



REQUEST FOR PROPOSAL (RFP)

PROFESSIONAL REAL ESTATE BROKERAGE SERVICES FOR THE SALE OF MUNICIPAL PROPERTY

RFP Number: 1 | **Issuing Agency:** Town of Alma | **Issue Date:** 8-20-2026 | **Submission Deadline:** 08-31-2026 at 5:00 pm

1. INTRODUCTION & OBJECTIVE

The Town of Alma (the "Town") is seeking competitive proposals from licensed and qualified real estate brokers, agents, or firms to provide professional brokerage services. The selected Proposer will assist the Town in marketing, negotiating, and successfully selling the surplus municipal property described below.

The Town's goal is to maximize financial return while ensuring a transparent, competitive, and legally compliant transaction that benefits the local community.

2. PROPERTY DESCRIPTION

The selected Broker will be responsible for representing the Town in the sale of the following asset:

- **Property Name/Type:** Clesson Cabin
- **Physical Address:** 217 S. Main St Alma, CO 80420
- **Parcel ID / APN:** Schedule #46024 T09 R78 S12 SW4 ANGELFIRE FILING 2 TRACT A LESS AND PLUS PORTION DESC PLAT R661635
- **Zoning District:** Commercial/Mixed Use
- **Lot Size & Building Square Footage:** Lot=.139 acres 6054.84 Sq Feet
Building 576 Sq Feet
- **Current Condition:** Sold as is

3. SCOPE OF SERVICES

The selected Broker will work closely with Town staff to perform all standard duties associated with a commercial or residential real estate transaction, including but not limited to:

- **Market Analysis:** Perform a Broker Price Opinion (BPO) or Comparative Market Analysis (CMA) to recommend an optimized listing price.
- **Marketing Strategy:** Develop and execute a comprehensive marketing plan including digital listings (MLS, LoopNet, Zillow), signage, direct outreach, and print materials.
- **Showings & Inquiries:** Coordinate and conduct site tours, answer buyer inquiries, and manage open houses if necessary.

- **Negotiation & Advisory:** Advise Town leadership on incoming offers and negotiate terms to secure the most favorable conditions for the municipality.
- **Closing Assistance:** Coordinate with the Town's legal counsel, title companies, and the buyer to ensure a smooth closing process.
- **Reporting:** Provide monthly written updates to the Town Council or designated Town Manager on marketing metrics and buyer feedback.

4. PROPOSAL SUBMISSION REQUIREMENTS

Proposers must submit their response organized into the following clear sections:

1. **Proposed Marketing Plan:** A specific, actionable outline detailing how you will market this exact property to secure qualified buyers.
2. **Fee Structure / Commission:** State your proposed commission fee as a flat percentage of the final gross sales price. Specify how the fee will be split if a co-broker represents the buyer.

5. EVALUATION & SELECTION CRITERIA

The Town will evaluate all compliant proposals based on a 100-point matrix broken down as follows:

- **Marketing Plan (25 Points):** Feasibility, creativity, reach, and practicality of the proposed marketing strategy.
- **Cost Proposal / Commission Rate (75 Points):** Competitive pricing, transparency of the fee structure, and value to the Town.

6. TIMELINE & INSTRUCTIONS

- **Questions Deadline:** All clarifying questions must be submitted via email to admin@townofalma.com by August 30, 2026.
- **Submission Instructions:** Submit a digital copy via email marked "*RFP: Real Estate Brokerage Services – Clesson Cabin*" to admin@townofalma.com or submit a hard copy to the address below.
- **Delivery Address:** Attn: Town Administrator Town of Alma, 59 E. Buckskin Rd PO Box 1050 Alma, CO
- **Right to Reject:** The Town reserves the right to reject any or all proposals, to waive technicalities, and to select the proposal deemed in the absolute best interest of the Town of Alma.