

Request for Qualifications (RFQ) for Realtor Services

Introduction: The City of Newton, Kansas, is seeking qualified realtor services to assist with various property transactions and real estate activities. The Community Development Department will oversee the process to ensure that the selected realtor aligns with the city's goals and contributes to our community and economic development initiatives.

Scope of Services: The selected realtor will be responsible for providing comprehensive real estate services, which may include, but are not limited to:

- Assisting with property listings, marketing, and sales strategies.
- Conducting property valuations and market analysis.
- Negotiating and facilitating property transactions.
- Providing insights and advice on local real estate trends.
- Collaborating with the city's economic development efforts by identifying properties suitable for redevelopment.

Qualifications: Interested realtors should provide the following information in response to this RFQ:

1. Company profile, including experience in real estate transactions, particularly in the City of Newton or similar communities.
2. Relevant certifications and licenses.
3. Overview of successful projects and transactions.
4. Experience with community-focused real estate initiatives and economic development.
5. References from past clients or partners.

CITY OF NEWTON RIGHTS

This RFQ constitutes an invitation to Real Estate Service Providers to submit SOQs to the City. The City reserves, holds without limitation, and may exercise, at its sole discretion, the following rights and conditions with regard to this procurement process. By responding to this RFQ, Contractors acknowledge and consent to the following City rights and conditions:

1. The RFQ is not a contractual offer or commitment to contract for services.
2. To terminate the procurement process or decide not to award an agreement as a result thereof by written notice to the Contractor for any reason whatsoever.

3. To eliminate any Real Estate Service Provider that submits an incomplete or inadequate response, or is not responsive to the requirements of this RFQ, or is otherwise deemed to be unqualified during any stage of the procurement process.
4. To conduct clarification discussions, at any time, with one or more Real Estate Service Provider.
5. Neither the City, its Elected Officials, staff, agents, employees, representatives, nor consultants will be liable for any claims or damages resulting from any aspect of this procurement process.
6. To take any action affecting the RFQ process or the Project that is determined to be in the City's best interests.

Selection Process: The selection of the realtor will be based on a combination of qualifications, experience, and alignment with the City of Newton's community and economic development goals. After reviewing the submitted qualifications, a shortlist of candidates may be invited for an interview or presentation.

Submission: Interested realtors should submit their qualifications electronically to zmchatton@newtonkansas.com no later than October 31, 2023. Late submissions will not be accepted.

Contact Information: For inquiries or additional information, please contact: Zach McHatton, Community Development Director City of Newton, Kansas zmchatton@newtonkansas.com - 316.284.6114