

## **Request for Proposals (RFP)**

Real Estate Broker Services

Erie County, PA

July 22, 2024

### **1. Introduction**

The Erie County Land Bank, in partnership with the Erie Land Bank, is actively seeking detailed proposals from qualified real estate brokers to undertake comprehensive brokerage services for select properties owned by both the Erie County Land Bank and the Erie Land Bank. Our primary objective is the effective marketing and disposition of our portfolio of buildable lots, renovation properties, and commercial properties, aiming to foster community revitalization through the repurposing of vacant, abandoned, and underused properties.

### **2. Scope of Services**

We are looking for brokers who can provide:

- Detailed Brokers' Price Opinions (BPOs) for each property
- Customized marketing plans encompassing both digital and traditional channels
- Efficient coordination and management of property showings
- Expert negotiation and transaction closure for property sales or leases

### **3. Qualifications**

Brokers interested in this opportunity must demonstrate:

- A minimum of 5 years of experience in the real estate market within Erie County
- A proven track record in successfully marketing and disposing of properties
- Comprehensive knowledge of zoning and land use regulations in Erie County
- Outstanding communication and negotiation skills

### **4. Proposal Requirements**

Proposals should be structured as follows:

- Company Overview: Include the history of your company and specific experience relevant to this RFP
- Team Qualifications: Detail the experience and roles of individual team members.
- Marketing Strategy: Provide a detailed approach with examples or case studies from past projects
- Fee Structure: Present a clear line-item menu of services and associated costs
- References: Include contact information for previous clients who can attest to your firm's capabilities

### **5. Submission Process**

Submit your proposals in PDF format to [christie@eriecountylandbank.org](mailto:christie@eriecountylandbank.org) with the subject line "RFP\_REALTOR\_YourName" by **August 5, 2024**. Ensure that your proposal is no longer than 10 pages and adheres to the structure outlined above.

## 6. Selection Process

Proposals will be evaluated based on:

- The experience and qualifications of the broker
- The robustness and creativity of the proposed marketing and disposition strategy
- The competitiveness and transparency of the fee structure
- The strength of the provided references

The Land Bank reserves the right to reject any or all proposals and to waive irregularities or informalities in proposals.

## 7. Contact Information

For additional information or queries, please contact:

Christie Mahany  
Executive Director  
Erie County Land Bank  
1230 Townhall Road West, Erie, PA 16509  
[christie@eriecountylandbank.org](mailto:christie@eriecountylandbank.org)  
814-580-8990

## 8. Timeline

The following is the anticipated timeline for this project:

Proposal Submission Deadline: August 5, 2024

Broker Selection: Mid-August 2024

(Please note that these dates are subject to change based on the needs of the Land Bank.)

## 9. Disclaimer

This RFP does not guarantee a contract and the Erie County Land Bank reserves the right to cancel or modify the RFP at its discretion.