



REQUEST FOR PROPOSALS

Real Estate Broker Services

City of Erie, Pennsylvania

Proposals being accepted by:

Redevelopment Authority of the City of Erie

Inquiries and Proposals should be directed to:

Aaron Snippert, Executive Director
Redevelopment Authority of the City of Erie
626 State Street, Room 107
Erie, PA 16501
Telephone: (814) 870-1540
E-Mail: asnippert@redeveloperie.org

Proposals due by:
Tuesday, May 6, 2025

1. Introduction

The Redevelopment Authority of the City of Erie (RACE) is seeking detailed proposals from qualified real estate brokers to provide comprehensive brokerage services for select properties owned by the Authority. Our objective is to effectively market and facilitate the disposition of vacant lots and structures in a manner that promotes equitable redevelopment, neighborhood stability, and economic growth within the City of Erie.

2. Scope of Services

The selected broker(s) will be expected to:

- Provide Brokers' Price Opinions (BPOs) or equivalent market evaluations.
- Develop and execute customized marketing plans for each property.
- List properties on the MLS and other relevant platforms.
- Coordinate and manage showings and property inquiries.
- Represent the Authority in negotiations and assist with transaction closures.
- Provide expert input to the Board on an as-needed basis.

3. Broker Qualifications

Interested brokers must demonstrate:

- At least five (5) years of experience in the Erie real estate market.
- A track record of successful marketing and sale of both vacant and improved properties.
- Understanding of local zoning and redevelopment objectives.
- Strong communication, organizational, and negotiation skills.

4. Proposal Requirements

All proposals should be organized as follows:

- **Company Overview:** History, ownership, and relevant experience.
- **Team Qualifications:** Names, roles, and resumes or bios of key personnel.
- **Marketing Strategy:** Sample plans or case studies demonstrating your approach.
- **Fee Structure:** A clearly itemized table (see Section 5 below).
- **References:** At least three references from clients with similar needs.

5. Fee Structure

Respondents must provide detailed pricing for the following:

Vacant Lots:

- Flat fee to list a vacant lot for a one-year term on the MLS.
- Flat commission rate (expressed as a percentage or fixed amount) for selling a vacant lot.

Properties with Structures:

- Flat fee to list a property with a structure for a one-year term on the MLS.
- Commission rate (expressed as a flat amount and/or percentage) for selling a property with a structure.

Market Analysis Services:

- Flat rate fee for performing a market analysis (e.g., BPO or feasibility assessment) for properties with structures.

Consulting Services:

- Hourly rate to provide expert consultation to the Board on an as-needed basis.

6. Submission Instructions

Proposals must be submitted in PDF format via email or hard copy by **May 6, 2025 by 2:00 PM** to:

Aaron Snippert, Executive Director
Redevelopment Authority of the City of Erie
626 State Street, Room 107
Erie, PA 16501
Email: asnippert@redeveloperie.org
Phone: (814) 870-1540

Subject line: "**RFP_REAL_ESTATE_YourCompanyName**"

Proposals should not exceed 10 pages in length.

7. Evaluation Criteria

Submittals will be evaluated by RACE using the following scoring matrix. Proposals will be reviewed based on a maximum score of 100 points.

Criteria	Weight (%)	Description
Experience & Qualifications	25%	Years in business, Erie market knowledge, and redevelopment experience
Marketing Strategy & Approach	20%	Creativity, comprehensiveness, ability to attract developers and buyers
Fee Structure	20%	Clarity, competitiveness, and flexibility of proposed flat fees and commissions
Market Analysis Capabilities	10%	Quality, methodology, and pricing of BPOs and feasibility services

Consulting Services	5%	Availability and value of expert advice on an hourly basis
References & Past Performance	10%	Success with similar public-sector clients and redevelopment impact
Proposal Quality & Responsiveness	10%	Clarity, completeness, and professionalism of submission
Total	100%	

8. Contact Information

For questions regarding this RFP, please contact:

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9. Timeline

- RFP Release Date: April 17, 2025
- Submission Deadline: May 6, 2025
- Broker Selection: As early as May 12, 2025

10. Disclaimer

This RFP does not constitute a contract or offer of employment. The Redevelopment Authority of the City of Erie reserves the right to amend or cancel this RFP at its discretion without liability.