

**CITY OF SEDRO-WOOLLEY**  
**REQUEST FOR PROPOSALS (RFP)**  
**FOR**  
**REAL ESTATE SALES AGENT FOR SALE OF PROPERTY**

**PROPOSAL DUE DATE – October 19, 2018**

## **I. Introduction/Request**

The City of Sedro-Woolley is soliciting proposals to provide the City with real estate sales services to market and represent the City in the sale of real property located in Skagit County, Washington.

Property for sale is located at 1580 Portobello Avenue, Sedro-Woolley, Washington and is a vacant residential lot.

Resolution 826-10 which declares the property surplus is attached and includes the legal description for the property as well as the authority for this RFP process. It is the City's intent to list the lot for sale as soon as practical.

The proposal should include the proposed real estate commission, marketing plan, any additional fees for marketing, a statement of experience regarding sales of similar properties (including examples), a statement of qualifications, a CMA including the proposed listing price, and at least three references.

## **II. RFP Administrative Requirements**

### **A. Contacts**

All communications concerning this RFP should be directed to:

Eron Berg  
City Supervisor/City Attorney  
City of Sedro-Woolley  
325 Metcalf Street  
Sedro-Woolley, WA 98284  
Telephone: (360) 855-1661 FAX: (360) 855-0707  
Email: eberg@ci.sedro-woolley.wa.us

Candidates responding to this RFP should provide the following information (i.e., by submitting a photocopy of a business card) at the time they respond:

Name of contact person  
Name of firm  
Mailing address  
Telephone number  
FAX number  
E-mail address

**B. Delivery of Proposals**

**Proposals must be received by the City Supervisor for the City of Sedro-Woolley, at City Hall, 325 Metcalf Street, Sedro-Woolley, WA no later than 12:00 p.m. PST on Friday, October 19, 2018. Proposals may be accepted by email or fax.**

Candidates are solely responsible for ensuring that proposals are delivered on time. Delays caused by any delivery service will not be grounds for an extension of the proposal due date and time. Proposals received after the due date and time will be returned unopened.

**C. Cost of Proposal**

This RFP does not commit the City to pay any costs incurred by any candidate in the submission of a proposal. The candidate is responsible for all costs associated with its response to this RFP.

**D. Rejection of Proposal**

The City reserves the right to reject any or all proposals at any time with no penalty and/or to waive immaterial defects and minor irregularities in proposals.

**III. Selection Criteria**

Proposals will be evaluated on the basis of the following:

1. Proposed commissions;
2. Proposed marketing and sales plan;
3. Proposed additional fees or costs;
4. Candidate's experience selling similar properties; and
5. Candidate's qualifications, including references.

**RESOLUTION NO. 826-10**

**A RESOLUTION OF THE CITY OF SEDRO-WOOLLEY DECLARING  
CERTAIN PROPERTY AS SURPLUS AND AUTHORIZING ITS DISPOSITION**

**WHEREAS**, the City has purchased or otherwise owns the property and/or equipment identified herein; and

**WHEREAS**, this property was dedicated to the City as part of a subdivision for the purpose of building a fire station; and

**WHEREAS**, the City has determined that another location is more practical for the construction of a new fire station; and

**WHEREAS**, the City has separated the fire station site from the drainage facility to the west and the City Council finds that the "new tract B" depicted on Exhibit B is adequate to maintain the drainage facilities located on that site; and

**WHEREAS**, the Planning Commission recommended and the Council approved as part of the 2009 Comprehensive Plan amendments a rezone request and this site is now zoned R-5; and

**WHEREAS**, the City Council finds that the new location for Fire Station 2 will better serve the community and because it is located where Portobello Avenue will intersect with SR 9/Township, will continue to serve the properties in Sauk mountain View Estates; and

**WHEREAS**, the property and/or equipment identified is surplus to the needs of the City; now, therefore,

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SEDRO-WOOLLEY AS FOLLOWS:**

**Section 1.** The City Council does hereby declare the following to be surplus:

The property located at 1580 Portobello Avenue, Sedro-Woolley, Washington, and legally described on Exhibit A attached hereto and depicted on Exhibit B as "New Tract A".

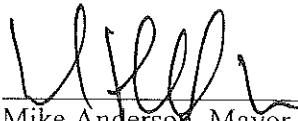
**Section 2.** The City Supervisor is directed to request proposals from qualified real estate professionals; evaluate their proposals on the basis of proposed commissions, proposed marketing plan and strategy, and experience with this type of listing.

**Section 3.** The City Supervisor is authorized to select from the proposals identified in Section 2 herein the most qualified person, entity or firm to represent the City in selling this property and to execute listing agreements with that person, entity or firm.

**Section 4.** The City Council reserves the right to approve any purchase and sale agreements that may be negotiated by the Mayor or the City Supervisor.

**Section 5.** The proceeds of the sale of this land shall be used to repay the City's REET fund for acquisition costs of the new fire station site and/or to build the new fire station.


**PASSED** by majority vote of the members of the Sedro-Woolley City Council this 10<sup>th</sup> day of March, 2010.

  
\_\_\_\_\_  
Mike Anderson, Mayor

Attest:

  
\_\_\_\_\_  
Patsy Nelson, Finance Director

Approved as to form:

  
\_\_\_\_\_  
Eron Berg, City Attorney



806 Metcalf St., Sedro-Woolley, WA 98284 Phone: (360) 855-2121 FAX: (360) 855-1658

LEGAL DESCRIPTION  
FOR  
THE CITY OF SEDRO-WOOLLEY  
TRACT A - SAUK MOUNTAIN VIEW ESTATES - SOUTH  
A PLANNED RESIDENTIAL DEVELOPMENT

AFTER BOUNDARY ADJUSTMENT

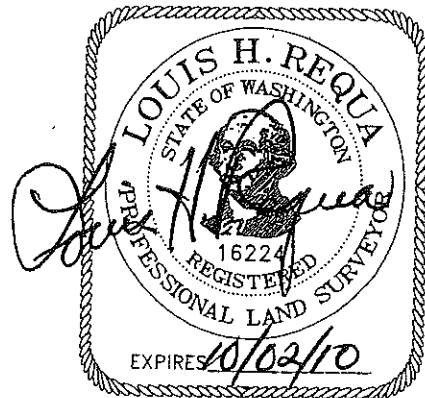
May 15, 2009

Tract A, SAUK MOUNTAIN VIEW ESTATES - SOUTH - A PLANNED RESIDENTIAL DEVELOPMENT, as per plat recorded June 9, 2003 under Auditor's File Number 200306090032, records of Skagit County, Washington.

EXCEPT beginning at the northwest corner of said Tract A, thence S 06°01'52" E along the west line of said Tract A, a distance of 81.09 feet to the southwest corner of said Tract A; thence S 67°38'27" E along the south line of said Tract A, a distance of 124.64 feet to the point of curvature of a curve to the left having a radius of 470.00 feet; thence easterly along said curve through a central angle of 5°52'34" and an arc distance of 48.20 feet; thence N 13°20'50" W, a distance of 152.12 feet to a point on the north line of said Tract A which lies 134.17 feet from the northwest corner of said Tract A; thence S 88°18'58" W along the north line of said Tract A, a distance of 134.17 feet to the point of beginning of this description.

Situate in the City of Sedro-Woolley,  
Skagit County, Washington.

Containing 13,092 square feet.

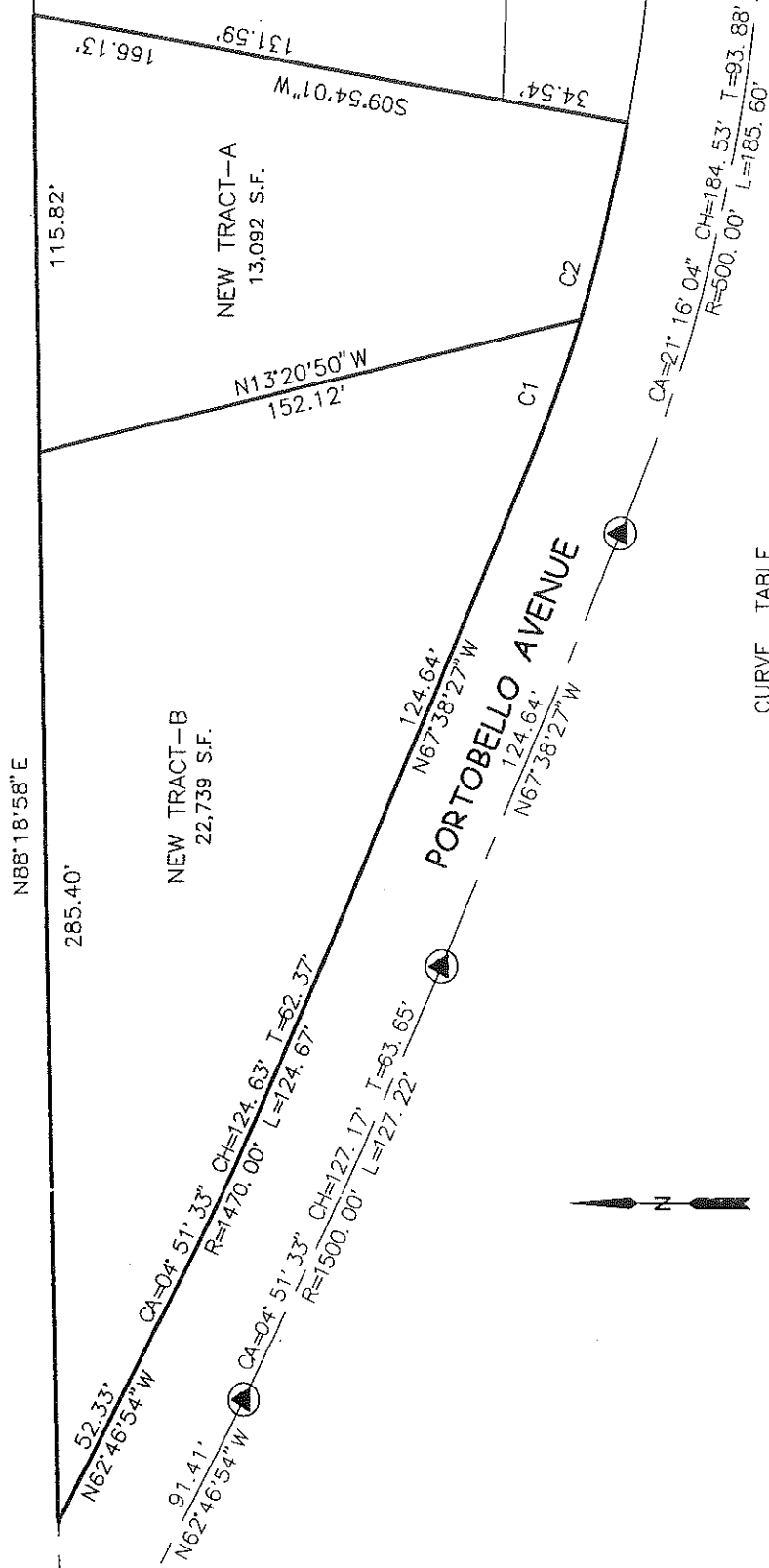


5/18/09

FILE COPIES

**BOUNDARY LINE ADJUSTMENT EXHIBIT MAP**  
for the City of Sedro-Woolley  
in SAUK MOUNTAIN VIEW ESTATES - SOUTH - A PLANNED RESIDENTIAL DEVELOPMENT

**AFTER BOUNDARY ADJUSTMENT**



CURVE TABLE

#	RADIUS	DELTA	LENGTH
C1	470.00'	5°52'34"	48.20'
C2	470.00'	6°31'36"	53.54'

