

REQUEST FOR PROPOSALS (RFP)

Real Estate Brokerage Services

Geary County Schools USD 475

Junction City, Kansas

I. Introduction and Invitation

Geary County Schools USD 475 (“District”) is soliciting proposals from qualified and licensed real estate brokers or REALTOR® to provide professional real estate services. The selected firm(s) will assist the District with the marketing, sale, lease, and/or acquisition of real property, including surplus or underutilized school facilities and land.

The District intends to select the proposer whose qualifications and experience best meet the needs of USD 475, as determined by the criteria outlined in this RFP. The District reserves the right to reject any or all proposals.

II. District Background

Geary County Schools USD 475 serves the Junction City, Fort Riley, Grandview Plaza, and Milford, and Geary County communities and operates multiple educational facilities, administrative buildings, athletic sites, and support properties. From time to time, the District may determine that certain properties are no longer needed for educational purposes or that new properties should be acquired to support district operations.

USD 475 seeks a realtor with experience working with public entities, school districts, or governmental agencies and familiarity with real estate transactions subject to Board of Education approval and Kansas statutory requirements.

III. Scope of Services

The selected realtor(s) will provide professional services that may include, but are not limited to:

A. Property Sales and Marketing

- Evaluation of District-owned properties for sale
- Comparative Market Analysis (CMA) and pricing recommendations
- Development and execution of marketing strategies
- Advertising, listing, and promotion of properties

- Coordination of showings and open houses
- Negotiation of offers and counteroffers
- Assistance with due diligence, inspections, and closing processes
- Coordination with District legal counsel and administration

B. Leasing Services (if applicable)

- Market analysis for lease opportunities
- Marketing of District-owned properties for lease
- Tenant screening and proposal review
- Lease negotiation support
- Assistance with lease execution and compliance

C. Advisory Services

- Strategic real estate planning
- Advice on highest and best use of District properties
- Support for Board of Education presentations and recommendations
- Compliance with applicable Kansas laws and Board policies

IV. Properties

The District is seeking realtor services for the following properties in Junction City:

- Fegan Field between 10th Street and 11th Street and Jackson Street and Madison Street
- Larry Dixon Center at 920 W 6th Street
- Early Childhood Center at 1803 Elmdale Avenue
- Heim Building at 1811 Elmdale Avenue
- Hauge Building at 1833 Elmdale Avenue
- Franklin Elementary at 410 W 2nd Street
- Vacant Lot at 1758 14th Street Place
- Vacant Lot at 1748 14th Street Place

V. Proposer Qualifications

Proposals should clearly demonstrate the following:

- Active and valid Kansas real estate broker license
- Experience representing public entities (school districts, cities, counties, or state agencies preferred)
- Experience marketing commercial, institutional, or large-scale properties
- Knowledge of the local and regional Geary County real estate market
- Familiarity with transactions requiring governing board approval
- Capacity to support multiple properties or transactions, if needed

VI. Proposal Content Requirements

Proposals shall include the following sections in the order listed:

1. Cover Letter

- Firm name, address, and primary contact
- Brief statement of interest and qualifications

2. Firm Profile

- Years in business
- Ownership structure
- Overview of services offered

3. Experience and Qualifications

- Relevant experience with public sector clients
- Examples of similar property transactions
- Team members who would support USD 475

4. Marketing and Sales Approach

- Proposed marketing strategies
- Methods for pricing, exposure, and negotiation

5. Compensation Structure

- Commission rates or fee structure
- Any alternative pricing options

- Confirmation of compliance with Kansas law

6. References

- At least three references, preferably from public or institutional clients

7. Required Certifications

- Proof of Kansas licensure
- Statement of ability to comply with all applicable laws and District policies

VII. Evaluation Criteria

Proposals will be evaluated using the following criteria:

Criterion	Weight
Relevant experience and qualifications	35%
Marketing approach and methodology	25%
Knowledge of public-sector real estate	20%
Compensation structure	10%
References and past performance	10%

The District may conduct interviews with one or more proposers prior to final selection.

VIII. Tentative Schedule

Milestone	Date
RFP issued	August 3, 2026
Proposal questions due	August 11, 2026
Proposals due	August 22, 2026 @ 12:00 pm
Interviews (if held)	TBD
Board of Education consideration	September 14, 2026

USD 475 reserves the right to modify this schedule.

IX. Submission Instructions

Proposals must be submitted in electronic PDF format with the subject clearly marked:

“RFP – Realtor Services”

Submissions shall be delivered to rfp@usd475.org

X. Terms and Conditions

- The District reserves the right to reject any or all proposals.
- Selection does not obligate the District to enter into a contract.
- Any agreement resulting from this RFP is subject to Board of Education approval.
- The selected realtor must comply with all Kansas laws, District policies, and ethical standards.
- All costs incurred in preparing a proposal are the responsibility of the proposer.

XI. Contact Information

Questions regarding this RFP must be submitted in writing to:

rfp@usd475.org

XII. Kansas Open Records Act Waiver

We, _____, understand that this submission in response to this Request for Proposal is from a public entity and is a public record that will be available for inspection and reproduction by a requesting party. By the authorized signature below, we hereby consent to such disclosure and waive the right to claim any grounds for nondisclosure of this submission, or any part thereof.

Signature: _____

Date: _____

Printed Name: _____

Title: _____

Entity Name: _____