

**REQUEST FOR PROPOSAL FOR A REALTOR TO MARKET
RESIDENTIAL PROPERTY ACQUIRED BY THE BELTON-CASS
TRANSPORTATION DEVELOPMENT DISTRICT
FOR THE MULLEN ROAD EXPANSION PROJECT**

RFP #21-003

Purpose of Request for Proposal

The Belton-Cass Transportation Development District (TDD) is administering and implementing the expansion of Mullen Road from the approximate location: 58 Highway south to Cambridge Road and beyond.

To accommodate the expansion of Mullen Road involved the acquisition and ultimate resizing of the parcel located at 1402 Cambridge Road, Belton MO 64012. As such, the property has been resized and is now ready to be sold.

The TDD is looking to engage qualified Real Estate Realtors to serve as listing agents and to provide a current valuation of this property. This solicitation is competitive and is designed to enable the TDD to select the Realtor best suited to market and sell the property and negotiate the best rate/fee on behalf of the TDD.

Selection will be made by the TDD Board.

The TDD reserves the right to reject any or all proposals not deemed acceptable. Selection will be primarily based on the qualifications of the Realtor to perform the services outlined below as well as the rate of commission.

Role of Realtor

The realtor should have considerable experience in marketing vacant residential property. Responsibilities are as follows. The following list should not be considered as all inclusive:

1. Recommend the listing price of the property based on the marketability and comparable properties in the area.
2. Recommend a minimum sales price for the TDD to consider and a projected timeline for sales at various listing prices.
3. Develop a marketing plan for the sale of the property.
4. Advertise the property for sale.
5. Present offers to the TDD with recommendation for acceptance or refusal.
6. Provide TDD with a quarterly status report listing:
 - a. Date and listing of when the property was advertised.
 - b. Summary of contacts made, either in response to specific inquires or realtor initiated.
 - c. Impression as to progress of marketing effort.
 - d. Suggestions, if any, as to how to change or improve the marketing plan. Items 1-3 must be submitted to TDD within 1 week of notification of the availability of any given property.

TDD will notify the realtor of the accepted/recommended listing price within 3 weeks of the submission of the marketing plan. Property will be on the market within two (2) weeks of notification of availability of the property.

Response Date

One original of the proposal must be delivered to Belton-Cass Transportation Development District on or before 10:00 a.m. on Thursday, May 6, 2021; c/o: RFP #21-003, Alexa Barton, City Manager, 506 Main Street, Belton MO 64012. Any response may be withdrawn or modified prior to acceptance.

At 10:00 a.m. on May 6, 2021, the list of respondents who replied will be read aloud at 520 Main Street, Belton MO.

Administrative Guidance

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.

The TDD may award a contract based on the proposals received without further discussion of such proposals. The TDD will not be responsible for any costs associated with the preparation of responses to this RFP. If you should have any questions about this RFP, please contact Alexa Barton, City Manager 816-331-4331 or via email at abarton@belton.org.

A complete proposal shall be submitted containing the following items:

1. Cover Letter – A cover letter summarizing the offer being proposed to TDD and the realtor's commitment to the program.
2. Name and contact information (including contact person and email address) of the organization submitting the proposal.
3. Specific Details of Proposed Services and qualifications
 - a. Evidence of the qualifications listed under the Qualifications of Realtors including but not limited to copies of State of Missouri Residential Real Estate Broker / Real Estate License and certificates of insurance for workers compensation and general liability.
 - b. Proposed commission rate.
 - c. A list of the multiple listing publications in which the property will be listed.
 - d. A detailed description of experience marketing vacant residential property.
 - e. A list of at least three references for the sale of comparable properties sold.
 - f. Description of marketing program including affirmative action marketing strategies.
 - g. A statement spelling out the relations between the realtor and any parent company or subsidiary that might also be involved in marketing the property.
 - h. Names and background of any persons, firms, or organizations proposed by the realtor to be involved in the marketing of the property.
4. Disclosure of any business or familial relationship with City of Belton, Missouri employees and or members of the TDD Board members.
5. Any additional information the respondent feels will strengthen the proposal.

6. The following statement –
“The undersigned hereby certifies/certify that the information contained in this proposal is true, complete and correct to the best of my/our knowledge.”

Company Name: _____
Signature _____
Print Name _____
Date _____

Company Name: _____
Signature _____
Print Name _____
Date _____

Evaluation Criteria

Each respondent should follow the above required format. All submittals will be carefully considered by the TDD. The TDD reserves the right to reject any or all responses, and/or select the firm which best meets the needs of the TDD.

Timeline

RFP posted on Website – March 23, 2021
RFP extended – April 21, 2021; April 29, 2021; April 30, 2021
Responses due by 10:00 a.m. – May 6, 2021