

# REQUEST FOR PROPOSALS (RFP)

## Realtor Services for the Sale of City-Owned Residential Properties

**Issuing Agency:** Syracuse City, Utah

**RFP Issue Date:** April 15, 2026

**Proposal Due Date:** April 29, 2026, at 10:00 AM

**Contact Person:** Stephen Marshall, Assistant City Manager

**Address:** 1979 W 1900 S, Syracuse, UT 84075

**Phone:** 801-614-9621

**Email:** smarshall@syracuseut.gov

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## 1. INTRODUCTION

Syracuse City (“City”) is soliciting proposals from qualified, licensed real estate brokers/agents (“Realtor”) to provide professional real estate services for the marketing and sale of two (2) residential properties owned by the City.

The City intends to select one firm or individual to represent its interests in listing, marketing, negotiating, and closing the sale of these properties in a manner that maximizes value and ensures compliance with all applicable laws and ethical standards.

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## 2. BACKGROUND

The City currently owns two residential properties that were purchased for a road widening project and now that the project is nearing completion the remaining portions of the properties are being considered as surplus properties because they are no longer needed for municipal purposes. The City Council is considering the sale of these properties and seeks professional real estate services to facilitate the process.

The properties are generally described as follows:

- **Property 1:** 546 West 2525 South, Syracuse, UT
- **Property 2:** 508 West 2700 South, Syracuse, UT

Additional property details, including disclosures, inspections (if available), appraisals, and title information, will be provided to the selected Realtor.

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## 3. SCOPE OF SERVICES

The selected Realtor will provide comprehensive real estate services, including but not limited to:

### 3.1 Property Evaluation

- The City will provide independent appraisals for each property
- Review City-provided appraisals and provide input on pricing strategy
- Provide a broker price opinion (BPO) or supplemental market insights, if needed
- Advise on market conditions and timing

### 3.2 Marketing and Listing

- List properties on the MLS and other appropriate platforms
- Develop and implement a marketing plan for each property
- Coordinate professional photography, signage, and advertising
- Promote properties through digital and traditional marketing channels

### 3.3 Property Preparation Support

- Recommend improvements or staging strategies to enhance marketability
- Coordinate and conduct showings, open houses, and respond to buyer inquiries

### 3.4 Transaction Management

- Receive and present all offers to the City
- Assist with negotiation of purchase agreements
- Coordinate inspections, appraisals, and escrow processes
- Ensure compliance with Utah real estate laws and regulations

### 3.5 Closing Support

- Facilitate successful closing of each transaction
- Coordinate with title companies, attorneys, and other stakeholders
- Provide regular status updates to City staff

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## 4. MINIMUM QUALIFICATIONS

Proposers must meet the following minimum qualifications:

- Hold a current Utah real estate license in good standing
  - Demonstrated experience in residential real estate sales
  - Experience representing public entities or similar clients is preferred
  - Knowledge of local real estate market conditions
  - No conflicts of interest that would impair representation of the City
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## 5. PROPOSAL REQUIREMENTS

Proposals must include the following information:

### 5.1 Cover Letter

- Brief introduction of the firm/agent
- Statement of interest and understanding of the project

### 5.2 Qualifications and Experience

- Description of relevant experience
- Resume(s) of key personnel
- Examples of similar property sales

### 5.3 Marketing Strategy

- Proposed approach to marketing the properties
- Recommended listing strategy and timeline

### 5.4 Compensation Proposal

- Proposed commission structure (as a percentage or flat fee) for each house or packaged together as a combined percentage or flat fee
- Description of any additional costs or fees

### 5.5 References

- At least three (3) references from recent clients

### 5.6 Disclosure Statement

- Disclosure of any potential conflicts of interest

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## 6. EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

- Experience and qualifications (15%)
- Marketing strategy and approach (10%)
- Commission structure and cost (60%)
- References and past performance (10%)
- Responsiveness to RFP requirements (5%)

The City reserves the right to interview selected proposers.

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## 7. SELECTION PROCESS AND SCHEDULE

Milestone	Date
RFP Issued	April 15, 2026
Questions Due	April 23, 2026
Proposals Due	April 29, 2026 at 10:00 AM
Selection and Award	May 12, 2026

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## 8. SUBMISSION INSTRUCTIONS

Proposals must be submitted in sealed envelope to:

Syracuse City Hall  
Attn: Stephen Marshall  
1979 West 1900 South  
Syracuse, UT 84075

All proposals must be received by the deadline stated above. Late submissions will not be considered.

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## 9. TERMS AND CONDITIONS

- The City reserves the right to reject any or all proposals, to waive any informalities or irregularities, and to accept any proposal deemed in the best interest of the City.
- The selected Realtor will be required to enter into a written listing agreement approved by the City, which may include additional terms and conditions.

- The City is a public entity and is subject to the Utah Procurement Code (Utah Code Title 63G, Chapter 6a), as applicable.
  - Disposal of real property shall comply with applicable Utah statutes and City ordinances governing the sale of surplus property.
  - All proposals submitted to the City are subject to the Government Records Access and Management Act (GRAMA), Utah Code §63G-2-101 et seq. Any information deemed confidential must be clearly identified by the proposer. The City does not guarantee that such information will be withheld from public disclosure.
  - The selected Realtor must maintain all required Utah real estate licenses and comply with all applicable provisions of the Utah Division of Real Estate.
  - The Realtor shall avoid any conflicts of interest and shall disclose any existing or potential conflicts, including representation of potential buyers.
  - The City reserves the right to establish final listing prices and approve all offers.
  - Commission will be paid only upon successful closing of each property unless otherwise negotiated in the listing agreement.
  - The City is not responsible for any costs incurred by proposers in preparing or submitting proposals.
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## 10. ADDITIONAL INFORMATION

Questions regarding this RFP must be submitted in writing to the Contact Person email listed above by the stated deadline.

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## 11. SAMPLE CONTRACT REQUIREMENTS (SUMMARY)

The selected Realtor will be expected to agree to standard municipal contract provisions, which may include:

- Insurance requirements (general liability and errors & omissions coverage)
- Indemnification of the City
- Compliance with all federal, state, and local laws
- Non-discrimination provisions
- Termination for convenience by the City
- Independent contractor status

A full agreement will be negotiated following selection.