



**TOWN OF BOONE**  
**NOTICE – REQUEST FOR QUALIFICATIONS**  
**LICENSED COMMERCIAL REAL ESTATE AGENT SERVICES**

PUBLIC NOTICE IS HEREBY GIVEN that the Town of Boone (as AGENCY), invites Statements of Qualifications through this Request for Qualifications (RFQ) process, to be received only by submitting proposals for the above stated work and will only receive such statements no later than the hour of **4:00 p.m. FRIDAY, JUNE 7, 2019.**

The work to be done consists of conducting market research, marketing the premises, conducting negotiations, and acting as an intermediary between the Town and the proposed buyer(s). The RESPONDENT is expected to assist the Town in obtaining the highest possible price under the best possible terms on the sale of identified surplus Town property.

The selection committee will also take into consideration any additional information submitted by the respondent.

Statements of Qualifications must be submitted as follows:

The Town requests that all responses be provided in a sealed envelope clearly marked in the lower left-hand corner: “RFQ – Commercial Real Estate Broker Services.” Please provide three (3) printed copies of your response of the proposal NO LATER THAN 4:00 p.m. on FRIDAY, MAY 31, 2019. Responses must be addressed and delivered as follows:

Mr. John Ward, Town Manager  
Town of Boone  
567 West King Street  
Boone, NC 28607

License Requirements: Respondents must be licensed in commercial real estate in the State of North Carolina.

Please note: No oral, telephonic responses or modifications of responses will be considered, and under no circumstances is Town staff, its elected officials, boards or commissioners to be contacted during this RFQ process.

Property Rights: Responses received within the prescribed deadline become the property of the Town and all rights to the content therein become those of the Town.

Non-Commitment of Town: This Request for Qualifications does not commit the Town to award a contract, to pay any costs incurred in the preparation of a response for this request, or to procure or contract services. The Town reserves the right to accept or reject any or all responses received as a result of this request if it is in the best interest of the Town to do so.

Point of contact for this project is John Ward at 828-268-6200 or via email at [john.ward@townofboone.net](mailto:john.ward@townofboone.net).