



MEMORANDUM

REGULAR CITY COUNCIL MEETING

October 7, 2024 at 7:00 PM

TO: City Council

FROM: Lisa Nocerini, City Manager

SUBJECT: Real Estate Broker Services Award

The City of Douglas solicited a Request for Qualification (RFQ) for Real Estate Broker Services. The request was made to assist the City of Douglas with the sale, or lease of City-owned properties, that are deemed surplus. The selected real estate broker will be responsible for assisting the City with brokerage services, representing the City's interest in marketing and negotiating leases or sales for surplus properties, vetting tenants and potentially providing other real estate related services as requested.

Upon award the City desires to list its surplus properties no later than one month after the acceptance. Currently, there is one property vacant for sale (291 66th Street) and one facility (415 Wiley Road Unit 1 & 2) vacant for rent.

On August 5 the RFQ was advertised and was opened publicly at City Hall on September 5. The following proposals were received:

- Patricia Tobachuk, Broker for Century 21 affiliated Douglas 5-6% Commission
- Bernie Merkle, Regional Vice President and Broker for Coldwell Banker 6% Commission,
Consulting Services \$250 per hour

No budgeting is needed at this time. After a sale, commission is paid out of the seller's proceeds and is due and payable by the closing of transaction.

Sample Motion: I recommend City Council award Bernie Merkle with Coldwell Banker the contract for real estate broker services for the City of Douglas.