



DATE: August 25, 2023

TO: All Offerors'

FROM: City of Stonecrest Purchasing Department

RE: RFP No. 23-115, Realtor Services

Please see Addendum No. 3 for the above-referenced solicitation.

ADDENDUM NO. 3
Request for Proposal 23-115
REALTOR SERVICES
REVISED 08/25/2023

1. The following change has been made to the above-referenced solicitation.

Extend Due Date 09/05/2023

Questions & Answers

2. All other terms and conditions remain the same

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A. The following are questions received and City of Brookhaven responses for the above-referenced solicitation:

1. I hope all is well. I am currently in the process of completing my RFP, however, I'd like to know what the budget of this role is. I have a lot of ideas for advertising and promotions, however I need to know my limit for advertising?

A: The budget is undetermined.

2. How many properties will be listed at one time, if more than 1? Are the properties all residential? How many listing assignments will be commercial?

A: The number of listings may vary. Typically, it will be on property at a time. The properties may be either commercial or residential. The City Administration will determine any upcoming listing.

3. Does the city have a budget for signage?

A: The City does not have a budget for signage currently. Once the contract has been awarded, this will be discussed.

4. If there is a commercial listing, does the city have a budget for commercial listing platforms?

A: At this time, no budget has been determined.

5. Are we responsible for property preservation for the listing? Is it apart of the budget we provide or is that handled by another division?

A: The City will be responsible for the preservation of all properties.

6. Lawn care, remediation, etc. What is the condition of the properties?

A: All City properties will be maintained by the City.

7. Where can we find a list of current approved subcontractors with City of Stonecrest?

A: All solicitation and award information can be located in Bidnet.

8. How can we get put on that list?

A: Please see question #7.

9. How many units is expected to be listed?

A: Please see question #2.

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10. The RFP references Realtor. If I'm a member of NAREB, would I still be in contention for this program as I'm considered a Realtist?
A: The contractor must currently have a State of Georgia Residential Real Estate Broker / Real Estate License.
11. Do we have to be affiliated with NAR?
A: No.
12. Can the automobile liability coverage of \$1M be waived? I have personal auto insurance and can show proof of that. Can workers comp requirement of \$100k be waived?
A: Once the contract has been awarded, this will be discussed.
13. Are there discretionary funds available that can assist with barriers to entry like insurance cost, hiring costs to fulfill contract volume, etc?
A: No.
14. Where do we find the following documents: E-verify Form Drug-Free Workplace Purchasing Policy Addendum AFFIDAVIT VERIFYING STATUS FOR CITY PUBLIC BENEFIT NON-COLLUSION AFFIDAVIT?
A: Pages 35-40 of the solicitation.
15. Where can we find the past awards with cost provided for this RFP or can that be provided?
A: There is no incumbent for this service.
16. Hello. I just want to clarify the different types of liability insurance we are required to have: General Liability- \$1,000,000, Automobile Liability- \$1,000,000, and Professional Liability- \$1,000,000. Additionally, my broker has Commercial General Liability coverage of \$1,000,00 and Umbrella Liability of \$10,000,000. Would their coverage be considered sufficient or would I need to have my own separate coverage?
A: Please see question #12.
17. As a Realtor, we are typically paid via commission. Would a commission amount be acceptable as a price to state for payment in the proposal?
A: Yes
18. What types of properties will be included in the portfolio for this project?
A: Commercial Building and rental properties.
19. What are the conditions of these properties?
A: All the City properties are in good standing.

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20. What are the properties zoned for?

A: Commercial businesses.

21. Is the firm providing the service required for an office in the City of Stonecrest?

A: No.

22. Will the city reimburse the contractor for marketing services?

A: Yes. However, all services must be approved by the City Procurement Team.

23. If the firm/brokerage is representing the seller (Stonecrest), will it be a conflict of interest if the buyer is a customer of the said firm or an agent within the brokerage?

A: Yes.

24. Pages 3-6 and Page 9 -29 contain some information that seem out of scope of this project. Will all the conditions listed there be considered for this project?

A: Yes.

25. Is this a new requirement or rebid?

A: New.

26. Who is the incumbent contractor for this contract and are they eligible for rebid?

A: Please see question #15.

27. If it is a rebid, what was the contract value of the expiring contract?

A: Please see question #15.

28. Can the city elaborate on the type of property development they're seeking the contractor to perform?

A: Currently, the City owns Commercial properties and may have an interest in acquiring other properties in the future. The Contractor will work on behalf of the city.

29. How many properties does the city of Stonecrest currently have that they would like to sell and what is the makeup of these properties (residential/commercial/vacant land)?

A: The City currently owns multiple properties throughout the city

30. Is there a deadline or a preferred timeline to complete the sale of the properties?

A: It will all be dependent upon individual sales/purchases.

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31. What types of properties is the city looking to rent and would this be a one time service or ongoing?

A: Please see page 30 and page 3 of the RFP.

32. Would they also want this realtor to manage the properties as well?

A: No, the City will manage the properties.

33. With whom were the properties previously listed by and was there a reason that the city was unhappy with the results and/or service?

A: Please see question #15.

34. Were the properties in questions previously listed and/or are they listed currently?

A: We currently do not have any properties listed.

35. Is there a page limit for the RFP?

A: The RFP does not have a page limit.

36. Are there already photos and marketing materials that the city would like to use for this, or would they like the realtor to create these for them?

A: The Realtor would create a marketing strategy with the approval of the City.

37. Does the city of Stonecrest require there to be a project manager and Realtor for the contract on the executive team of the real estate company? Or can one person on the team be both?

A: Both. The contractor can represent by a single individual or work as a Team.