



Quinault Indian Nation

POST OFFICE BOX 189 • TAHOLAH, WASHINGTON 98587 • TELEPHONE (360) 276-8211

REQUEST FOR PROPOSAL: RESIDENTIAL REAL ESTATE SERVICES ON THE QUINAULT INDIAN RESERVATION

The Quinault Indian Nation (“Nation”) is seeking proposals from qualified and experienced realtors (“Realtor”) to market and sell residential homes owned by the Nation and located on trust and fee simple property within the Quinault Indian Reservation. Only the homes will be sold; the land is subject to restrictions prohibiting sale.

Due Date: April 30, 2021, 5:00 pm PDT (Late submissions will not be considered)

Optional pre-submission site visits can be scheduled if desired. See below for contact information.

Submission Method: Via email (preferred), U.S. Mail or other delivery services.

Submission Address:

ATTN:

Ryan Allen re: Proposal for Residential Real Estate Services
PO Box 70
Taholah, WA 98587

Email: bids@quinault.org

Phone: 360.590.0137 or lbruner@quinault.org Lori Bruner, for questions and/or to schedule site visit

ABOUT THE QUINAULT INDIAN NATION

The Quinault Indian Nation is a federally-recognized Indian tribe with a Reservation on the Olympic Peninsula comprising 208,000 acres of mostly forested land and 25 miles of coastline. There are two main residential areas within the boundaries of the Reservation: the Village of Taholah, in the southwest portion of the Reservation, and the village of Queets in the northwest portion of the Reservation. Other residential areas include Amanda Park on U.S. 101 and Qui-nai-elt Village on the Moclips Highway. Approximately 1,000 people live in Taholah, which is also the headquarters of Nation government. Virtually all of the Nation’s government services are operated and conducted from Taholah, where hundreds of employees work and which for many requires daily travel on State Route 109.

BACKGROUND

The Nation owns three single-family houses and one duplex in the Amanda Park area. The Nation has leased these homes to various employees for years. The Nation now wishes to sell the homes; however, the sale of the land is prohibited by the Nation's Constitution absent approval by the general membership. The duplex is located on land that is held in trust by the United States for the benefit of the Nation. The buyer(s) of this home would enter into a standard trust real estate lease with the Nation. The other three homes are located on fee simple property, subject to property taxes and other assessments imposed by either the Nation or Grays Harbor County. The buyers of these home would also enter into land leases with the Nation, and the property taxes and other assessments would be part of the land lease rent.

SCOPE OF SERVICES

The realtor should have considerable experience in marketing residential property. Responsibilities include, but are not limited to, the following:

- 1) Recommend the listing price of the properties based on their marketability and comparable properties in the area.
- 2) Recommend a minimum sales price for each site for the Nation to consider and a projected timeline for sales at various listing prices.
- 3) Develop a marketing plan for the sale of the property.
- 4) Advertise the property for sale.
- 5) Present offers with recommendation for acceptance or refusal.
- 6) Provide a quarterly status report listing:
 - a) Date and listing of when the property was advertised.
 - b) Summary of contacts made, either in response to specific inquires or realtor initiated.
 - c) Impression as to progress of marketing effort.
 - d) Suggestions, if any, as to how to change or improve the marketing plan.

PROPOSAL

Realtor must present satisfactory evidence to the Nation indicating their ability to meet the Scope of Services, including:

- 1) Cover Letter – A cover letter summarizing the offer being proposed to the Nation and the realtor's commitment to the program.
- 2) Name and contact information (including contact person and email address) of the organization submitting the proposal.

3) Specific Details of Proposed Services and Qualifications:

- a) Evidence of qualifications including but not limited to copies of State of Washington Residential Real Estate Broker / Real Estate License; and certificates of insurance for workers compensation and general liability.
- b) Fee schedule, including proposed commission rate.
- c) A list of the multiple listing publications in which the property will be listed.
- d) A detailed description of experience marketing residential property.
- e) A statement of qualifications including experience with HUD programs, including Section 184, and low, moderate and middle income purchasers.
- f) A list of at least three references of clients under contract for the last two years. Provide the reference contact name, address, e-mail address, telephone numbers and a summary and date of the services provided.
- g) Description of marketing program including affirmative action marketing strategies.
- h) A statement spelling out the relations between the realtor and any parent company or subsidiary that might also be involved in marketing the property.
- i.) Names and background of any persons, firms, or organizations proposed by the realtor to be involved in the marketing of the property.

4) Disclosure of any business or familial relationship with Nation employees and/or members of the Quinault Business Committee.

5) Any additional information the respondent feels will strengthen the proposal

EVALUATION CRITERIA

The following criteria will be utilized in the evaluation of the Realtor's proposal, in order of no importance:

- 1) Knowledge of local real estate market and surrounding region.
- 2) Residential real estate experience, qualifications and references.
- 3) Proven real estate track record.
- 4) Knowledge of various selling techniques.
- 5) Ability of the Realtor to meet or exceed the requirements defined in the RFP.
- 6) Fee schedule

MISCELLANEOUS

The Nation's Indian Preference Policy applies (attached). The successful submitter will sign the attached Agreement with the Nation, obtain a Quinault Nation business license, provide a W-9, and submit certifications of required insurance coverage.

This RFP does not commit the Nation to award a contract, to pay any costs incurred in preparation of a response to this invitation, or to procure or contract for services or supplies. Respondents will not offer any gratuities, favors or anything of monetary value to any employee, officer, or agent of the Nation for the purpose of influencing favorable disposition toward either their proposal or any other proposal submitted as a result of this RFP. The Nation reserves the right to accept or reject all or part of the proposal, or to decline the whole proposal, and to negotiate with the respondents to ensure Nation receives the appropriate deliverables within the required timeframe. Submissions become the property of the Nation and will not be returned.