



Five County Association of Governments

Request for Qualifications (RFQ)

Real Estate Services For the Five County Association of Governments

Issued August 13, 2025

Deadline September 19, 2025

Introduction

The Five County Association of Governments (FCAOG) is interested in potentially purchasing real property for the purpose of constructing an administration building in Iron County. The number of parcels and timeframe for purchase are not guaranteed. FCAOG is exploring several options for projects that may or may not result in the need to purchase real estate and/or develop land. The FCAOG wishes to have an experienced real estate professional (agent) to assist with the potential purchase and development of the property needed.

Deadline for Proposal Submission

Proposals must be received by Cody Christensen, Association Planner, by email before 5:00 pm Friday, September 19, 2025. Proposals shall be emailed to cchristensen@fivecounty.utah.gov. No proposals will be accepted after the closing date and time.

Scope of Work

1. Assist the FCAOG with project development to determine the size and scope of needed property.
2. Locate potential parcels and present information concerning the parcels to the FCAOG.
3. Assist the AOG in projecting potential development costs.
4. Represent the FCAOG on purchase transactions.
5. Assist the FCAOG with the development process.

Pre-Proposal Meeting

The FCAOG will hold a non-mandatory pre-proposal meeting on Wednesday, September 24, 2025, at 10:00 am. The meeting will be held virtually and may be attended by using the information below. The purpose of the meeting is to answer questions concerning the RFP prior to the submission deadline.

ZOOM Meeting

Zoom link will be sent prior to the virtual meeting.

Selection Team

An evaluation of the proposals will be made by the FCAOG Purchasing Committee (committee). The committee will evaluate and score the proposals in accordance with the criteria specified below. If any member of the committee has a conflict of interest with an agent or proposal, that member will be recused from participating in the selection process.

Proposal Scoring

The proposal shall consist of the four sections listed below. Each section will be reviewed and assigned a point score from 1 to 25. The FCAOG reserves the right to extend the evaluation process by selecting a shortlist of two or more of the highest ranked agents to participate in phone interviews but is not required to do so. If interviews are held, the selected agents will be provided with additional information about the format, length, content, and scoring to be used.

The selected agent will be the one with the highest overall point score. The FCAOG reserves the right to reject any and all proposals. No compensation will be provided to agents preparing proposals for the project.

Section	Evaluation Criteria	Maximum Points
1	Sales Experience	25
2	Land Development Experience	25
3	Fees and Commissions	25
4	Experience with Local Governments	25

Proposal Format

Proposals should be submitted electronically in PDF format to Cody Christensen, Associate Planner, at cchristensen@fivecounty.utah.gov.

The purpose of these guidelines is to ensure consistency in the format and content of proposals that are prepared by agents and submitted to the FCAOG. The proposal should contain the following information in the order listed.

- Introductory Letter
- Section #1 – Sales Experience
- Section #2 – Land Development Experience
- Section #3 – Fees and Commissions
- Section #4 – Experience with Local Governments

All submittals must be clear, concise and in the recommended format so the proposals can be evaluated in an efficient and objective manner by the committee. The four (4) sections in the proposal should be labeled for easy reference (#1, #2, #3, #4).

Section 1: Sales Experience

The proposal should outline the sales experience of the agent. This could include the number of years as an agent, sales awards received, typical sales each year, sales ranking, etc. Each of these are not required, but this section is the agent's opportunity to demonstrate their sales experience to the committee.

Section 2: Land Development Experience

The proposal should outline the land development experience of the agent. This could include a list of development projects you have worked on or been involved with. Your understanding of land use ordinance or code. Your experience with planning and zoning commissions. Your knowledge of development costs and the process for developing land.

Section 3: Fees and Commissions

The proposal should outline the anticipated fees and commissions for the services provided to the FCAOG. Understanding there are variations for each sale or transaction, please identify what a typical commission percentage would be for representing the FCAOG as a buyer if the seller were not covering the buyer's brokerage fee. Please identify compensation for time spent assisting with development work such as meeting with planning and zoning, estimating costs, or assisting with creating a budget for costs. Please identify if this will be at an hourly rate, built into the commission percentage, or calculated on a project basis.

Section 4: Experience with Local Governments

The proposal should outline the agents experience working with local governments. This could include experience representing local governments in sales or experience working with local government councils or commissions. Work with planning and zoning commissions, city councils, county commissions, etc. should be identified.

Contract Term

The FCAOG will enter into a contract with the successful agent for the length of 12 months to provide the services outlined in this RFP. This contract may be extended to 24 months upon satisfactory performance by the agent and subject to evaluation and approval by the FCAOG Purchasing Committee.

Disclosure and Disposal

Once submitted, the proposal becomes the property of the FCAOG and is treated as a public document. The proposal will be disposed of according to FCAOG policies including the right to reject any and all proposals. Proposals shall be open to public inspection according to FCAOG policies. The agent may request in writing the non-disclosure of trade secrets and other proprietary data. Upon request from the agent, the FCAOG will examine the proposal to determine the requests validity prior to the award of the contract. If the FCAOG disagrees with the agent's request, the FCAOG will inform the agent in writing which portion of the proposal will need to be disclosed. At that time, the agent will have opportunity to withdraw their proposal. Otherwise, the data will be disclosed.