



**REQUEST FOR QUALIFICATIONS
REALTOR PROFESSIONAL SERVICES:**

Sale of School District Parcels:

Old Victor Elementary School (43 E. Center St. Victor, ID)
School District Office and Tennis courts (445 N. Main St.,
Driggs, ID)

REQUEST FOR QUALIFICATIONS (RFQ): REALTOR SERVICES

February 11, 2020

Teton School District No. 401 ("TSD") will accept written Responses to this Request for Qualifications (RFQ) from licensed Idaho realtors in good standing to perform real estate services as determined by TSD. The TSD Board of Trustees' (Board's) selection of a qualified realtor will follow the RFQ process described below.

Written Responses to this RFQ will be accepted at the administrative offices of TSD401, P.O. Box 775, 445 North Main Street, Driggs, Idaho, 83422, until **4:00 p.m., MST on Monday, March 9, 2020 (no email submittals will be accepted). All responses received after this time will be returned, unopened, to the submitting entity.** Each Response will be evaluated on the basis of qualifications as specified in this RFQ. The Board and TSD Superintendent will evaluate each of the Responses and shall grade each application in accordance with the scoring matrix below. The Board will make the final decision regarding the realtor chosen for real estate services.

The District shall select the Realtor(s) or real estate firm(s) the District determines is the best qualified to provide the required services, ranked in order of preference, pursuant to the following established criteria and procedures. Written Responses must be submitted in a sealed envelope, the envelope shall identify the entity submitting the Response including return address. The Responses shall be organized according to the following criteria:

1. A one page cover letter, including a brief introduction.
2. A brief statement or summary responding to each of the following criteria:
 - A. Applicant's prior relevant and local experience in Teton County, Idaho **(10 pts)**.
 - B. Applicant's capacity to perform the work in a timely manner **(10 pts)**.
 - C. Applicant's educational qualifications **(5 pts)**.
 - D. Applicant's understanding of the school district facilities and needs **(10 pts)**.
 - E. Applicants understanding of the school district, school board and priorities **(5 pts)**.
 - F. Applicant's methodology **(10 pts)**.
 - G. Applicant's reputation, please provide 3 references **(5 pts)**.
 - H. Qualifications and reputations of outside consultants who may work with the Applicant on the project **(5 pts)**.
 - I. Quality of Applicant's proposal for the planning, design and completing the sale of the school parcels **(10 pts)**.
 - J. Applicant's estimated timeline projection to perform and complete the necessary work **(5 pts)**.
 - K. Qualifications of the proposed project manager, **(5 pts)**.
 - L. Qualifications of Applicant's staff **(5 pts)**.
 - M. Quality and clarity of presentation **(10 pts)**.
 - N. Familiarity with local area geography and facilities **(2.5 pts)**.
 - O. Applicant's financial capability to perform the work **(2.5 pts)**.
 - P. **Commission percentage (%), _____ and/or Fee (\$) amount:**

Score: _____ out of 100 *(to be graded by school board)*

After reviewing and evaluating the proposals, the Board will then rank the Responses and will proceed to negotiate a Real Estate Services Contract with the highest ranked Bidder to perform such services at a price determined by TSD to be reasonable and fair, after considering the above-stated criteria. In the event a mutual agreement cannot be reached between the Parties, Board will commence negotiations with the next highest ranked Bidder, and so on, until a mutually agreeable contract is reached between TSD and a Bidder.

TSD reserves the right to reject any and all RFQs, to waive any irregularities in the RFQs received, and to select the realtor/real estate firm that will represent the best interest of TSD and the public. The issuance of this RFQ and the receipt and evaluation of sealed Responses does not obligate TSD to award a contract. TSD will pay no costs incurred in responding to this RFQ. TSD may in its discretion cancel this process at any time prior to execution of a contract without liability.

5.1 Exhibits

- A. RFQ Submittal Information Form
- B. RFQ Waiver and Release Form

EXHIBIT A
Submittal Information Form

REALTOR PROFESSIONAL SERVICES:
Property Sale of School District Parcels

TO: Teton School District No. 401
Attn: Monte Woolstenhulme
PO Box 775
445 North Main Street
Driggs, Idaho 83422

FROM: Firm Name: _____

Mailing Address: _____

Physical Address: _____

Telephone: _____

E-mail Address: _____

License Information: Idaho Realtor License # _____

Expiring (Date): _____

held by _____, name of licensed Realtor in your firm.
(Please include a copy of each license behind this form.)

SIGNATURE: _____

Print Name / Title: _____

Date: _____

EXHIBIT B
RFQ Waiver and Release Form

(REQUIRED FOR SUBMISSION)

Firm Name: _____

The undersigned has read this waiver and release and voluntarily accepts and agrees to the Teton School District No. 401 ("TSD") discretion and waiver of liability as set forth below, including, but not limited to, TSD's decision to proceed with a qualification-based selection process in response to the Request for Qualifications (RFQ) to select a firm to supply Realtor services to TSD for the project.

- A. Discretion of TSD: The firm or individual submitting a response to this Realtor RFQ agrees that TSD has the right to, unless contrary to applicable state law:
- 1) Modify or suspend any and all aspects of the process seeking SOQs and making any decisions concerning this RFQ.
 - 2) Obtain further information from any person, entity, or group regarding the Respondent, and to ascertain the depth of Respondent's capability and experience for supplying Realtor services and in any and all other respects to meet with and consult with any Respondent or any other person, entity, or group;
 - 3) Waive any formalities or defects as to form, procedure, or content with respect to TSD's RFQ to select a Realtor firm and any response by any Respondent thereto;
 - 4) Accept or reject any sealed SOQs received in response to the RFQ, including any sealed SOQ submitted by the undersigned; or select any one SOQ over another in accordance with the selection criteria;
 - 5) Accept or reject all or any part of any materials or statements, including, but not limited to, the nature and type of SOQ.
- B. Waiver of Liability :
- 1) The undersigned agrees that TSD shall have no liability whatsoever of any kind or character, directly or indirectly, by reason of all or any decision made at the discretion of TSD as identified above.
 - 2) The undersigned, including all team members, have carefully and thoroughly reviewed the RFQ and has found it to be complete and free from ambiguities and sufficient for their intended purpose.

Firm's officer responsible to TSD for Realtor services contemplated by this RFQ:

SIGNATURE: _____

Print Name / Title: _____

Date: _____