

**REQUEST FOR PROPOSALS  
REAL ESTATE BROKER/REAL ESTATE AGENT SERVICES  
FOR SALE OF MINNEHAHA COUNTY OWNED  
LAND AND BUILDING**

Responses to a request for proposals for providing marketing services as a real estate broker/real estate agent to the Minnehaha County Board of Commissioners will be received by the Minnehaha County Board of Commissioners, at the Office of the Minnehaha County Auditor, Minnehaha County Administration Building, 415 N. Dakota Avenue, Sioux Falls, South Dakota, at 10:30 am on February 7, 2018. The proposals will be opened and read aloud in Commission Meeting Room. An award of a contract associated with this request will be made at a regular meeting of the Minnehaha County Board of Commissioners.

This request for proposals is for the marketing of a county-owned property located at 908 N. West Ave in Sioux Falls legally described as Lots 1,2,3,4 & 5 inclusive and Lots 25 and 26, all in Block 52, Airport Addition to the City of Sioux Falls, Minnehaha County, State of South Dakota, according to the Recorded Plat thereof. Specifications for this request for proposals are available and may be obtained at the Office of the Minnehaha County Auditor. Proposals are also available on the Minnehaha County web site located at [www.minnehahacounty.org](http://www.minnehahacounty.org).

The Minnehaha County Board of Commissioners reserves the right to waive any irregularities deemed advantages to Minnehaha County and to reject any or all proposals.

Bob Litz, Auditor  
Minnehaha County

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**REQUEST FOR PROPOSALS  
REALTOR SERVICES  
FOR SALE OF MINNEHABA COUNTY OWNED  
LAND and BUILDING**

**Project Title:**

Provide real estate agent or broker services for sale of Minnehaha County owned land and building.

**Project Summary:**

Minnehaha County is requesting proposals from firms or individuals, licensed as a real estate agent or broker in the State of South Dakota, interested in providing real estate agent or broker services to market a county-owned parcel of land and the building contained within property legally described as Lots 1,2,3,4 & 5 inclusive and Lots 25 and 26, all in Block 52, Airport Addition to the City of Sioux Falls, Minnehaha County, State of South Dakota, according to the Recorded Plat thereof.

The selected individual/organization will be expected to enter into a formal contract with Minnehaha County for providing realtor services in marketing and securing the highest price for the parcel of property. Firms submitting a response to this request for proposals will also provide a copy of a proposed realtor agreement/contract. **Providing a copy of the proposed contract is a mandatory provision of this Request for Proposals.** The final contract will be determined through negotiations between Minnehaha County and the selected individual/organization.

The County will award a contract to the selected respondent not later than February 20, 2018, with the intent that services are to begin no later than March 7, 2018.

**Requirements for Submission of Proposals:**

Four copies of the proposal must be received at the Minnehaha County Auditor's Office no later than 10:30 a.m., on Wednesday, February 7th, 2018.

The proposal must include the following:

1. Name and address of the individual/firm that will perform the work described in the Project Summary.
2. Name, title and telephone and email of the person to contact concerning this proposal submission.
3. Names of key personnel who would be assigned to work on this project. Please provide a resume of each person named.

4. Relevant experience: Describe the work by the individual/firm which best demonstrates a track record of selling similar type and size of buildings and property relevant to this request for proposals. Please provide a copy of all relevant licenses from the State of South Dakota and three references for a similar previous property sale.
5. Availability: When is the organization/firm available to begin providing services to the county?
6. Provide a valuation of what the real estate agent or broker believes is an accurate valuation of the property.
7. Plan of Operation: Provide a description of the proposed services, product offering, and how the services in this request for proposals will be executed to obtain the highest price for the County. Be advised that this request for proposals is not a bid. However, each firm/individual must include in their proposal a description of their fee structure and a full description of any and all costs associated with marketing the property on behalf of the County.

**Evaluation and Award Factors:**

All proposals received by Minnehaha County will be reviewed and evaluated by The Minnehaha County Building Committee and the Minnehaha County Commission.

The Building Committee will prepare a short list based on the following criteria:

1. Understanding of the requirements of this project as evidenced by the proposal content.
2. Individual's or firm's experience, qualifications, reputation, and any other criteria deemed significant to the committee.
3. Plan of operation and fee structure that is most advantageous to Minnehaha County.

The process may involve an interview before the Building Committee. Following the interviews, the committee will rank the proposals and make a recommendation to the County Commission which will award a contract to the selected individual or firm.

Questions regarding this request for proposals should be directed to Craig Dewey at Minnehaha County Commission Office, 415 N. Dakota Avenue, Sioux Falls, SD (605) 367-4206.

The Minnehaha County Commission reserves the right to reject any and all responses to this request for proposal