

REQUEST FOR QUALIFICATIONS REAL ESTATE BROKER SERVICES

The Maplewood Richmond Heights School District is seeking proposals from qualified and experienced real estate brokers with offices in Maplewood or Richmond Heights to assist in the potential sale of two properties owned by the school district. These properties are located adjacent to our campus and present an excellent opportunity for a local real estate professional to facilitate the transaction.

Property Details:

Property 1: 2555 Oakland, 63143 - zoned residential

Property 2: 2556 Oakland, 63143 - zoned public activity

Scope of Work:

The selected real estate broker will be responsible for the following:

- Conducting a comprehensive market analysis to determine the fair market value of the properties.
- Developing a marketing strategy to promote the properties to potential buyers.
- Facilitating the negotiation and closing process.
- Providing regular updates and reports to the school district on the progress of the sale.
- Assist in the re-zoning or plat division, as deemed necessary concerning the “special consideration” discussed below.

Special Consideration:

For one of the properties (2556 Oakland), the school district is interested in maintaining access to the backyard gardens for curriculum purposes. Proposals should address how this unique requirement can be accommodated while ensuring a smooth sale.

Proposal Submission:

Interested real estate brokers are invited to submit their proposals by **May 13, 2024**. Proposals should include:

- Overview of the real estate brokers's experience in handling similar transactions.
- Proposed marketing strategy for the properties.
- Proposed commission structure and any associated fees.
- Approach to addressing the special consideration related to maintaining access to the backyard.

Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

- Experience and track record in real estate transactions.
- Effectiveness of the proposed marketing strategy.
- Competitive commission structure.
- Ability to address the school district's unique requirements.
- Office located within the MRH School District boundaries.

Submission Instructions:

Please submit your proposal in a sealed envelope marked "**MRH - Real Estate Broker Qualifications**" to the following address:

MRH School District
ATTN: Dr. Michael Dittrich
2650 Hanley Rd
Maplewood, MO 63143

Timeline:

- On-site visit. Potential vendors should park at Maplewood Pool Parking Lot- May 7th at 11 AM
- Proposal Submission **Deadline**: May 13, 2024, at 2 PM.
- Selection of Real Estate Agent will be completed by: May 31, 2024

The Maplewood Richmond Heights School District looks forward to receiving your proposals and appreciates your interest in assisting with this important initiative.

For clarification questions, please contact Dr. Dittrich via email at michael.dittrich@mrhschools.net