



## REQUEST FOR WRITTEN QUOTATION

-This is a pricing inquiry only, not an order –

Date of Issuance: June 3, 2024

Contact Person: Will Norris, Urban Renewal Administrator

Contact Phone & Email: (541) 387-5206 [w.norris@cityofhoodriver.com](mailto:w.norris@cityofhoodriver.com)

### Description of Goods or Services Needed:

The City of Hood River and its Urban Renewal Agency are requesting proposals from qualified and interested individuals and/or firms to represent the City in real estate negotiations and transactions. The selected individual or firm will market surplus City real property including:

- Listing city properties for sale
- Communicating with potential buyers
- Assisting with setting a sale price and terms
- Advising City Management and elected leadership during negotiations
- Serving as seller's representative in real estate transactions
- Assisting city staff in documenting sale offers, terms and transactions

The selected individual or firm will also help the city identify, evaluate, and acquire real property or property interests such as easements or deed restrictions, including:

- Serving as buyer's representative in real estate transactions
- Reviewing and interpreting inspection results
- Assisting city staff in documenting sale offers, terms and transactions
- Working with title companies in establishing escrow and working to achieve a smooth transfer
- Attend all closings
- Work with City legal counsel to draft sale documents

### Desired Experience and Qualifications

- Licensed Real Estate Agent in the State of Oregon
- Five or more years of experience, preferably serving governmental clients
- Responsive and flexible to attend evening City Council and Agency Board meetings as needed (2<sup>nd</sup> & 4<sup>th</sup> Mondays)
- Free of conflicts of interest regarding the City

### Requested Quotation Materials

1. Statement of Interest, Experience and Qualifications (not to exceed 2 pages)
2. Pricing proposal. Include an explanation of any costs that are not covered in a standard brokerage fee.
3. Three recent references (governmental entities preferred, but not required)

Please return requested materials by: Wednesday, June 26, 2024. Finalists may be contacted for interviews.

Materials can be delivered in-person or by mail to 211 2<sup>nd</sup> Street, Hood River OR 97031 or emailed to [w.norris@cityofhoodriver.gov](mailto:w.norris@cityofhoodriver.gov)