

COUNTY OF HARNETT
ECONOMIC DEVELOPMENT
REQUEST FOR PROPOSALS
COMMERCIAL REAL ESTATE BROKER SERVICES

DUE DATE: NO LATER THAN 5:00 P.M., March 22, 2017

QUESTIONS: DEBBIE TAYLOR, CEcD, MARKETING & BUSINESS RECRUITMENT MANAGER

PO BOX 1270 (MAIL)
200 ALEXANDER DR. (PHYSICAL)
LILLINGTON, NC 27546

DHTAYLOR@HARNETT.ORG

FAXES OR E-MAILS ARE NOT ACCEPTED FOR THIS PROPOSAL

COUNTY OF HARNETT RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS RECEIVED, OR TO SELECT THE PROPOSAL WHICH, IN OUR OPINION, IS IN THE BEST OVERALL INTEREST OF THE COUNTY.

MAIL OR DELIVER PROPOSALS IN A SEALED ENVELOPE IDENTIFIED "PROPOSAL ENCLOSED HCED-03222017", YOUR FIRM NAME, AND THE DELIVER BY DATE ON THE OUTSIDE OF THE ENVELOPE

TO: Renea Warren-Ford
Purchasing Specialist
102 E. Front Street
P.O. Box 760
Lillington, N.C. 27546

RFP FOR REAL ESTATE BROKER SERVICES

Harnett County, North Carolina seeks a real estate firm specializing in commercial and industrial real estate to provide services for property owned by Harnett County Government. It is the intent of this RFP to have the successful broker/firm enter into a Professional Services Contract with the County to supply real estate services as outlined herein. Brightwater Park located on Highway 401 in Lillington, NC. The property consists of 81 acres; Edgerton Industrial Park is located at US Hwy. 301 and Gateway Drive, Dunn, NC. The property consists of 90 acres; and Western Harnett Industrial Park at NC Hwy 87, Barbecue Township, NC. The property consists of 180 acres.

The real estate firm will be paid strictly on commission basis and will be expected to work closely with the Marketing & Business Recruitment Manager, in addition to providing a monthly report.

All questions should be sent in writing to Debbie Taylor, CECD, Marketing & Business Recruitment Manager, dhtaylor@harnett.org. Question deadline will be Wednesday, March 8, 2017. Answers will be provided within five business days.

A. SCOPE OF SERVICES

The successful firm shall agree to contract with the County to provide the following:

- Perform market analysis of properties,
- Develop strategies for sale of properties,
- Work with County Attorney and Economic Development Marketing & Recruitment Manager to negotiate land sales with buyers and prospects,
- Coordinate real estate appraisals,
- Coordinate real estate transaction closings, and
- Handle all other customary activities and services associated with real estate transactions.

Services may include consultation with County staff and the Harnett County Board of Commissioners relating to the sale of real estate. Presentations at public meetings may be required.

B. BROKER'S QUALIFICATIONS

Respondents to this RFP shall have the following qualifications:

- Must be licensed and in good standing with the State of North Carolina. Must have an excellent reputation in the real estate community.
- Must be knowledgeable in the local real estate market and have experience with small and large commercial and industrial properties.
- Must be knowledgeable in the use of all public real estate records.

C. INSURANCE REQUIREMENTS

For proposal purposes, proposers must submit copies of certificates of insurance for general liability and worker's compensation. The successful contractor must provide original certificates prior to commencing services.

D. FEE SCHEDULE

The proposed fee schedule shall include the following items:

- State your commission rate for the selling of properties.

E. TERM OF CONTRACT

The contract period for the successful broker/firm will be from date of award until either party chooses to discontinue the contract. The contract may be terminated by either party with 60 (sixty) days prior notice.

F. E-VERIFY COMPLIANCE

By submission of the Proposal, the Potential Contractor certifies that it and any subcontractors complies with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.

G. IRAN DIVESTMENT ACT

N.C.G.S. §147-86.59(b) requires that contractors with the State, a North Carolina local government, or any other political subdivision of the State of North Carolina must not utilize any subcontractor found on the State Treasurer’s Final Divestment List.

The State Treasurer’s Final Divestment List can be found on the State Treasurer’s website at the address www.nctreasurer.com/iran and will be updated every 180 days.

H. EQUAL OPPORTUNITY EMPLOYER

County is an equal employment opportunity employer. The County is a federal contractor, and therefore the provisions and affirmative action obligations of 41 CFR §601.4(a), 41 CFR 60-741.5(a), and 41 CFR 60-250.4 are incorporated herein by reference, where applicable.

I. EVALUATION AND AWARD PROCESS

Issuance of this RFP and receipt of proposals does not commit Harnett County to award a contract. The County reserves the right to postpone receipt date, accepting or rejecting any or all proposals received in response to this RFP, or to negotiate with any of the brokers/firms submitting an RFP, or to cancel all or part of this RFP.

J. ORAL PRESENTATION/INTERVIEWS

Firms submitting a proposal in response to this RFP may be required to give an oral presentation of their proposal. Additional technical and/or cost information may be requested for clarification purposes, but in no way will change the original proposal submitted. Interviews are optional and may or may not be conducted.

J. SELECTION CRITERIA

1. Knowledge of local commercial and industrial real estate market and of Harnett County.
2. Global reach for marketing the property.
3. Commercial and industrial real estate experience, qualifications and references.
4. Proven real estate track record.
5. Various industry sector knowledge.
6. Ability of the contractor(s) to meet or exceed the requirements defined in the RFP.
7. Local reputation.
8. Fee schedule.
9. Completeness of response to RFP as outlined in this solicitation.

K. RFP SUBMITTAL REQUIREMENTS

By submitting a proposal, you represent that you have (1) thoroughly examined and become familiar with the scope of services outlined in this RFP and (2) are capable of performing quality work to achieve the County's objectives.

The following information must accompany your proposal:

1. List years in business, previous names of the firm, if any.
2. Description of your firm including size of firm, location, number and nature of the professional staff to be assigned to Harnett County; staff experience and training, including a brief resume for each key person listed.
3. Describe experience (minimum five years of previous experience with proven effectiveness) your firm or organization has in pertinent real estate experience.
4. Experience in assisting similar size entities, including any and all services for government agencies.
5. List of at least three references where and when your firm provided similar services. Please provide names and telephone numbers of contact persons for each reference.
6. Additional services offered through your firm.
7. Listing of current litigation, outstanding judgments and liens.
8. Fee schedule:
 - State your commission rate for listing and selling of properties.
 - State any other costs the County may anticipate relating to the real estate services to be provided.

COMPANY NAME _____

REFERENCES

PROPOSALS MUST LIST FOUR (4) REFERENCES FOR WHOM SIMILAR WORK HAS BEEN PERFORMED DURING THE PAST THREE (3) YEARS.

(1) CLIENT NAME _____

ADDRESS (Street) _____

ADDRESS (City, St, Zip) _____

CONTACT NAME _____

TELEPHONE/E-MAIL _____

(2) CLIENT NAME _____

ADDRESS (Street) _____

ADDRESS (City, St, Zip) _____

CONTACT NAME _____

TELEPHONE/E-MAIL _____

(3) CLIENT NAME _____

ADDRESS (Street) _____

ADDRESS (City, St, Zip) _____

CONTACT NAME _____

TELEPHONE/E-MAIL _____

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL.

STATE OF NORTH CAROLINA

AFFIDAVIT

COUNTY OF HARNETT

I, _____ (the individual attesting below), being duly authorized by and on behalf of _____ ("Employer") after first being duly sworn hereby swears or affirms as follows:

1. Employer understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS §64-25(5).

2. Employer is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in this State. (mark Yes or No)

a. YES _____, or

b. NO _____

3. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with NCGS§64-26(a).

4. Employer's subcontractors comply with E-Verify pursuant to federal law, and Employer will ensure compliance with E-Verify by any subcontractors subsequently hired by Employer.

This ____ day of _____, 201__.

Signature of Affiant

Print or Type Name: _____

State of North Carolina County of _____

Signed and sworn to (or affirmed) before me, this the _____

day of _____, 201__.

My Commission Expires:

Notary Public

(Affix Official/Notarial Seal)

LS14-369

THIS PAGE MUST BE SUBMITTED AND COMPLETED AS PART OF YOUR PROPOSAL

RFP/RFQ Number (if applicable): _____

Name of Contracting Party or Bidder: _____

**IRAN DIVESTMENT ACT CERTIFICATION
REQUIRED BY N.C.G.S. §147-55 *et seq.* ***

Pursuant to N.C.G.S. §147-86.59, any person identified as engaging in investment activities in Iran, determined by appearing on the Final Divestment List created by the State Treasurer pursuant to G.S. 147-86.58, is ineligible to contract with the State of North Carolina or any political subdivision of the State.

As of the date listed below, the supplier or bidder listed above is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. §147-86.58.

The undersigned hereby certifies that he or she is authorized by the contracting party or bidder listed above to make the foregoing statement.

Signature

Date

Printed Name

Title

N.C.G.S. §147-86.59(a) requires this certification for bids or contracts with the State of North Carolina, a North Carolina local government, or any other political subdivision of the State of North Carolina. The certification is required at the following times:

- When a bid is submitted
- When a contract is entered into (if the certification was not already made when the vendor made its bid)
- When a contract is renewed or assigned

N.C.G.S. § 147-86.59(b) requires that contractors with the State, a North Carolina local government, or any other political subdivision of the State of North Carolina must not utilize any subcontractor found on the State Treasurer's Final Divestment List.

The State Treasurer's Final Divestment List can be found on the State Treasurer's website at the address www.nctreasurer.com/lran and will be updated every 180 days.

* Note: Enacted by Session Law 2015-118 as N.C.G.S. §143C-55 *et seq.*, but has been renumbered for codification at the direction of the Reviser of Statutes.

THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL.