


Real Estate Sales and Brokerage Services

RFQu 25-0516

Wednesday March 12, 2025 at 1:00 pm
Via WebEx

City of Phoenix
Finance Department


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Welcome!

- ❖ Please mute microphones unless speaking.
- ❖ Please email your company name, first and last name, telephone number, and email address to: scott.mcbride@phoenix.gov

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Legal Notice

The purpose of the Pre-Offer Conference is to provide a casual atmosphere to discuss the City's intent and to determine whether the City's requirements are clearly stated.

Although an exchange of information may take place, the official position of the City is that which is delivered in the solicitation document and in the form of a written Solicitation Addendum. Therefore, nothing said here today should be construed as a change to the written requirements in the solicitation document.

Any changes will be in the form of a solicitation addendum. Vendors must acknowledge receipt of any/all addenda by signing and returning the document with their submittal, or the response may be considered non-responsive.

Please note that it is the responsibility of the Offeror to read the entire solicitation document. Offerors must contact the Procurement Officer if they have any questions – no other City employees per the Transparency Policy.

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Agenda

- ❖ Scope of Services
- ❖ Pre-Award Qualifications
- ❖ Solicitation Instructions
- ❖ Questions & Answers (QA)
- ❖ Insurance and Indemnification
- ❖ Submittal Requirements
- ❖ Transparency Policy
- ❖ Proposal Deadline


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Scope of Services

- ❖ Real Estate Sales and Brokerage Services
 - Services provided on an as-needed basis for five years, beginning on/about July 1, 2025
 - Disposal of excess real property
 - Conduct/Assist City with Lease negotiations
 - Manage lease renewals, amendments, and oversight


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Pre-Award Qualifications

- ❖ Minimum of five years of experience in each service category for which Offeror wishes to be considered.
- ❖ Possess a current, active Real Estate Broker's license issued by the Arizona Department of Real Estate.
- ❖ Demonstrated familiarity with the local real estate market and ability to successfully market and close listings within a reasonable time frame.

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Solicitation Instructions

- ❖ Registered as a City Vendor at ProcurePHX: <https://www.phoenix.gov/procure>
- ❖ Registered with the Arizona Corporation Commission
- ❖ Accept all terms and conditions without exception
- ❖ The City will not be responsible for oral instructions made by employees or officers, and any changes to the solicitation documents will be in the form of addenda.

PLEASE READ ALL DOCUMENTS THOROUGHLY


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Questions & Answers (Q&A)

- ❖ Also referred to in the schedule of events table as “Inquiries”
- ❖ All answers to be published on the City's solicitation webpage
- ❖ Written answers supersede verbal answers


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Q&A Deadline

- ❖ Submit questions by email no later than March 18, 2025, by 2:00 p.m. local Phoenix time to: scott.mcbride@phoenix.gov
- ❖ Answers available close of business on March 21, 2025 at <https://solicitations.phoenix.gov/Solicitations/Details/2072>


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Insurance & Indemnification

- ❖ Requirements in Section 7 may include:
 - General liability
 - Automobile liability
 - Worker's compensation
 - Professional liability
- ❖ Work with your Insurance Broker
- ❖ Awarded Contractors: Certificates of Insurance due to City within 10-days after receipt of award notification

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Submittal Requirements

Submit one electronic copy to procurement@phoenix.gov:

1. Offeror's Proposal
 - Copy of active Licenses
 - Names, resumes and certifications of proposed staff
 - Transaction list of five properties/ last 36 months
 - Description of any disciplinary actions
 - Sample marketing materials for at least 3 properties
2. Pricing Proposal
3. Addenda, signed
4. Certification Regarding Debarment
5. Years of Business and References
6. Conflict of Interest and Transparency Form
7. Offer Form


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Transparency Policy


- ❖ All proposers under penalty of disqualification will refrain from contacting any City staff or officials to discuss this solicitation.
 - Begins upon solicitation posting and ends on day of City Council Award.
 - All questions must be directed to the procurement officer.
- ❖ Full policy in **Section 2.21** of the solicitation.
- ❖ Companies currently doing business with City are not prohibited from discussing their current contracts.

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Proposal Deadline

March 28, 2025
2:00 p.m. local Phoenix time



**Late proposals will
be rejected.**

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THANK YOU!

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