

REQUEST FOR PROPOSALS TO PROVIDE REALTOR SERVICES FOR:

SALT LAKE CITY MOSQUITO ABATEMENT DISTRICT

INTRODUCTION

The Salt Lake City Mosquito Abatement District (SLCMAD) (District) is an independent local district established in 1924. The District is housed in a facility that was built in 1992-93 and designed to accommodate the District for up to 50 years. Just ten years after the facility was designed, a new mosquito-borne disease, West Nile virus, was introduced into Utah. This single event necessitated the need additional personnel and all of the associated logistical support. The District responded with adding a structure, expanding existing buildings and adding an additional building.

The District management believes that a similar event to the arrival of West Nile virus in 2003 will happen again within the next few years. In its five-year plan, the District has identified steps that need to be taken to be ready for this future event. An architectural firm is currently working on concept designs that could accommodate future needs at the District's current facility. It is becoming increasingly apparent, that the best option for the District is to relocate the District's facilities to a new location. If new property is purchased, the District will require Realtor Services to help in acquiring new property and the marketing of its current facility.

Scope of the Work

The Realtor Services firm will be tasked with guiding the District through the process of finding suitable property within the District's boundaries where it can relocate its facilities. If new property is purchased, then the Realtor Services firm will be asked to guide the District through the process of selling its current facility.

The duration of a contract that may result from this request for proposals would be for scope listed above and would not extend beyond a five-year period of time.

Inquiries

Questions concerning this Request for Proposal should be directed to Ary Faraji, Assistant Manager of SLCMAD, at (801) 355-9221 or ary@slcmad.org.

Basis for Selection

The District intends to select a Realtor Services firm that exhibits the strongest ability to assist it in achieving its goals. Realtor Services fees, although important, will not be the primary factor in the District's selection. Fees will only be discussed after the District has selected what it believes to be the most highly qualified firm to meet its needs. The District reserves the right to reject any or all proposals. The District retains sole discretion in this decision.

Selection Process

The selection process will be done in three stages: 1) selection of up to three highly qualified firms based on the submission of a Request for Proposals to Provide Realtor Services; 2) Interview of the highly qualified firms, and 3) contract and fee negotiations.

The District intends to make a decision in approximately three weeks following the receipt of the Request for Proposals.

Proposals

Submission of Proposals

Each responding firm must submit eight (6) copies of its Proposals no later than 5:00 p.m. on Thursday, **March 31, 2016**, to the office of Ary Faraji, Salt Lake City Mosquito Abatement District, 2020 North Redwood Road, Salt Lake City, Utah 84116. No proposals will be accepted after this time.

Proposal Content

Each respondent should set forth its most compelling case for being selected as Realtor Services provider for the District. As part of that case, each firm should provide the following information:

1. Briefly summarize your firm's experience with selling unique properties in the Salt Lake City area.
2. Briefly summarize your firm's experience with acquiring properties in the Salt Lake City area.
3. Supply the name or names of the principle realtor's that would be assigned to assist this District, include their summary résumés.
4. Please describe your firm's strongest asset (specialty).
5. References from three clients, which your firm has successfully provided represented.
6. **Proprietary Information**
Please mark any specific information contained in your firm's response that is not to be disclosed to the public, or used for purposes other than the evaluation of the response. All material becomes the property of the Issuer and may be returned only at the Issuer's option. Responses submitted may be reviewed and evaluated by other persons at the sole discretion of the Issuer.

Proposal Evaluation

The District will use a Selection Committee composed of two Trustees, the District Manager and Assistant Manager to evaluate all properly submitted proposals. Evaluations will be based on the following criteria:

1. References from clients.....(40%)
 - Communications with client during representation.
 - Responsiveness to clients needs.
 - Attention to detail.
 - Completion of transactions by an established timeline.
 - Ability to get the client the amount of asking price
2. Market Research Capabilities(10%)
3. Promotional Capabilities..... (20%)
4. Area of specialty in relation to the District needs(20%)
5. Availability of personnel to work with SLCMAD. (10%)

Interview

The field of applicants will be narrowed down to a field of up to three highly qualified firms by **April 5, 2016**. The highly qualified firms will be invited by the SLCMAD selection committee to give a presentation, not to exceed twenty minutes, on how their firm and personnel fit the needs of the SLCMAD. The date and time of the presentation will be **April 18, 2016, between 9:00 and 11:00 AM**. From that presentation the firms will be ranked according to the following criteria:

1. Understanding of the needs of the SLCMAD(50%)
 - Local Governmental entity using taxpayer funding
 - Property needs for new facility
2. Marketing Strategy for the selling the District's unique property(50%)

Determination of Compensation for Realtor Services

1. The SLCMAD Selection Committee shall recommend to the SLCMAD Board of Trustees the award of a contract to a qualified firm at compensation that the selection committee determines, in writing, to be fair and reasonable to the SLCMAD.
The selection committee shall take into account the services':
 - (a) estimated value;
 - (b) scope;
 - (c) complexity; and
 - (d) professional nature.
2. If the selection committee is unable to agree to a satisfactory contract with the highest ranked firm, at a price the selection committee determines to be fair and reasonable to the SLCMAD, the selection committee shall:
 - (a) formally terminate discussions with that firm; and
 - (b) undertake discussions with a second qualified firm.
3. If the selection committee is unable to agree to a satisfactory contract with the second firm selected, at a price the selection committee determines to be fair and reasonable to the SLCMAD, the selection committee shall:
 - (a) formally terminate discussions with that firm; and
 - (b) undertake discussions with a third qualified firm.
4. If the selection committee is unable to award a contract at a fair and reasonable price to any of the selected firms, the selection committee shall:
 - (a) select additional firms; and
 - (b) continue discussions in accordance with this part until an agreement is reached.

The goal of the SLCMAD Board of Trustees is to select a firm to provide Realtor Services by **April 22, 2016**.

For additional information contact:

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