

PENN MANOR SCHOOL DISTRICT



REQUEST FOR PROPOSAL

Real Estate Broker Services

2011 - 2012 School Year

**DUE: FRIDAY, September, 30 2011
2:00 p.m.**

**CHRISTOPHER L. JOHNSTON
BUSINESS MANAGER
2950 CHARLESTOWN ROAD
LANCASTER, PA 17603
Phone - (717) 872-9500
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REQUEST FOR PROPOSAL (RFP) REAL ESTATE BROKER SERVICES

1. GENERAL INFORMATION

The Penn Manor School District (the "District") is requesting proposals from local real estate brokers/firms to assist with the sale or lease of real property owned by Penn Manor School District. The subject property is Hambright Elementary School (HES) located at 2121 Temple Avenue, Lancaster, PA 17603. It is the intent of this RFP to have the successful broker/firm enter into a Professional Services Contract with the School District to supply real estate services as outlined herein.

The HES building is currently used as an elementary school, however, it is zoned as Core Residential. The multiple level building is approximately 53,920 square feet, with air conditioning in the library, office and multi-function room. The building has dual fuel gas/fuel oil heating system with a redundant boiler and an 800 amp 120-208 volt electrical panel and city sewer and water service. Please see attached drawings.

To be considered, five (5) copies of a proposal must be received by the Business Manager by 2:00 pm, Friday September 30, 2011. All proposals must be in a sealed envelope and clearly marked "RFP – Commercial RE Broker". The Penn Manor School District reserves the right to reject any or all proposals submitted.

The Penn Manor School District reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the person of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Penn Manor School District and the real estate broker/firm selected.

If a respondent believes that any information contained in its application qualifies for an exception to the Federal Freedom of Information Law (FOIL) or the Pennsylvania Right to Know Act, it must indicate which information in the application should be exempted from the Act and clearly state the grounds for the exception.

During the evaluation process, the Penn Manor School District reserves the right, where it may serve the Penn Manor School District's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the Penn Manor School District, real estate brokers/firms submitting proposals may be requested to make oral presentations as part of the evaluation process. Interviews are optional, and at the district's discretion, and may or may not be conducted.

There is no expressed or implied obligation for the Penn Manor School District to reimburse responding persons for any expenses in preparing proposals in response to this request.

The School District intends to enter into a listing contract determined to be in the best interest of the School District. The School District shall consider all of the following in selecting the real estate broker/firm:

Commission Structure

- Competitiveness of pricing proposal

Experience and Qualifications

- Demonstrated prior experience with transactions of similar scope and complexity

Key Personnel and Resources

- Demonstrated competence and experience of firm's personnel responsible for performing work and providing services

A proposal review team will be assigned to evaluate all responsive proposals received by the Business Manager. The review team will consider the information in the proposals and as outlined above. It should be noted that the contract(s) resulting from this RFP will be awarded to the respondent whose proposal(s), conforming to the RFP, is determined to be in the "best interest" of the School District. Therefore, the proposal(s) offering the lowest cost may not necessarily be the proposal that is selected for award.

It is anticipated that the selection will be completed by October 31, 2011, with the Board of School Directors taking formal action on the November 7, 2011 agenda. Following the notification of the broker/firm, it is expected a contract will be executed between both parties by November 14, 2011.

2. SPECIFICATIONS

Scope of Services

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

- Develop and implement marketing strategies for sale or lease of property to yield the highest financial benefits for the District
- Provide a monthly report to the assigned staff contact about current/new marketing efforts, contacts/leads, and other developments
- Maintain timely telephone and/or email contact with the assigned staff when there are active interests and transactions
- Consult with School District staff relating to services provided. Presentations at public meetings may be required.
- Negotiate with potential buyers and/or tenants on behalf of the District
- Coordinate with District Counsel on real estate transaction closings
- Handle all other customary activities and services associated with real estate transactions

Broker's Qualifications

Respondents to this RFP shall have the following qualifications:

- Must be licensed and in good standing with the Commonwealth of Pennsylvania.
- Must be knowledgeable in the local real estate market and have experience with commercial properties.
- Must be knowledgeable in the use of all public real estate records.

Fee Schedule

The proposed fee schedule shall include the following items:

- State your commission rate for the selling or leasing of property and state if the rate varies if there is another broker involved in the transaction.
- State any other costs the School District may anticipate relating to the real estate services to be provided.

Term of Contract

The contract period for the successful broker/firm will be from date of award through nine (9) months, or upon closing of the real estate transaction, if sooner. The contract may be renewed for an additional sixty (60) day term as may be agreed to in writing by both the broker/firm and the Penn Manor School District.

The following information must accompany your proposal:

- Description of your firm including size of firm, location, number and nature of the professional staff to be assigned to the School District; staff experience and training, including a brief resume for each key person listed.
- Describe experience (minimum five years previous experience with proven effectiveness) your firm or organization has in pertinent real estate experience.
- Experience in assisting similar entities, including any and all services for government agencies.
- List of at least three (3) references where and when your firm provided similar services. Please provide names and telephone numbers of contact persons for each reference.
- Additional services offered through your firm, if any.
- Listing of current litigation, outstanding judgments and liens, as it relates to real estate transactions.
- List of any issues/difficulties you expect to encounter in selling this school building.
- Explanation of how you believe the current economic conditions will affect the sale.
- Description of how you intend to market the property.
- Description of any relationship you have with any members of the School Board.

3. PROPOSAL SUBMISSION

Five (5) complete sets of the proposal are to be submitted to the District by 2:00 pm, Friday, September 30, 2011 and clearly labeled as follows:

Chris Johnston
Business Manager
Penn Manor School District
2950 Charlestown Road
Lancaster, PA 17603
"RFP – Commercial RE Broker"

4. LISTING

Provide a copy of your proposed listing agreement. Also provide comments on a suggested listing price.

5. LAWS AND REGULATIONS

The Real Estate Broker/Firm shall comply with all laws, ordinances and rules and regulations which may govern the work as specified in this contract. By submitting a proposal in response to this RFP, Broker acknowledges that the sale is subject to the provisions of the Pennsylvania School Code of 1949, as amended.

6. INDEMNIFY

The Real Estate Broker/Firm agrees to indemnify, defend and hold the Penn Manor School District, its Board of Education, officers and employees harmless from and against all liability, claims, actions, proceedings and suits, of any name and nature, as the same may relate to the services provided by the Real Estate Broker/Firm pursuant to this Agreement.

7. VEHICLE

The Real Estate Broker/Firm shall provide his/her own transportation and gas in the execution of the aforementioned duties, and shall at all times, carry vehicle insurance. All costs related to the Real Estate Broker/Firm's vehicle(s) shall be the responsibility of the Broker/Firm.

8. TERMINATION

The listing contract will provide that it may be terminated by either party by a thirty (30) day written notice to the other party.