

HIGH PLAINS LIBRARY DISTRICT

BOARD OF TRUSTEES COMMUNICATION

Meeting Date: January 15, 2018
Type of Item: Action
Subject: Commercial Realtor recommendation
Presented by: Eric Ewing
Recommendation: Approve with Realtec-Greeley

Background

On October 16, 2017, the Board discussed and approved several actions pertaining to finding a suitable location for the Lincoln Park Library. One of those actions was to hire a commercial realtor to actively explore possible buildings or property for purchase. Accordingly, a Request for Proposal for a Commercial Realtor was posted on November 21, 2017. The RFP was posted on the HPLD website, and notice was distributed at a Greeley Area Realtor Association meeting. We received one response from Realtec-Greeley.

An Interview Panel was assembled of the following people:

- Bob Grand, Board of Trustees
- Mary Heberlee, Board of Trustees
- Tony Brewer, Interim Executive Director
- Natalie Wertz, Finance Manager
- Eric Ewing, Associate Director of HR & Facilities
- Cindy Osborne, Lincoln Park Library Manager
- Bob Arellano, Facilities Manager

Realtec-Greeley brokers Nick Berryman and Gage Osthoff were interviewed on Wednesday, January 3, 2018. Questions relating to insurance, commission, communications, market conditions, non-listed viable property awareness, were asked during the interview and satisfactorily answered. Discussion following the interview consisted of the broker's qualifications, strategies regarding library service, and the location, size, and layouts of buildings.

According to the terms of the RFP, the following criteria were taken into consideration:

- Adequacy, completeness and responsiveness of the proposal
- Qualifications and experience
- Nature of services offered
- Pricing
- Interviews

Even though only one proposal was received, the interview panel felt that the proposal was comprehensive and professionally presented, they were favorably impressed by Realtec's knowledge of the downtown Greeley area, and by responses in the interview. Realtec's compensation is a "success fee" -- 3% of primary lease fee or 3% of gross price. They charge a \$100/hour billing fee, which is credited toward the success fee.

Recommendation

The recommendation of the interview panel is to extend a contract to Realtec-Greeley, contingent upon references, attorney review of the contract, and acceptance of the contract by Realtec.