



**DATE: August 25, 2023**

**TO: All Offerors'**

**FROM: City of Stonecrest Purchasing Department**

**RE: RFP No. 23-115, Realtor Services**

**Please see Addendum No. 3 for the above-referenced solicitation.**

**ADDENDUM NO. 3**  
**Request for Proposal 23-115**  
**REALTOR SERVICES**  
**REVISED 08/25/2023**

1. The following change has been made to the above-referenced solicitation.

**Extend Due Date 09/05/2023**

**Questions & Answers**

2. All other terms and conditions remain the same

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A. The following are questions received and City of Brookhaven responses for the above-referenced solicitation:

1. I hope all is well. I am currently in the process of completing my RFP, however, I'd like to know what the budget of this role is. I have a lot of ideas for advertising and promotions, however I need to know my limit for advertising?

**A: The budget is undetermined.**

2. How many properties will be listed at one time, if more than 1? Are the properties all residential? How many listing assignments will be commercial?

**A: The number of listings may vary. Typically, it will be on property at a time. The properties may be either commercial or residential. The City Administration will determine any upcoming listing.**

3. Does the city have a budget for signage?

**A: The City does not have a budget for signage currently. Once the contract has been awarded, this will be discussed.**

4. If there is a commercial listing, does the city have a budget for commercial listing platforms?

**A: At this time, no budget has been determined.**

5. Are we responsible for property preservation for the listing? Is it apart of the budget we provide or is that handled by another division?

**A: The City will be responsible for the preservation of all properties.**

6. Lawn care, remediation, etc. What is the condition of the properties?

**A: All City properties will be maintained by the City.**

7. Where can we find a list of current approved subcontractors with City of Stonecrest?

**A: All solicitation and award information can be located in Bidnet.**

8. How can we get put on that list?

**A: Please see question #7.**

9. How many units is expected to be listed?

**A: Please see question #2.**

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10. The RFP references Realtor. If I'm a member of NAREB, would I still be in contention for this program as I'm considered a Realtist?  
**A: The contractor must currently have a State of Georgia Residential Real Estate Broker / Real Estate License.**
11. Do we have to be affiliated with NAR?  
**A: No.**
12. Can the automobile liability coverage of \$1M be waived? I have personal auto insurance and can show proof of that. Can workers comp requirement of \$100k be waived?  
**A: Once the contract has been awarded, this will be discussed.**
13. Are there discretionary funds available that can assist with barriers to entry like insurance cost, hiring costs to fulfill contract volume, etc?  
**A: No.**
14. Where do we find the following documents: E-verify Form Drug-Free Workplace Purchasing Policy Addendum AFFIDAVIT VERIFYING STATUS FOR CITY PUBLIC BENEFIT NON-COLLUSION AFFIDAVIT?  
**A: Pages 35-40 of the solicitation.**
15. Where can we find the past awards with cost provided for this RFP or can that be provided?  
**A: There is no incumbent for this service.**
16. Hello. I just want to clarify the different types of liability insurance we are required to have: General Liability- \$1,000,000, Automobile Liability- \$1,000,000, and Professional Liability- \$1,000,000. Additionally, my broker has Commercial General Liability coverage of \$1,000,00 and Umbrella Liability of \$10,000,000. Would their coverage be considered sufficient or would I need to have my own separate coverage?  
**A: Please see question #12.**
17. As a Realtor, we are typically paid via commission. Would a commission amount be acceptable as a price to state for payment in the proposal?  
**A: Yes**
18. What types of properties will be included in the portfolio for this project?  
**A: Commercial Building and rental properties.**
19. What are the conditions of these properties?  
**A: All the City properties are in good standing.**

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20. What are the properties zoned for?  
**A: Commercial businesses.**
21. Is the firm providing the service required for an office in the City of Stonecrest?  
**A: No.**
22. Will the city reimburse the contractor for marketing services?  
**A: Yes. However, all services must be approved by the City Procurement Team.**
23. If the firm/brokerage is representing the seller (Stonecrest), will it be a conflict of interest if the buyer is a customer of the said firm or an agent within the brokerage?  
**A: Yes.**
24. Pages 3-6 and Page 9 -29 contain some information that seem out of scope of this project. Will all the conditions listed there be considered for this project?  
**A: Yes.**
25. Is this a new requirement or rebid?  
**A: New.**
26. Who is the incumbent contractor for this contract and are they eligible for rebid?  
**A: Please see question #15.**
27. If it is a rebid, what was the contract value of the expiring contract?  
**A: Please see question #15.**
28. Can the city elaborate on the type of property development they're seeking the contractor to perform?  
**A: Currently, the City owns Commercial properties and may have an interest in acquiring other properties in the future. The Contractor will work on behalf of the city.**
29. How many properties does the city of Stonecrest currently have that they would like to sell and what is the makeup of these properties (residential/commercial/vacant land)?  
**A: The City currently owns multiple properties throughout the city**
30. Is there a deadline or a preferred timeline to complete the sale of the properties?  
**A: It will all be dependent upon individual sales/purchases.**

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31. What types of properties is the city looking to rent and would this be a one time service or ongoing?

**A: Please see page 30 and page 3 of the RFP.**

32. Would they also want this realtor to manage the properties as well?

**A: No, the City will manage the properties.**

33. With whom were the properties previously listed by and was there a reason that the city was unhappy with the results and/or service?

**A: Please see question #15.**

34. Were the properties in questions previously listed and/or are they listed currently?

**A: We currently do not have any properties listed.**

35. Is there a page limit for the RFP?

**A: The RFP does not have a page limit.**

36. Are there already photos and marketing materials that the city would like to use for this, or would they like the realtor to create these for them?

**A: The Realtor would create a marketing strategy with the approval of the City.**

37. Does the city of Stonecrest require there to be a project manager and Realtor for the contract on the executive team of the real estate company? Or can one person on the team be both?

**A: Both. The contractor can represent by a single individual or work as a Team.**