way Gearhart, OR 97138 Zoning P/SP

See Exhibit A for Parcel Maps

Background

The Seaside School District (SSD) passed a school bond in November 2016, to construct a new High and Middle School, and an addition to Seaside Heights Elementary School. The new school and addition are located outside of the Tsunami Inundation Zone to provide a safe environment for our students, and also serve as a community emergency resource in case of a tsunami or seismic event. The new High and Middle School, and Elementary School addition are scheduled for completion in July 2020.

Scope of Real Estate Marketing

The Realtor will be judged and selected based upon recent, relevant experience in marketing properties of this type for sale. The respondent should have demonstrated ability in standard real estate practice and will provide written evidence of success in marketing properties of this type. It is expected that a regional marketing effort will be necessary, which will include contacts beyond the boundaries of the State of Oregon. However, if this is not successful, a national marketing effort may be required. A respondent submitting a proposal that limits marketing efforts to Oregon will be considered only if the respondent can demonstrate success in past efforts for properties of this type.

The respondent should explain specifically how the properties will be marketed. This marketing plan will be given considerable weight in the selection of the Realtor. Creativity as well as use of standard marketing real estate practices will be judged. Creative marketing may be necessary to find a successful purchaser.

The proposal should include a proposed compensation package and a sales contract that specifies the agreement proposed between the Realtor and District. This compensation package will be an important factor in determining the successful respondent. Respondents should have demonstrated excellent personal skills and expertise.

Listing contract will be for an initial term of six (6) months with renewal at the option of the District.

Proposal Required Information

1. Name and address and contact information of Individual/Organization w/ firm and listing team
2. Name of Primary Contact Person, listing team w/ resume's
3. Recent, relevant past marketing experience
4. 5 references of recent marketing and brokerage sales
5. Statement of Intended Creative Marketing Plan
6. Compensation and/or commission
7. Experience in dealing with public entities and/or local governments

Proposal Submission

1. The Proposer must submit proposal that must be signed by an authorized representative of the firm. Proposals are to be submitted in 8 ½" x 11" format, single spaced, business font (11-point minimum). There is no maximum page count, however Proposers are strongly encouraged to keep proposals concise and to the point. (Electronic .pdf only.)
2. Proposals must be submitted to arrive no later than **4:00 p.m., Pacific Time, December 13, 2018**, submitted as an **electronic PDF proposal only, no hard copies and in a file size less than 15 MB** as a response to secure **Commercial Real Estate Services RFP**. E-mail proposals to:

Seaside School District
Commercial Real Estate Services
ATTN: Jim Henry
Jim.Henry@otak.com

NOTE: It is the Proposer's responsibility to ensure its materials are delivered to the above-noted e-mail address by the closing day and time. The District will assume no responsibility for delivery.

Terms and Conditions

1. This RFP does not commit the District to award a contract, issue a purchase order, or to pay any costs incurred in the preparation of a qualification in response to the RFP.
2. The qualification will become part of the District's official files without any obligation on the District's part. All responses are subject to Oregon state public records requirements and will be available to the public once the successful Proposer(s) is retained.
3. Proposer(s) shall not offer any gratuities, favors, or anything of monetary value to any officer, agent, contractor or employee of the Seaside School District for the purpose of influencing consideration of a qualification.
4. Proposer(s) shall not collude in any manner, or engage in any practices, with any other Proposer(s) that may restrict or eliminate competition or otherwise restrain trade. This is not intended to preclude subcontracts and joint ventures for the purpose of:
 - a) Responding to this RFP, or
 - b) Establishing a project team with the required experience and/or capability to provide the goods or services specified herein.
5. Proposer(s), their authorized representatives, and their agents are responsible for obtaining, and will be deemed to have, full knowledge of the conditions, requirements, and specifications of this RFP.
6. The Proposer must promptly report to the District any conditions, transactions, situation, or circumstances that would impede, impair or delay the submission of the qualification, or the proper and timely performance of the work.
7. The District reserves the right to cancel this RFP or to reject any or all qualifications received prior to contract award.
8. The District reserves the right to request clarification of any qualification after all qualifications have been received. The request can be in the form of oral presentation or personal meetings.

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9. The District reserves the right to open qualifications privately or unannounced and to reject any and all submittals and waive irregularities and informalities in any qualifications that are submitted and to be the sole and final judge of all qualifications.
10. The District reserves the right to discontinue its evaluation of submittals from any Proposers who submit false, misleading or incorrect information.

Evaluation Criteria

Each respondent should follow the attached required format.

The evaluation of proposers will be made by those parties selected by the Seaside School District. The evaluation will include a complete review of all documents submitted and may include a meeting with selected agents to review their proposals.

All proposals will be carefully considered by the Seaside School District and will be rated according to the following criteria:

Recent, relevant experience in marketing land/facilities of this type (10 points)

Creative marketing plan (20 points)

Compensation being requested (20 points)

Experience in dealing with public entities and/or local government (10 points)

Total possible points = 60

In those cases where it is felt that a clearer understanding of the proposal is in order, the District reserves the right to invite one or more proposers to present their proposals, in person, to either those parties selected by the Seaside School District to evaluate the proposals.

THE DISTRICT ACKNOWLEDGES THAT THERE MAY BE SOME SUBJECTIVITY IN EVALUATION OF THE LISTED CRITERIA. EVERY EFFORT WILL BE MADE BY THE DISTRICT TO BE IMPARTIAL AND FAIR IN THE EVALUATION PROCESS. THE DISTRICT RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS.

EXHIBIT A

PLAT MAPS AS FOLLOWS FOR:

SEASIDE HIGH SCHOOL

BROADWAY MIDDLE SCHOOL

GEARHART ELEMENTARY SCHOOL

SEASIDE HIGH SCHOOL

SEASIDE HIGH SCHOOL
1901 North Holladay Drive
Seaside, Oregon 97138

Map



Clatsop County Webmaps

Disclaimer: This map was produced using Clatsop County GIS data. The GIS data is maintained by the County to support its governmental activities. This map should not be used for survey or engineering purposes. The County is not responsible for map errors, omissions, misuse or misinterpretation. Photos may not align with taxlots.



BROADWAY MIDDLE SCHOOL

SEASIDE BROADWAY MIDDLE SCHOOL
1120 Broadway Street
Seaside, Oregon 97138

Map



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GEARHARD ELEMENTARY SCHOOL

GEARHART ELEMENTARY SCHOOL
1002 Pacific Way
Gearhart, Oregon 97138

Map



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