



RurAL CAP
Rural Alaska Community Action Program, Inc.

731 E. 8th Avenue
Anchorage, AK 99501
907.279.2511
www.ruralcap.org

REQUEST FOR PROPOSAL (RFP)

RurAL CAP-HQ-25-R-018

Commercial Real Estate Broker Services

Prepared By: Darrel Behymer, CPP
Date: 10/07/2025

Commercial Real Estate Broker Services
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REQUEST FOR PROPOSAL

SUBMISSION DEADLINE: October 28, 4 PM

QUESTION SUBMISSION DEADLINE: October 23, 4PM

On Site Visit Walkthrough: by appointment only, please contact Darrel Behymer at dbehym@ruralcap.org. visit dates are from October 8 – 23, Monday – Friday, hours 10 AM – 4 PM.

BID LOCATION: 731 E 8th Ave, Anchorage, AK 99501

Questions on the bid may be submitted in written to:

RFP Contact Name: Darrel Behymer

Email Address: dbehym@ruralcap.org

INTRODUCTION

Rural Alaska Community Action Program, Inc. (RurAL CAP) is seeking proposals from qualified commercial real estate broker who are licensed to do business in Alaska. Enclosed is pertinent information for use in preparing your bid. This information will be used as a guide in preparing any subsequent contract. Bids must be received via email to dbehym@ruralcap.org by 4:00 PM (Alaska Standard Time) October 28. All bids must include the reference on email subject, "Commercial Real Estate Broker Services RFP," and addressed to: Darrel Behymer, CPP. Bids received after the deadline specified above will not be accepted. All questions regarding this bid request must be emailed by 4 PM. Responses to questions will be sent to all parties who have received bid packages, proposals and who have registered their email address. To register your email, email Darrel Behymer, CPP.

One (1) copy of your proposal is required for submission to RurAL CAP.

RurAL CAP reserves the right to reject any and all bids and waive informalities in procedures.

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SECTION 1: GENERAL INFORMATION

The Rural Alaska Community Action Program (RurAL CAP) is seeking proposals from qualified firms or brokers specializing in commercial real estate sales to facilitate the sale of our Central Office, located at 731 E 8th Ave, Anchorage, AK 99501. The intent of this RFP is for the successful firm/broker to enter into a professional services contract with the RurAL CAP. Knowledge of the local market and experience in the sale of properties in the Anchorage area is essential for this project.

The following proposal request will outline the project goals and detail the format you should submit your proposal. Please read the timeline carefully. In order for your proposal to be considered, your proposal must meet our deadlines included in the timeline under Section 3.

Preparation Costs & Fees

RurAL CAP shall not be responsible for bid preparation costs, nor for costs including attorney's fees associated with any (administrative, judicial, or otherwise) challenge to the determination of the highest ranked bidder and/or award of a contract and/or rejection of bids. By submitting a bid each bidder agrees to be bound in this respect and waives all claims to such costs and fees.

SECTION 2: RULES GOVERNING COMPETITION

2.1 Examination of Bids

Bidders are encouraged to thoroughly review the complete RFP package prior to preparing and submitting a response.

2.2 Confidentiality Information

The content of all bids will be kept confidential. A letter will be released to each vendor who submitted their bid if it has been accepted or not after the review committee has completed.

2.3 Proposal Format

Bids are expected to be brief and specifically address the criteria listed under the scope of work.

2.4 Signature Requirements All bids must be signed.

2.5 Bid Submission

Bids shall be emailed to dbehymmer@ruralcap.org

2.6 News Releases

News releases pertaining to any award that may result from the RFP shall not be made without prior written approval of the RurAL CAP CEO.

2.7 Disposition of Bids

All materials submitted in response to this RFP shall become the property of RurAL CAP. The original shall be retained for the official file and will become public record after the award of the Contract or Contracts.

2.8 Modifications/Withdrawal of Proposals

A respondent may withdraw a bid at any time prior to the final submission date by sending written notification of its withdrawal and signed by an agent authorized to represent the respondent. The respondent may then submit a new or modified bid before the final submission date. Modifications offered in any other matter, oral or written, will not be considered. A final bid cannot be changed or withdrawn after the time designated for receipt except for modifications requested by RurAL CAP after the date of receipt.

2.9 Oral Change/ Interpretation

No oral change or interpretation of any provision contained in this RFP is valid.

2.10 Late Submissions

Bids received after the RFP deadline will not be considered.

2.11 Rejection of Proposals

RurAL CAP reserves the right to reject any or all bids if determined to be in the best interest of RurAL CAP.

2.12 Equal Employment Opportunity Reporting Requirements

The successful bidder may be required to execute and return EEO reporting forms if required.

2.13 License and Insurance Requirements

The successful bidder is required to provide, with the bid, a current Business License (or permit), Proof of Liability Insurance, Workers Compensation Insurance and other required federal, state, or local licenses. Please review attached Schedule A, this covers RurAL CAP's insurance requirements to consider while submitting your bid.

SECTION 3.0: SCOPE OF WORK

The selected firm/broker will be expected to provide the following services:

- a) **Marketing Strategy:** The realtor should develop and implement a marketing strategy that promotes the building to potential buyers. This strategy could include online and offline advertising, direct mail campaigns, and networking within the local business community.

- b) **Listing Creation:** The realtor should create an attractive and informative listing for the building, including professional photographs and descriptions of the property's features and benefits. The listing should be published on relevant online platforms and distributed to potential buyers.
- c) **Buyer Qualification:** The realtor should qualify potential buyers to ensure they are financially capable of purchasing the property and that they understand the property's condition and potential uses.
- d) **Negotiation:** The realtor should represent the city in negotiations with potential buyers, helping to secure the best possible price and terms for the sale.
- e) **Transaction Management:** The realtor should manage the transaction process, including coordination with attorneys, title companies, and other parties involved in the sale. They should keep the RurAL CAP team members informed throughout the process.
- f) **Closing:** The realtor should facilitate a smooth closing process, ensuring that all necessary documents are in order and that the transaction is completed in a timely and efficient manner.
- g) **Reporting:** The realtor should provide regular updates to RurAL CAP's team members on the status of the sale, including feedback from potential developers, marketing activities, and transaction progress.
- h) **Compliance:** The realtor should comply with all applicable laws and regulations related to real estate transactions, including fair housing and anti-discrimination laws.

Proposal Submission Requirements

Interested firms/brokers should submit proposals that include the following components:

- **Statement of Qualifications:** Describe the firm's or broker's experience in selling similar properties, highlighting their track record, relevant certifications, and other credentials.
- **Proposed Approach:** Explain the approach to the valuation, marketing, and sale of the property, including details on the marketing strategy, pricing strategy, and other relevant information.
- **Proposed Timeline:** Provide a proposed timeline for the marketing and sale timeline, including information on key milestones, deadlines, and any potential roadblocks or challenges that may arise.
- **Fee Proposal:** Detail the commission or fees for the services provided, including a breakdown of all costs, such as those related to marketing or other activities.

SECTION 4.0: PROPOSAL AND SUBMISSION REQUIREMENTS

To achieve a uniform and expedited review process and ensure the maximum degree of comparability, it is required that the bids be organized in the manner specified. One page shall be interpreted as one side of single lined, typed, 8 1/2" x 11" paper.

4.1 Title Page

Show the bid name (RFP), bidder's name, company name if applicable, address, telephone number and date.

4.2 Services

Bids must be submitted for services described under this scope of work.

4.3 Proposed fee, timeline, approach and qualifications

Bids must be submitted for proposal requirements described under this scope of work. The email must clearly state the RFP name and company name.

4.4 Provide a copy of your Certificate of Insurance and Business License.

SECTION 5.0: EVALUATION & SELECTION PROCESS

5.1 Criteria

RurAL CAP will evaluate proposals based on the following criteria:

- a) **Experience and Qualifications:** The firm's or broker's track record in selling similar properties, as well as their relevant certifications and other credentials.
- b) **Demonstrated Success:** Past sales and other relevant information that showcase the firm's or broker's success in selling similar properties.
- c) **Marketing and Sales Strategy:** The quality and comprehensiveness of the firm's or broker's proposed marketing and sales strategy, including their approach to pricing, advertising, and other key components of the sales process.
- d) **Reasonableness of Fees and Commissions:** The reasonableness of the firm's or broker's proposed fees and commissions, including any expenses related to marketing or other activities.
- e) **Responsiveness and Compatibility:** The firm's or broker's overall responsiveness and compatibility with the RurAL CAP's goals, including their ability to communicate effectively and work collaboratively with RurAL CAP team members.

5.2 Evaluation Process

A committee of RurAL CAP staff will evaluate and rank all bids received prior to the deadline.

Oral interviews are not expected to be used in the selection of the successful bidder however, RurAL CAP reserves the right to interview the highest ranked bidder if deemed necessary

5.3 Selection Process

The highest ranked bidder may be invited to enter final contract negotiations with RurAL CAP for the purposes of contract award. If an agreement cannot be reached, the second highest bidder may be contacted for negotiations. RurAL CAP reserves the right to terminate negotiations with any bidder should it be in RurAL CAP's. RurAL CAP reserves the right to reject any and all bids submitted.

Appendix A

Schedule A INSURANCE & INDEMNIFICATION

CONTRACTOR shall comply with the provisions herein entitled, Schedule A Insurance & Indemnification. CONTRACTOR, at its sole cost, shall purchase and maintain the required insurance with coverages, endorsements, waivers, and limits as described therein.

All insurance shall be maintained continuously during the life of the Contract. CONTRACTOR shall furnish to Rural Alaska Community Action Program (RurAL CAP), certificates showing the type, amount, class of operation, effective dates, and dates of expiration of policies. Such evidence is to be provided by CONTRACTOR to RurAL CAP no less than ten (10) days prior to CONTRACTOR commencing work. It is understood and agreed that RurAL CAP shall be entitled to notification at least 30 days prior to the expiration of such policies. Failure by CONTRACTOR to maintain insurance coverage as agreed shall be a material breach of this Contract and will result in termination of this Contract. Certificates shall be addressed to: Rural Alaska Community Action Program (RurAL CAP).

RurAL CAP shall not be required to confirm that CONTRACTOR has provided evidence of coverage and/or renewals and no waiver by RurAL CAP of any of CONTRACTOR's obligations pursuant to this or any other provision of this Contract shall occur or be inferred or implied by any failure of RurAL CAP to insist upon strict performance of this or any other section of this Contract.

All insurance required to be maintained by CONTRACTOR shall be primary to any and all insurance (including self-insurance) obtained or maintained by, or otherwise available to RurAL CAP and all policies shall be endorsed accordingly. RurAL CAP's insurance shall not be called upon to contribute or participate with the CONTRACTOR's insurance on any basis.

Except for Worker's Compensation and Professional Liability, each and every insurance policy required of CONTRACTOR shall include an insurer's waiver of subrogation rights in favor of RurAL CAP. Each and every insurance policy required of CONTRACTOR shall be endorsed to name RurAL CAP as Additional Insured with respect to liability arising out of CONTRACTOR's operations and/or its services hereunder.

In the event the terms of the current Contract and this Schedule A conflict, the terms of the contract shall control.

Insurance Type and Limit Requirements:

- Workers Compensation for not less than \$ 500,000.00 per occurrence
- Commercial General Liability not less than \$ 1,000,000.00 per occurrence
- Automobile Liability Insurance not less than \$ 1,000,000.00 per occurrence for bodily injury and property damage