

Request for Proposals: On-Call Real Estate Broker Services

Huerfano County Solicitation #2025-06
September 8, 2025

1. Summary of Request

The Board of County Commissioners of Huerfano County is seeking proposals from qualified and experienced local real estate brokers/firms to assist in buying and/or selling real property and land required to meet the needs of the County.

2. Submission Information

Written submissions for the supply of the services described herein will be accepted until **Tuesday, September 30, 2025 at 9AM MT**. Any response received after that time will not be considered.

Submitted materials must be emailed in PDF Format to Carl Young, County Administrator, at **administrator@huerfano.us**.

Proposals will be publicly opened during a meeting of the Board of County Commissioners that begins on **Tuesday, September 30, 2025 at 10AM MT**.

3. Questions

Procedural and technical questions are to be submitted in writing to Carl Young, County Administrator, at **administrator@huerfano.us**. Questions will be accepted until **Tuesday, September 22, 2025 at 4PM MT**. A summary of questions and answers will be released according to the schedule set below.

4. Anticipated Timeline

Dates are approximations for the process steps and are subject to change.

Step	Date	Selection Process
One	September 8, 2025	Solicitation Issued
	September 22, 2025	Questions may be presented prior to 4PM MT on this date.
	September 24, 2025	Questions and answers posted.
	September 30, 2025	Responses due at 9AM MT
	September 30, 2025	Public opening of proposals received during 10AM BOCC Mtg.
Two	October 3, 2025	Notifications of Interviews.
	October 21, 2025	Interviews conducted.
Three	October 24, 2025	Notification of selected finalist(s).
Four	November 18, 2025	Agreement executed.
	December 1, 2025	Anticipated Start Date

5. Outline of Services to be Provided

The selected respondent ("consultant") will be expected to work directly with representatives of various County departments when providing services. Required services include:

1. Performing market analysis.

2. Developing pro forma analysis and reports.
3. Searching for properties.
4. Developing strategies for rental, acquisition and/or sale of properties.
5. Negotiating with landlords, sellers, or buyers on behalf of the County.
6. Providing appraisals or coordinating with Real Estate Appraisers.
7. Assisting in right-of-way acquisitions, value, acquire and close as needed insuring fair market value.
8. Coordinating and securing title information and real estate transaction closing.
9. Handling all other customary activities and services associated with real estate transactions.
10. Services shall include consultation with County staff, County Commissioners, and other Elected Officials relating to real estate needs of the County. Presentations at executive sessions and public meetings will be required.
11. All services shall be administered in conformance with Federal and State Laws, including but not limited to the Uniform Relocation and Real Property Acquisition Policies Act of 1970 as amended and applicable

6. Qualifications

Proposers should have the following minimum qualifications:

1. Must be licensed and in good standing with the Colorado Real Estate Commission/the Colorado Division of Real Estate.
2. Must be knowledgeable in the use of all public real estate market and have a minimum of five (5) years of experience with small and large commercial properties, unimproved land, and right-of-way acquisition.
3. Must be knowledgeable in the use of all public real estate records maintained by the County Assessor and County Clerk Recorder.

Additionally, the following knowledge and experience is preferred:

1. Knowledge and experience in the acquisition and sale of government owned property.
2. Knowledge in acquisition and sale of public land and Right-of Way.

7. County Responsibilities

The County will identify specific projects, buildings, properties and/or land for the Consultant to evaluate. The most immediate project is the sale of 20 to 30 properties the County intends to declare surplus to requirements.

In addition to the services provided by the Consultant, the County will advertise properties for sale at the County's cost through the legals section of the paper of record (World Journal Newspaper), the County Website, and County social media.

The Board of County Commissioners approves the sale, transfer, or acquisition of real property by resolution. The Board may declare property surplus by motion duly adopted.

8. Contract Period and Payment Terms

The initial contract period will be for a term of two (2) years with three (3) one (1) year options to renew at the discretion of the Board of County Commissioners.

The Consultant will invoice the County for all consulting services monthly with not less than NET30 terms. Generally, payments will be made by check. Payment for services related to real estate

transactions will be made at closing, generally directly from the title company.

9. Contents of Letter of Interest

Written responses for the supply of the services fully described herein will be accepted until the date set forth in the anticipated timeline above. Any response received after that time will not be considered.

Responses should include:

1. Cover Letter, which must include:
 - a. A statement of interest for working with the County to complete the scope outlined above including a summary of key points describing the respondent's unique qualifications as they pertain to this particular scope;
 - b. A brief introduction to the respondent including structure, time in business, number of employees, and other data to assist in characterization of the respondent;
 - c. The name, address, and daytime telephone number for contact persons to whom additional selection process requests and notices should be communicated;
 - d. A disclosure of the name of any employee or official of Huerfano County who could be directly and personally benefited if the proposing firm is awarded a contract pursuant to this solicitation. If there is nothing to disclose, the response shall so state.
2. A description of the respondent's experience in the types of work likely to be performed;
3. Descriptions of similar engagements performed by the respondent within the past five years, particularly with government clients, and contact information for engagements or operations listed. Letters of reference are also accepted;
4. Proof of an active license with the Colorado Division of Real Estate;
5. A detailed description of the respondent's understanding of and approach to providing the types of services described;
6. A description of the respondent's approach to partnerships or client service, including onboarding process, communication methods and approaches, as well as availability to take on projects and answer questions; and
7. Provide a detailed Fee Schedule to include sales listing fee, broker commission, acquisition of property, travel costs, consulting fees and any applicable rebates or discounts. Fees may be expressed as a percentage or an hourly rate as appropriate.

10. Selection Process

The process for selection and award of the Lease will consist of four steps and be organized as follows:

Step One	Review and scoring of Responses submitted
Step Two	Interviews (if required)
Step Three	Selection of successful respondent, negotiation of Professional Services Agreement
Step Four	County Commissioner approval of Professional Services Agreement

Step One: Review of Responses

Following an initial screening of the responses, the committee will select what it considers the most highly qualified party to provide the services outlined in the scope of services. Selection will be based on the evaluation criteria set forth below. Those submitting responses will be ranked, and the committee will then recommend the most qualified respondents for interviews. Responses for County Surveyor will be scored and ranked separately.

The following selection criteria will be the basis for the ranking of most qualified respondent:

Criteria	Points
Experience and Reputation	20 Points
Personnel and Qualifications	20 Points
Understanding and Approach	20 Points
Fee Proposal	20 Points
Overall Evaluation of Capabilities and Ability to Provide Required Services (Interview)	20 Points
Total	100 Points

Step Two: Interviews (if required)

1. Interviews may be conducted for the purpose of determining which respondent is the most highly qualified to perform the required work and which responds most fully understands and is able to perform the work envisioned by the County. Note that one of the above criteria is reserved for interview scoring.
2. Key personnel from interested party are required to be present and participate in the interview.
3. Respondents are asked to give a presentation on their organization. The Review Board will then ask any questions they have of the respondent.

Step Three: Selection of Successful Respondent and Negotiation of Professional Services Agreement

1. After the successful respondent is selected, the County will negotiate a Professional Services Agreement.

Step Four: County Commissioners Approval of Professional Services Agreement

1. The successful respondent is encouraged to attend the County Commissioners' meeting to answer any questions concerning the response, or the respondent's qualifications.
2. The County reserves the right to undertake or award multiple contracts for work related to this Contract.
3. This solicitation shall not be binding upon the County or respondent, and no services shall be performed under the terms of the response or the Professional Services Agreement until the Contract has been reduced to writing and approved by the County Commissioners.

11. Selection and Contracting Provisions

Notifications.

The County will provide timely notifications in writing (letters and/or emails) of the following actions to individuals or firms responding to the Request for Proposals as follows:

- Selection of short-listed individuals or firms for interviews (if required);
- Selection of recommended individual or firm; and County Commissioner approval.

Right to Reject

The County reserves the right to waive informalities in the responses or fees and to reject any and all responses and re-advertise this solicitation at any time prior to County Commissioner approval of the recommended firm or individual and the negotiated professional contract for services if doing so would be in the public interest, as determined by the county in its sole discretion. The County reserves the right to award this solicitation to the individual or firm that best fits the requirements outlined in the solicitation. The County reserves the right to waive any informality in any submittal and/or reject all responses, and to accept the response that is in the best interest of the County. The County further reserves the right to: (1) negotiate a final professional contract for services that is in the best interests of the county and the public; and (2) request any additional information county deems reasonably necessary to allow the County to evaluate, rank and select the most qualified proposer to perform the

services described in this solicitation.

If the County and the selected individual or firm cannot agree on the contract, the negotiations will be terminated, and the County reserves the right to begin negotiations with the next highest ranked proposer.

Procedure Requirements

1. Any individual or firm failing to submit information in accordance with the procedures set forth herein may be considered non-responsive.
2. All costs incurred by individuals or firms choosing to participate in this process shall be borne by the proposing individual or firm.
3. All responses submitted regarding this solicitation are the property of the County and will only be returned to the individual or firms if requested in writing to the County at the sole discretion of the County.
4. Late submittals shall not be accepted. It is the responsibility of the individual or firms to ensure that the response arrives at the Huerfano County Administrator's Office, prior to the date and time stated in this solicitation.

Conflicts of Interest

Any conflicts of interest whether real or perceived by the individual or firm submitting a response should be fully disclosed and explained within the response.