

## **REQUEST FOR PROPOSAL (RFP): REAL ESTATE SERVICES**

The Fraser River Valley Housing Partnership, a multi-jurisdictional housing authority, is seeking to enter into an exclusive professional services contract with a reputable and experienced real estate agent or real estate firm. We are interested in engaging your services to assist us in land acquisition, property acquisition, real estate sales, and real estate portfolio management in 2024.



### **I. INTRODUCTION**

#### **1.1 Background:**

The Fraser River Valley Housing Partnership was created through an Inter-Governmental Agreement between Grand County and the Towns of Fraser, Granby, and Winter Park with the mission of increasing the supply of affordable workforce housing. Over the next five years, the Fraser River Valley Housing Partnership will help support creation of 690 units for rent or ownership. The voters within the boundaries of the Fraser River Valley Housing Partnership approved a property tax mill levy to help fund these efforts, therefore the Fraser River Valley Housing Partnership has a stewardship duty to the taxpayers.

#### **1.2 Scope of Services:**

Identify potential acquisitions that meet strategic housing and fiscal stewardship objectives.  
Act as buyer or seller agent on behalf of the Fraser River Valley Housing Partnership.  
Negotiate on behalf of the Fraser River Valley Housing Partnership in development deals.  
Support due diligence efforts on potential transactions.

### **II. RFP RESPONSE REQUIREMENTS**

#### **2.1 Proposal Submission:**

Please provide a comprehensive proposal in response to this RFP, including the following information:

##### **a. Company Overview:**

- Briefly introduce your real estate agency or firm, including its history, team, and core competencies.

##### **b. Relevant Experience:**

- Describe your experience in handling a range of real estate transactions or projects.

##### **c. Proposed Approach:**

- Explain your proposed approach to addressing our specific needs and objectives.

d. References:

- Provide two references from previous clients or partners who can speak to the quality of your services.

e. Fee Structure:

- Detail your fee structure, including any commission rates or fees associated with the services.

f. Timeline:

- The timeline for the initial contract is January 1, 2024 through December 31, 2024. Subsequent renewals would be on an annual basis.

2.2 Questions and Clarifications:

If you require any clarifications or have questions regarding the RFP, please submit them in writing to Rob Clemens at [rob.clemens@frvhp.com](mailto:rob.clemens@frvhp.com) by October 16, 2023.

### III. EVALUATION CRITERIA

- Experience significant real estate transactions
- Cost in regards to stewardship of Taxpayer dollars
- Core competencies apply to the region
- Transparent approach

### IV. TIMELINE

Release of RFP: October 10, 2023

Deadline for Questions: October 20, 2023 by 5pm (MST)

Proposal Submission Deadline: November 10, 2023

Evaluation Period: November 10, 2023 - November 24, 2023

Selection of Real Estate Agent/Firm: November 27, 2023

### V. CONTACT INFORMATION

For submission of proposals and any questions related to this RFP, please contact:

Rob Clemens  
[rob.clemens@frvhp.com](mailto:rob.clemens@frvhp.com)  
303.242.9543]

We appreciate your interest in providing real estate services to the Fraser River Valley Housing Partnership. We look forward to receiving your proposal and potentially working together to achieve our real estate objectives.

In partnership,

Rob Clemens  
Executive Director  
Fraser River Valley Housing Partnership