

**MISSION RESOURCE CONSERVATION DISTRICT
REQUEST FOR PROPOSAL FOR REAL ESTATE AGENT PROFESSIONAL
SERVICES
FOR FALLBROOK PROPERTY SALE**

1. INTRODUCTION

The Mission Resource Conservation District (“District”) is a special district created under the laws of California to promote and enhance soil, water, and natural resources conservation. The District is seeking proposals from qualified real estate sale firms to act as the District’s exclusive real estate agent to facilitate the sale of District-owned property located at 130 E. Alvarado Street, Fallbrook, CA, 92028 in the unincorporated community of Fallbrook in San Diego County. The property is a .33 acre property with an approximately 2,900 SF office building that serves as the District’s administrative headquarters. An appraisal has been performed and will be provided to the selected firm. The minimum requirements of firms and detailed description of required services are included in Attachment A-Scope of Services.

1.1 Questions

Any questions by the Proposer regarding this RFP must be submitted in writing/email and received by the District no later than 5:00 p.m. on September 22, 2022. Proposers shall not contact any District Board member during the selection process.

Correspondence shall be addressed to:

Darcy Cook
District Manager
130 E. Alvarado Street
Fallbrook, CA, 92028
(760) 728-1332
darcy@missionrcd.org

The District shall not be responsible for nor be bound by any oral representations, interpretations, or explanations issued by the District or its representatives.

Responses from the District to questions by any Proposer will be communicated in writing and posted on the District’s website, which is available to all recipients of this RFP. Questions received after the date and time stated above will not be accepted, and will be returned to senders without response.

1.2. Addenda.

Any addenda issued by the District shall be in writing, shall become a part of this RFP, and shall be acknowledged and responded to by Proposer.

1.3. Submission of Proposals

All proposals shall be submitted to:
Mission Resource Conservation District
Attn: Darcy Cook

130 E. Alvarado Street
Fallbrook, CA 92028

Please note that only hard copies or email proposal submissions are accepted. Submissions made through any other media will not be accepted.

Proposals must be delivered to the contact person listed in Section 1.3 no later than 5:00pm on September 22, 2022. All proposals received after that time will be returned to the Proposer unopened.

If submitting the proposal in hard copy, the Proposer shall submit two (2) copies its proposal in a sealed envelope, including one (1) original, clearly marked "Original," addressed as noted above, bearing the Proposer's name and address clearly marked, "RFP FOR REAL ESTATE AGENT PROFESSIONAL SERVICES FOR FALLBROOK PROPERTY SALE."

If submitting the proposal via electronic mail, the Proposer shall submit its proposal in a .pdf format with the file name bearing the Proposer's name. The electronic mail subject line shall read "RFP FOR REAL ESTATE AGENT PROFESSIONAL SERVICES FOR FALLBROOK PROPERTY SALE." The District is not responsible for email transmission failures.

1.4. Withdrawal of Proposals.

A Proposer may withdraw its proposal at any time before the expiration of the time for submission of proposals as provided in the RFP by delivering a written request for withdrawal signed by, or on behalf of, the Proposer.

2. RIGHTS OF THE MISSION RESOURCE CONSERVATION DISTRICT

This RFP does not commit the District to enter into a contract, nor does it obligate the District to pay for any costs incurred in preparation and submission of proposals or in anticipation of a contract. The District reserves the right to:

- Make the selection based on its sole discretion;
- Reject any and all proposals;
- Issue subsequent Requests for Proposals;
- Postpone opening proposals for its own convenience;
- Remedy errors in the Request for Proposals process;
- Approve or disapprove the use of particular sub-consultants;
- Negotiate with any, all or none of the Proposers;
- Accept other than the lowest offer;
- Waive informalities and irregularities in the Proposals; and/or
- Enter into an agreement with another Proposer in the event the originally selected Proposer defaults or fails to execute an agreement with the District. An agreement shall not be binding or valid with the District unless and until it is approved by the Board of Directors, if so required, and executed by authorized representatives of the District and of the Proposer.

ATTACHMENT A

Scope of Services

Project Description

The Mission Resource Conservation District (“District”) is looking for a qualified firm or individual to provide services as a Real Estate Agent to facilitate the sale of Property owned by the District located in the unincorporated community of Fallbrook located in San Diego County, California.

Background

The property is located in the unincorporated community of Fallbrook in San Diego County, California. The 0.32-acre property is located in downtown Fallbrook on the corner of Alvarado and Vine Streets. It has a 2,890 sf brick building that once served as a County of San Diego courthouse. The building is several decades old and currently serves as the District’s administrative building.

The District wishes to sell the property “as is” with no major improvements required.

Description of Required Services

Responders to this RFP should be capable of performing the following services necessary for the sale of the property.

1. Perform an assessment of the property to determine the current market value of the property in comparison to the District’s appraisal and what its listing price should be.
2. Provide guidance on how the property should be listed and marketed.
3. Perform outreach and vet interested entities and acquire people who would like to bid on the property.
4. Present bidders to District staff for acceptance.
5. Close the sale by following the procedures in accordance with State law and the District’s Procurement Policy.
6. This property was subject to the Surplus Lands Act and should the buyer intend to use the property for housing development proposed, then there are ongoing obligations under the Act.

Required Proposal Components

1. Company History, Experience, and Qualifications

Please provide an overview of your company’s history, organization, team, and demonstrated sales success with similar properties. The Proposer must have a valid license issued by the California Bureau of Real Estate. Please also include a list of the specific team members and/or contractors who will provide services under this proposal, including individual experience, resumes, and proof of brokerage and/or real estate license.

2. Experience

Please describe your experience and qualifications providing real estate services as it relates to the listing and sale of government-owned real estate property of any size. Included in your responses should be an overview of your references in the real estate community, your experience using all forms of public real estate records, your experience with small to mid-sized commercial properties (for lease, for purchase, for sale), your knowledge and experience in the local (i.e., Fallbrook) real estate market, the length of time you have been providing services

described in the RFP to the public sector, and a demonstration, through examples, of your experience with and knowledge of provisions of the California Government Code applicable to the purchase and sale of property by a public entity in the State of California.



Figure 1: Front view of property along Alvarado Street



Figure 2: Side view of property along Vine Street

