

Green Lake County is sending out a Request for Proposal (RFP) for a Real Estate Buyer's Agent to assist with the purchase of land for Green Lake County's future Highway Facility

Green Lake County is sending out a Request for Proposal (RFP) for a Buyer's Agent to assist with the purchase of land for Green Lake County's future Highway Facility. We are seeking a licensed real estate professional to represent the County's best interests during the land purchasing process. This work includes finding prospective sellers, submittal of offers to listing agents and the ability to negotiate a favorable purchase contract. Due to possible issues with conflict of interest, a Buyer's Agent acting as dual agency would not be permissible.

General Tasks include but are not limited to:

- Work directly with the Green Lake County Administrator and Highway Commissioner as the points of contact for the County.
- Identify properties that are a good fit for our needs.
- Schedule viewings as needed.
- Write and submit offers on behalf of Green Lake County.
- Negotiate purchase price including viable contingencies as required.
- Manage appropriate paperwork on behalf of the County.
- Meet with, or present to, the Highway Committee and/or the Green Lake County Board of Supervisors.

Green Lake County Expectations:

- The Buyer Agent's fee or commission is to be paid by the seller out of the proceeds.
- The Buyer Agent represents the County's best interest through every step of the process.
- The Buyer Agent must be willing to educate and inform the County on every aspect of purchasing process.
- The Buyer Agent must be willing to meet with the Highway Ad Hoc Committee as needed or requested.
- The Buyer Agent must be a real estate expert and hold current licensure and credentials.

Green Lake County expects to sign an exclusive Buyer's Agency agreement after legal review and approval. If you are interested in fulfilling the role of Real Estate Buyer's Agent for the County, please provide the following information to the County Administrator no later than end of business on August 12, 2024:

- Name of Agent/Agency
- Name and address of agency affiliation and/or home office
- Years of licensed experience in real estate
- Experience in large land purchases for private or public entities
- Overview of proposed work to perform for Green Lake County
- Agent commission/fee expectations
- Proposed Buyer's Agency Agreement contract (general template is acceptable).

Thank you for your consideration and interest. Should you have any questions or require additional information, please reach out to me directly via email at: cwyllie@greenlakecountywi.gov.