



**Boulder County Purchasing**  
**1325 Pearl Street**  
**Boulder, CO 80302**

## **Specifications**

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### **BACKGROUND**

Boulder County Housing Authority (BCHA) is undertaking a strategic disposition process to streamline operations, reduce operating costs, and better serve the community as a critical affordable housing provider in Boulder County. BCHA seeks real estate brokerage services from qualified firms and individuals who can assist with the research, due diligence analysis, marketing, and listing of various BCHA-owned vacant, commercial, and residential properties.

### **MINIMUM QUALIFICATIONS**

Brokers must demonstrate that they have the resources and capability to provide the materials and services as described herein. All bidders shall submit documentation with their submittal indicating compliance with the minimum qualifications.

- Proof of current Colorado Real Estate Broker's license
- Listing and selling experience of vacant, commercial, and residential (including multifamily and single family residential) properties, including experience in the Boulder County market and experience within the affordable housing market
- Demonstrated experience in providing real estate services to government agencies
- Basic understanding of BCHA's affordable housing portfolio and associated financing mechanisms (e.g., LIHTCs, HOME Funds, bond groups, etc.)

### **SCOPE OF WORK**

Submittals shall meet or exceed the requirements contained herein. The Broker shall:

1. Assist BCHA with research, due diligence analysis, marketing, and listing of vacant, commercial, and residential properties by acting as its agent in real estate transactions as needed.

2. Provide BCHA with real estate market research and analysis and provide periodic reports as necessary to inform decision making.
3. Be responsible for writing standard real estate contracts using the Colorado Division of Real Estate approved contract and its accompanying documents, various banks addendums and any County addendum, if applicable.
4. Be responsible for communicating the current market conditions to BCHA and Boulder County representatives by preparing a Broker's Price Opinion (BPO) on all potential sales.
5. Coordinate details of all ratified real estate contracts to ensure that contract requirements are met in accordance with the contract timelines. These items include but are not limited to: appraisal, facility inspections, other inspections, title work, survey, settlement schedule, and coordination of all contract post ratification addendums with other parties involved in the transaction.
6. Accompany BCHA and Boulder County representatives and/or purchasers at real estate settlements when necessary.
7. Coordinate with the title company to ensure that all parties have submitted necessary documentation to settlement within the contract timelines and/or deadlines.
8. Be available within a reasonable amount of time to show properties to qualified purchasers and/or BCHA and Boulder County representatives.
9. Participate in and document negotiation and sale activities which may include, but are not limited to: phone calls, individual meetings, multiple-party meetings, settlement agreements, counter submittals, objections to any matters of record or issues presented, justifications contradictory to or in support of any issues, legal proceedings, and/or matters of title to property.