

County of Inyo
Office of the County Administrator



REQUEST FOR QUOTE

FOR

Real Estate Broker Services

Deadline for Submissions: Tuesday, January 30, 5:00pm

County of Inyo
Office of the County Administrator
224 N. Edwards St.
Independence, CA 93526

I. INTRODUCTION

NOTICE IS HEREBY GIVEN that the County of Inyo is seeking qualifications and proposals from qualified State of California-licensed realtors, preferably with proven experience in multi-family infill property. The County desires to sell a 0.42-acre parcel of real property owned by the County and located northeast of the intersection at East Inyo Street and Highway 395 at 605 S. Main St. in the unincorporated town of Lone Pine and potentially additional properties on an as-needed basis. The property was purchased by the County in 2023 for the purpose of facilitating the development of housing for the citizens and workers of Inyo County. The Inyo County Board of Supervisors declared the property surplus on February 28, 2023, via Resolution No. 2023-06. A copy of the Resolution is provided as Exhibit B. The County has completed the required State of California procedures pertaining to Surplus Property and is now able to sell the surplus land at fair market value to any interested party without restriction. The Inyo County Board of Supervisors directed staff to list the real property in a manner to ensure a competitive bid process for the disposition of the property.

The County will review and may select one respondent, based on submitted qualifications. The County reserves the right to accept or reject any or all submittals and waive technicalities or irregularities if such action is believed to be in the best interest of the County of Inyo. The County reserves the right, in its sole discretion during the selection process, to reject any or all proposals or any portion without exception or explanation.

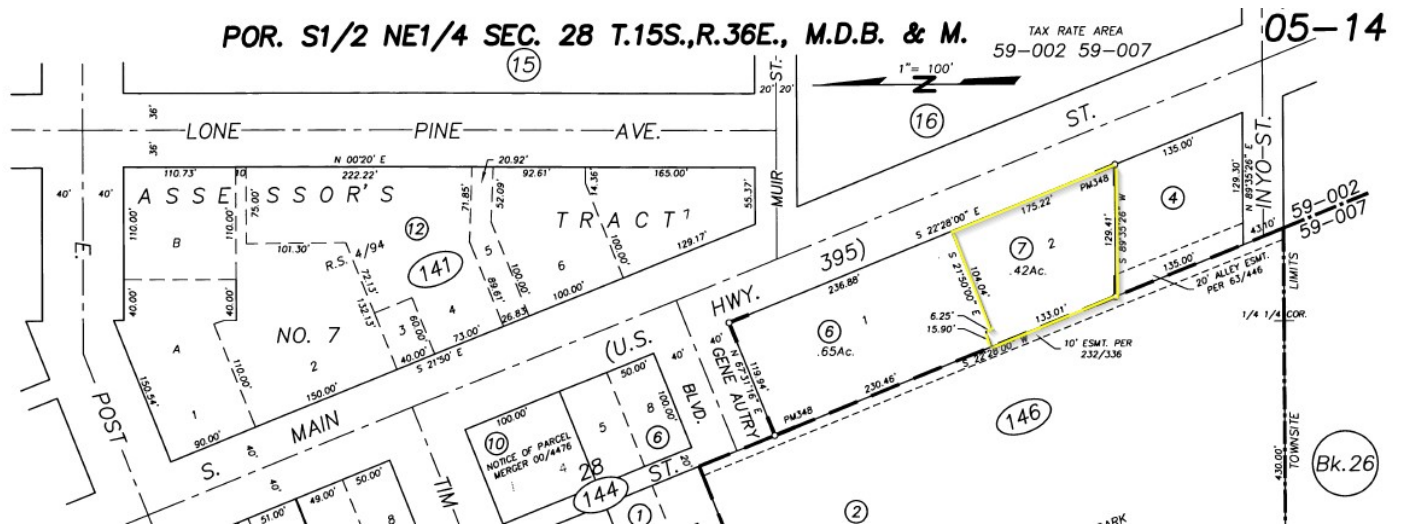
II. PROPERTY DESCRIPTION

The real property, APN 005-146-07, is located at 605 S. Main St. in the unincorporated town of Lone Pine, County of Inyo, State of California.

The lot is zoned Central Business District (CBD), allowing the lot to be used for a variety of commercial, residential, or mixed-use development with a maximum of 24 dwelling units per acre. It is the County's intention to partner with a developer to ensure that the lot's development plan is consistent with Lone Pine's housing needs and the local vision for downtown Main Street development.

Three exhibits providing additional information are provided on the following page:

- Copy of the Assessor Parcel Map, APN: 005-146-07
- Street View Photograph of 605 South Main Street, Lone Pine, CA
- Aerial View Photograph of the 605 South Main Street, Lone Pine, CA



Note: Hand Drawn/Estimated Property Lines



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III. BACKGROUND

The County of Inyo is located on the eastern flank of the Sierra Nevada and includes both high-elevation mountain and low desert communities. The County is home to both the lowest point in the nation (Badwater Basin, Death Valley) as well as the highest point in the contiguous 48 states (Mt. Whitney) – at the base of which is the small one stop-light town of Lone Pine.

The County of Inyo is approximately 10,000 square miles, the second-largest county by geographic size in California. However, more than 98% of the county’s land is held by public agencies, with less than 2% of the land available for private development. Therefore, despite the rural nature of the County and seemingly vast open spaces, housing development is extremely constrained. Most private land available for development is already developed. This has caused both a housing shortage and affordability crisis in most communities throughout the County – and Lone Pine is no exception.

Inyo County seeks to support the development of additional housing for residents who live and work here – and for those who want to come to Lone Pine to support key industries such as the local schools and hospital. Adding multi-family units in Lone Pine will ease the housing shortage and increase the supply of housing stock.

This Request for Proposals is structured so as to award an Agreement to a qualified Realtor/Broker/Firm to perform the services listed within the Scope of Work and potentially create a long-term relationship for Broker and/or Developer services with the County.

IV. RFQ SCHEDULE

Issue RFQ	January 2, 2024
Deadline for Written Questions	January 23, 2024
Proposal Submittal Deadline	January 30, 2024
Estimated Notification of Selection	February 27, 2024
Estimated Agreement Date	March 26, 2024

V. COUNTY POINT OF CONTACT

Questions and correspondence related to this solicitation may be directed to:

Rebecca Graves
Operations Analyst, Office of the County Administrator
P.O. Drawer N, Independence, CA 93526
224 N. Edwards St., Independence, CA 93526
Rebecca.Graves@inyocounty.us

All questions regarding this solicitation must be submitted in writing (email is encouraged). Questions will be answered via email and Q&A will be posted on the Inyo County Bid Request/ RFQ website at <https://www.inyocounty.us/services/county-administrators-office/bid-request-rfp> by the proposal submittal deadline.

Only answers to questions communicated in writing will be binding. Prospective Realtor/Broker/Firms shall not contact County officers or employees with questions or suggestions regarding this solicitation except through the contact person listed above.

VI. ANTICIPATED SCOPE OF WORK

The selected Realtor/Broker/Firm shall agree to a contract with the County to provide the following services:

- 1) Develop and implement marketing strategies for the sale of designated County-owned property (including conducting a study of comparable properties);
- 2) Create and distribute marketing materials (electronic and/or hard copy) to advertise the property for sale including listing the property in an MLS database;
- 3) Coordinate (and where possible, host) site tours of the property for potential buyers;
- 4) Represent the County in negotiations, analyze offers, advise the County as appropriate with prospective buyer(s) and coordinate the real estate transaction closing.

VII. PROPOSAL CONTENTS/SUBMITTAL

A. RFQ Requirements

To be considered, a Realtor/Broker/Firm responding to this RFQ must provide the following items and/or information in its submittal:

- A cover letter which shall provide the following: name, title, address, and telephone number of individuals with the authority to negotiate and contractually bind the company.
- Some combination of:
 - A statement of the Realtor/Broker/Firm's qualifications, including brief biographical profiles of the company and key personnel who will be assigned to work on the project. Any relevant certifications or education should be identified. If applicable, a statement of qualification as a small and minority firm, women's business enterprise, and/or labor area surplus firm (see 2 CFR §200.321), or a disadvantaged business enterprise (DBE).
 - A brief list of projects similar in scope performed by the Realtor/Broker/Firm.
 - Any additional information demonstrating the consultant's capabilities as related to the selection criteria listed under Section VIII.

- Proposed Work Plan for Marketing the Property - Describe the marketing program for the property along with signage, advertising, MLS listing and other activity proposed to market the property, including any assumptions, methodologies, or special resources. If relevant, include any recommendations for additional items which should be added to the project scope to help ensure success.
- Proposed Commission and Fees - Identify costs and expenses, proposed commission schedule for your proposal, and include all instances for which you will be expected to be paid or reimbursed.
- A disclosure of any financial, business, or other relationship that the prospective consultant has with the County or any County employee that may have an impact upon the outcome of the selection process of this project. Alternatively, the consultant shall provide a statement that no disclosure is being made because no such relationship exists.
- A general statement on the ability to meet the following short summary of the minimum insurance coverage requirements:
 - **Professional Liability** (Errors and Omissions) Insurance appropriate to the Contractor's profession, with limit no less than **\$2,000,000** per occurrence or claim, **\$2,000,000** aggregate.
 - **Commercial General Liability** (CGL): Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **\$1,000,000** per occurrence.
 - **Automobile Liability**: Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Contractor has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.
 - **Workers' Compensation** insurance as required by the State of California, with **Statutory Limits**, and Employer's Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease. *Provision may be waived with a signed letter on contractor's letterhead certifying that contractor has no employees.*
- NOTE: Other insurance provisions may apply. A complete copy of all insurance requirements is available upon request and shall be attached to contract.

B. RFQ Submittal

Proposals must be received by 5 p.m. on Tuesday, January 30, and must be clearly addressed or with the subject line "County of Inyo - Real Estate Broker Services – Attn: Rebecca Graves." Postmarks will not be accepted. Proposals will be received via the following:

- Hand delivered to 224 N. Edwards St., Independence, CA 93526;
- Mailed via USPS to P.O. Drawer N, Independence, CA, 93526; or

- Sent via shipping carrier (Fed Ex, UPS, etc.) to 224 N. Edwards St., Independence, CA 93526;
- Emailed to Rebecca.Graves@inyocounty.us.

- 1. Modification or Withdrawal of Submittals:** Any RFQ received prior to the date and time specified above for receipt may be withdrawn or modified by written request of the consultant prior to the submittal deadline.
- 2. Property Rights:** RFQs received become the property of the County and all rights to the contents therein become those of the County.
- 3. Confidentiality:** Before award of the contract, all submittals will be designated confidential to the extent permitted by the California Public Records Act. After award of the contract (or if not awarded, after rejection of all submittals), all responses will be regarded as public records and will be subject to review by the public. Any language purporting to render all or portions of the submittals confidential will be regarded as non-effective and will be disregarded.
- 4. Amendments to Request for Qualifications:** The County reserves the right to amend this RFQ by addendum before the final submittal date.

VIII. SCORING, SELECTION

A. Scoring Criteria

Each submittal will be reviewed to determine if it meets the requirements contained under "Submittal Requirements." An evaluation committee will evaluate the submitted RFQs based on the following criteria and values:

<i>Item</i>	<i>Selection Criteria</i>	<i>Value</i>
1	Proposed approach and methodology to completing the scope of Work.	35 pts
2	Key personnel's professional qualifications and experience, and recent experience in projects comparable to proposed tasks.	35 pts
3	Competitive commission and fees - costs and expenses, proposed commission schedule for the proposal, including all instances that the Realtor/Broker/Firm will expect to be paid or reimbursed.	20 pts
4	Key personnel's familiarity with Inyo County and/or other similar rural jurisdictions.	5 pts
5	Key personnel's familiarity with multi-family infill properties.	5 pts

B. Review and Selection Schedule

County of Inyo staff will conduct the selection process. All submitted proposals will be evaluated using the criteria described above. An Evaluation Committee of select staff will recommend to the County Administrator and Board of Supervisors the Realtor/Broker/Firm that best demonstrates its abilities to meet the County's needs.

The recommendation of the Evaluation Committee to the County Administrator shall not be binding and the decision of the Board of Supervisors shall be final.

The evaluation committee may choose to conduct interviews (which may be conducted remotely) with the “short-listed” top Realtor/Broker/Firm(s) selected from the initial evaluation or may select a top-ranked Realtor/Broker/Firm based on RFQ submittals. If applicable, the County will notify those Realtor/Broker/Firm(s) within two weeks of the deadline for submittals. A Realtor/Broker/Firm(s) could be notified of selection for contract award as soon as within one week of the interview date. Negotiation with the top-qualifying Realtor/Broker/Firm(s) may follow the evaluation, and then the selected Realtor/Broker/Firm will be expected to enter into a contract with the County to govern the provision of those services, including a fee schedule (see Section VIII/C).

The contract will need to be approved by the Inyo County Board of Supervisors prior to initiation of any services. This RFQ does not commit the County to award the contract, to pay any costs incurred in preparation for this request, or to procure or contract for services. The County reserves the right, in its sole discretion during the selection process, to reject any or all proposals or any portion without exception or explanation.

C. Contract

The successful Realtor/Broker/Firm will be required to enter into an agreement with the County involving Inyo County Standard Contract No. 116 (Exhibit A). The contract will specify the scope of service, schedule of work and a mutually agreed upon schedule of payment.

All respondents are encouraged to review the contract and verify they can satisfy all requirements contained therein. Any concerns with the contract or any of its terms or requirements should be addressed in the submitted Proposal.

D. Contracting Preferences

Pursuant to Inyo County Code Chapter 6.06, Inyo County contracting preference for small and/or local businesses applies. To be eligible for the preferences, a business must provide a certification with its bid that it is a small and/or local business as defined by Inyo County Code § 6.06.020.

E. RFP Protest

In the event a dispute arises concerning the Request for Proposal process prior to the award of the contract, the party wishing resolution of the dispute shall submit an appeal request in writing to the County Director of Purchasing. Bidder may appeal the recommended award or denial of award, provided the following stipulations are met:

1. Only a bidder who has actually submitted a Proposal is eligible to submit an appeal request/protest against another bidder. Subcontractors are not eligible to submit bid protests. A bidder may not rely on the bid protest submitted by another bidder, but must timely pursue its own protest.
2. Appeal must be in writing. The appeal must contain a complete statement of the basis for the protest and all supporting documentation. Materials submitted after the Protest Deadline will not be considered. The protest must refer to the specific portion or portions of the Contract Documents upon which the protest is based. The protest must include the name, address, and telephone number of the person representing the protesting bidder if different from the protesting bidder.
3. A copy of the protest and all supporting documents must also be transmitted by e-mail, by or before the Protest Deadline, to the protested bidder and any other bidder who has a reasonable prospect of receiving an award depending upon the outcome of the protest.
4. Must be submitted within ten (10) calendar days of the date of the recommended award or denial of award letters.

An appeal of a denial of award can only be brought on the following grounds:

1. Failure to follow the selection procedures and adhere to requirements specified in the Bid Package or any addenda or amendments.
2. There has been a violation of conflict of interest as provided by California Government Code Section 87100 et seq.
3. A violation of State or Federal Law.

Appeals will not be accepted for any other reasons than those stated above. All appeals must be sent to:

Nate Greenberg, Director
County of Inyo
P.O. Drawer N
Independence, CA 93526
ngreenberg@inyocounty.us

County's Purchasing Director shall make a decision concerning the appeal, and notify the Proposer making the appeal, within a reasonable time frame prior to the tentatively scheduled date for awarding the contract. The decision of the County's Purchasing Director shall be deemed final.

ATTACHMENTS:

Attachment A: County of Inyo Standard Contract No. 116

Attachment B: 2023 Insurance Requirements for Certain Professional Services Agreements

Attachment C: Feb. 28, 2023, Inyo County Board of Supervisors Resolution No. 2023-06

Attachment A

(County of Inyo Standard Contract No. 116)

Attachment B

(2023 Insurance Requirements for Certain Professional Services Agreements)

Attachment C

(Feb. 28, 2023, Inyo County Board of Supervisors Resolution No. 2023-06)