



**Town of Medley**  
7777 NW 72 Avenue  
Medley FL 33166  
[www.townofmedley.com](http://www.townofmedley.com)

**REQUEST FOR PROPOSALS**  
**TO PROVIDE COMMERCIAL REAL ESTATE BROKER SERVICES**  
**RFP 2021-031**

The Town of Medley (Town) is interested in selecting a Commercial Real Estate (CRE) Services firm to assist the Town in the sale of a vacant 3-acre parcel located at the NW corner of NW 107 Avenue at NW 122 Street, and more particularly described as part of Lot 4, Block 2 of the Pan American North Business Park. Plat Book 162, Page 51 of Miami-Dade County. The sale of such property, valued in excess of \$15,000.00, may be disposed through a sealed competitive solicitation, auction, or on-line auction.

Services required include but are not limited to the following.

1. Representing the Town of Medley as the seller of the property (Listing Agent)
2. Performing a market analysis to set an optimal listing price
3. Executing advance marketing tactics to find qualified buyers
4. Negotiating the sale terms for the highest return

Currently, the Town is soliciting proposals from interested and qualified CRE Services firms in Your submittal must include qualifying information such as licenses, resumes of key personnel, references, and a draft of your proposed Services Agreement.

accordance with the Town's Procurement Ordinance C-357 for obtaining a minimum of 3 qualified proposals.

Attached documents:

- Miami-Dade Property Appraiser Summary Reports
- Town of Medley Resolution C-1787 legally declaring the property as “Surplus Property” and authorizing its sale
- Boundary and Topographical Survey
- Appraisal Report

*Prepared by:*

**Town of Medley**

Capital Projects and Economic Development Department

Jorge E. Corzo, PE, Director

Aileen Barcelo, Procurement Specialist

CIP Reference No. GA-0371