REQUEST FOR QUALIFICATIONS (RFQ)

SOUTH KING FIRE
NOTICE OF REQUIREMENTS FOR PROFESSIONAL SERVICES
REAL ESTATE SERVICES

Qualifications received later than 4:00 p.m. on March 21, 2025, will not be considered.

South King Fire, hereby known as the "Fire District", reserves the right to reject any and all qualifications, and to waive irregularities and informalities in the submittal and evaluation process. This RFQ does not obligate the Fire District to pay any costs incurred by respondents in the preparation and submission of qualifications. Furthermore, the RFQ does not obligate the Fire District to accept or contract for any expressed or implied services.

General Information:

The Fire District solicits statements of interest and qualifications from a qualified realtor to provide real estate services to assist in purchasing and selling real property. The realtor selected shall provide market analysis, conduct showings, negotiate offers, manage contracts, and guide the Fire District through the closing process.

Description of Services:

The firm selected will become part of a project team consisting of employees of the Fire District and will perform real estate services as needed. The realtor may be requested to:

- Represent the Fire District in negotiations with buyers and sellers.
- Connect with the Fire District to understand needs and advise them on market conditions.
- Must navigate complex negotiations with buyers, sellers, and local authorities having jurisdictions (AHJ) to secure favorable outcomes.
- Research properties that match the Fire District's criteria.
- Accompany the Fire District representatives to view properties.
- Prepare documents including, but not limited to, purchase agreements, closing statements, and leases.
- Attend meetings with administrative staff and elected officials as necessary.

Requirements:

- Agent(s) must have a Real Estate broker's license through the Washington State Department of Licensing.
- Agent(s) must have experience purchasing raw land and commercial properties in Washington State.
- Agent(s) must have purchased or sold properties in the city of Federal Way or the city of Des Moines.

RFQ Timeline:

Project Milestones	
RFQ Advertised	2/24/2025
Deadline for Questions	3/14/2025 by 4:00 PM
Responses to Questions Posted	3/19/2025 by 1:00 PM
Statement of Qualifications Due	3/21/2025 by 4:00 PM
Award Date	3/28/2025 by 4:00 PM

Questions:

Any explanation desired by a submitting firm regarding the meaning or interpretation of the RFQ, or any part thereof, must be submitted in writing (via email) and direct to Mitchell Lee at mitchell.lee@southkingfire.org by 3/14/2025 at 4:00 p.m. Please include "SKF Real Estate RFQ Question" in the subject line.

Any response to a submitted question will be posted to the Fire District's website - https://southkingfire.org/bids.aspx. It is the sole responsibility of the submitting firm to obtain any RFQ updates or addenda.

Submittals:

Notice is hereby given that South King Fire enter a competitive selection process for real estate services. All realtors engaged in the lawful practice of these professions are encouraged to submit their statements of qualifications and performance data to the address below. The consideration period for submittals shall end on **Friday, March 21, 2025, at 4:00 PM.**

Interested parties must submit their statement of qualifications (SOQ) **in either one (1) digital copy or one (1) bound hard copy** that includes the following material:

1) **Letter of Interest** - A dated Letter of Interest must be submitted, including the legal name of the realtor(s), address, telephone, emails, and the name, title, and signature of the person(s) authorized to submit the SOQ on behalf of the realtor. The Letter of Interest should include the team you've assembled, including their experience relevant to transacting real property and representing public agencies. Additionally, the letter of interest must provide information that provides evidence demonstrating the realtor(s) would be a good organizational fit.
2) **Fees** - Suggested cost proposal including standard commission-based representation agreement or a fee-for-service arrangement.
3) **Portfolio –** Must include at least one (1) purchase of property exceeding $2,000,000.
4) **Key Personnel** - Provide an organizational chart identifying the firm's key members, including consultants assigned to fire station design projects.

The Fire District will evaluate the information on file and interview one or more realtors regarding a contract or professional services contract. The Fire District will contract with the most highly qualified realtor based on the criteria based on the level of experience, resources, capabilities, and references from past municipal or private clients and the appropriate fit for the organization. The Fire District reserves the right to terminate agreements with the selected realtor.

Submittal Instructions:

Statement of Qualifications must be received by no later than **4:00 p.m. on March 21, 2025.**

Please submit request for qualifications by email or by mail to:

Attn: Kelsey Barrett
South King Fire
31617 1st Ave S
Federal Way, WA 98003

Email: Kelsey.Barrett@southkingfire.org

All RFQs shall be clearly marked "SKF Real Estate RFQ". If submitted by email, the subject line should include "SKF Real Estate RFQ".

CONTACT INFORMATION:

Director Mitchell Lee
South King Fire
31617 1St Ave. S
Federal Way, WA 98003
253-946-7335