

REQUEST FOR QUALIFICATIONS AND PROPOSALS

Real Estate Services

The City of Kelso is requesting qualifications and proposals from interested Real Estate firms/brokers to sell and/or lease various city properties. The Real Estate broker will be retained as an independent contractor, pursuant to a professional services contract approved by the City Council. The term of appointment, compensation and other requirements will be established pursuant to a contract.

The City owns the following properties and/or structures for sale or lease:

- **314 Academy Street**
(Par# 20121) – Downtown 8,000 sq ft commercial office building
- **1115 South Pacific Avenue**
(Par# 23249) – 2,500 sq ft commercial lot
- **109 Allen Street**
(Par# 20036) – Downtown 3,000 sq ft commercial office building
- **501 First Avenue**
(Kelso Train Depot) – commercial office leased space

Please submit a letter of interest to act as the City's sales representative, summary of qualifications and experience in selling and leasing commercial real estate, and three (3) client references. Responses should contain an explanation of the broker's approach to pricing, marketing, and leasing/selling commercial properties, and reflect a strong understanding of the strengths and challenges of the regional real estate market. Please include a breakdown of anticipated compensation rates, fees and any other consideration required for the provision of services.

Submittals should be limited to ten (10) pages.

All submittals must be received by **Monday, November 30th, 2015, 5:00 p.m.** to the attention of Steve Taylor, City Manager at P.O. Box 819, Kelso, WA 98626.

In person submittals are to be made to: Steve Taylor at Kelso City Hall, 203 S Pacific, Suite 217, Kelso, Washington. Please call (360) 423-1371 for questions.

