

Board of Regents of the University of Wisconsin System
On behalf of the University of Wisconsin-Milwaukee



Request for Qualifications (RFQ)
Real Estate Broker Services

Milwaukee, Wisconsin

Issued Date: February 12, 2024

Proposals Due: February 24, 2024

Universities of Wisconsin Administration
Capital Planning and Budget
780 Regent Street
Madison, WI 53715

Introduction

The University of Wisconsin-Milwaukee (UWM) is seeking qualifications and proposals from qualified State of Wisconsin licensed realtors with proven experience in selling high-end, lakefront single-family homes in Milwaukee, Wisconsin. UWM desires to sell the residence formerly used by the Chancellor of the institution. The house is located at 3435 N. Lake Drive in the historic Kenwood Park-Prospect Hill District. The property was originally purchased by the UWM Foundation in 2011 and sold to the university in 2013 as a replacement for the previous chancellor's residence. There are no deed restrictions included in the current deed.

Selection and Award Process

UWM and University of Wisconsin Administration (UWSA) will review and may select one respondent, based on submitted qualifications. All proposals submitted will be evaluated by a selection committee. UWM and UWSA reserve the right to accept or reject any or all submittals and waive technicalities or irregularities as such action is believed to be in the best interest of UWM.

Property Description

The historic stone house was designed in the French Revival style by Charles W. Valentine in 1927 and is located just off the lake in the Kenwood Park – Prospect Hill Historic District. The current floor plan of the house includes six bedrooms, and three full and two half-bathrooms within 4,818 square feet.

As the house is on the Historic Register and located in a designated historic neighborhood, a historic preservation conservation easement, required by state statute and created by the Wisconsin Historical Society, will be recorded upon transfer. While the house is not on the lake, the residence has an unobstructed view of it.

Since UWM has owned the residence the following interior and exterior renovations have been completed:

- Entire kitchen remodel and reconfiguration with refinished flooring, and new cabinets and countertops to facilitate large-scale entertaining.
- First floor half-bathroom was constructed for ADA compliance including custom entry door, ADA compliant fixtures, new lighting, finishes, and HVAC and ventilation modifications.
- Main entrance and stairwell were modified to create grand entrance.
- Exterior improvements to add an ADA compliant entrance, including a decorative, stamped concrete walkway.

Scope of Services

The selected Realtor/Broker shall agree to contract with UWM and UWSA to provide the following services:

1. Develop and implement marketing strategies for the sale of the property.
2. Create and distribute marketing materials to advertise the property for sale including listing the property in an MLS database.
3. Manage and facilitate related house tours and open houses for potential buyers.
4. Represent UWM and UWSA in negotiations and advise UWM and UWSA as appropriate with prospective buyer(s).

Proposal Submission

Proposals must include the following:

- **Legal Name of Respondent** – Provide respondent's legal name, address, phone number and email address, and indicate whether the respondent is a limited liability corporation, general partnership, individual, or other business entity.
- **Names and Roles of Persons Providing Services** - Identify which person or persons will be providing the services and provide the following information with respect to each: name, address, phone number and email address.
- **References** – Provide at least three sales references for each staff member that will be involved with this project. While we respect the privacy of your clients, please provide the date of sale, listing price and eventual sales price and length of time the property was marketed.
- **Proposed Marketing Plan** – Describe the marketing program for the property and how you would position the sale to maximize the sale price of the property.

Proposed Commission and Fees

Identify the total costs and commission schedule including all expenses for reimbursement. Please identify all costs using an example of an expected sale price of \$1,000,000.00.

In Person Interviews

After review of all received proposals, top ranking respondents may be invited to an interview to review qualifications, clarify proposals and/or answer additional questions as part of the evaluation process.

Instructions and Schedule for Submissions

Respondents must submit their proposal electronically to erosner@uwsa.edu by 3:00 pm on **February 24, 2024**. All criteria are set forth in this RFQ. Only these criteria will be used by UWM and UW to determine the proposal that best meets the requirements outlined above. UWM and UWSA reserves the right to reject all proposals and reissue the RFQ.

Inquiries & Pre-Proposal Access

Any questions or requests for site tours, exceptions, or deviations to the terms of this RFQ must be submitted by email to erosner@uwsa.edu . All communications must be in writing. Telephone questions will not be answered. Reference to or use of the State of Wisconsin, any of its departments, agencies (UWSA or UWM) or other subunits, or any state official or employee for commercial promotion is prohibited. News releases pertaining to the RFQ shall not be made without prior written approval of the University.

Sale and Closing

UWM and UWSA reserve the right to negotiate the final sale price. UWM and UWSA reserve the right to rescind the offer to purchase. Final sales must be approved by the Board of Regents of the University of Wisconsin System. Closing cannot occur until after Board approval.

Location of Property – 3435 N. Lake Drive, Milwaukee, WI 53211

