

**JEFFERSON COUNTY COMMISSION  
WEST VIRGINIA**



**Request for Qualifications (RFQ)**

**Commercial Real Estate Brokerage Services**

**Submissions Due:**

**May 15, 2026**

**5:00 p.m.**

**REQUEST FOR QUALIFICATIONS (RFQ)**  
**Commercial Real Estate Brokerage Services**  
**Jefferson County Commission**  
**Jefferson County, West Virginia**

The Jefferson County Commission is accepting sealed qualification proposals for Commercial Real Estate Brokerage Services to market and sell county-owned properties located in downtown Charles Town, West Virginia.

**Questions:**

Pre-proposal clarifications or questions regarding this RFQ must be received by email by Wednesday, April 29, 2026, at 5:00 p.m. Direct your questions to Laura Kuhn, Director of the Department of Fleet & Facilities Management, at [Laura.L.Kuhn@jeffcowv.gov](mailto:Laura.L.Kuhn@jeffcowv.gov). Responses will be issued as an addendum by Monday, May 4, 2026, at 5:00 p.m.

**Submittal:**

Please submit the proposal to [procurement@jeffcowv.gov](mailto:procurement@jeffcowv.gov) with a subject line "Brokerage Service RFQ." Include any required documentation or forms as instructed in this RFQ. Failure to provide the requested information may result in disqualification.

Proposals must be received by Friday, May 15, 2026, at 5:00 p.m. Any proposal received after the due date and time will remain unopened.

Jefferson County reserves the right to accept or reject any or all proposals, to waive technicalities, and to take whatever action is in the best interest of the Jefferson County Commission. All materials submitted shall become part of the proposal.

## **1. Introduction**

The Jefferson County Commission is seeking qualifications from experienced commercial real estate brokerage firms to provide professional services for the marketing and sale of county-owned properties located in downtown Charles Town that will become surplus as departments relocate to new facilities.

The County intends to select a qualified brokerage firm with demonstrated experience in commercial property marketing, investor outreach, valuation, and transaction management. The selected firm will assist the County in identifying qualified buyers and maximizing the value of these public assets.

## **2. Purpose of the RFQ**

The purpose of this Request for Qualifications (RFQ) is to identify a qualified commercial real estate brokerage firm with the expertise necessary to represent Jefferson County in the marketing and sale of surplus county-owned real estate.

All properties anticipated for sale through this process are located within downtown Charles Town, which serves as the historic and commercial center of the community. These buildings contribute to the character and vitality of the downtown environment.

Jefferson County seeks to market these properties in a manner that attracts qualified buyers whose proposed uses support the economic vitality of downtown Charles Town while respecting the community's historic character and aesthetics.

The RFQ process will allow the County to evaluate brokerage firms based on experience, market knowledge, marketing capabilities, and demonstrated performance. Following evaluation of submissions, the County may enter negotiations with the most qualified firm regarding a listing agreement and commission structure.

## **3. Scope of Services**

The selected broker or brokerage firm may be asked to perform services, including, but not limited to:

- Conducting market analysis and valuation of county-owned properties
- Recommending listing prices and sales strategies
- Developing and implementing comprehensive marketing plans
- Preparing professional marketing materials and property listings
- Developing a professional Commercial Real Estate Offering Memorandum (OM) for each property. The Offering Memorandum should present the property to regional and national investors and include information on the property, market analysis, redevelopment opportunities, and investment highlights.
- Marketing the properties through appropriate commercial real estate platforms, broker networks, and investor outreach

- Promoting the properties to regional and national buyers, investors, and developers
- Coordinating property tours and showings
- Managing communications with potential buyers and brokers
- Assisting the County in reviewing offers and negotiating transactions
- Supporting the County through the due diligence and closing process

The broker will serve as the County's professional advisor during the marketing and sales process.

#### **4. Properties**

Jefferson County anticipates the sale of multiple county-owned buildings located in downtown Charles Town that will become available as departments transition to newly acquired facilities.

Specific properties and timelines will be identified following selection of the brokerage firm.

The County reserves the right to assign one or more properties to the selected broker on a case-by-case basis.

#### **5. Minimum Qualifications**

Responding firms must demonstrate:

- A valid West Virginia real estate broker license and other business licenses as may be required by law.
- Must have an office located in West Virginia.
- Experience providing commercial real estate brokerage services
- Demonstrated success in marketing and selling commercial properties
- Knowledge of the regional commercial real estate market
- Ability to provide professional marketing and investor outreach

Experience representing government entities or institutional clients is preferred.

#### **6. Submittal Requirements**

Submittals must be concise, well-organized, and demonstrate the firm's qualifications. Proposals should be ordered and tabbed according to the sections below. If the submission does not adhere to the formatting or if any of the information in the sections below is missing, it may be deemed non-responsive.

Firm Overview

- Company name and contact information
- Year established

- Description of services
- Number of employees and office locations

#### Relevant Experience

- Description of recent commercial real estate transactions
- Experience marketing and selling similar properties
- Experience working with public agencies or institutional clients

#### Proposed Team

- Names, resumes, and roles of individuals assigned to the project
- Professional credentials and experience

#### Marketing Approach

- Description of marketing tools and strategies
- Access to investor networks and listing platforms
- Experience developing Offering Memorandums and investment marketing materials

#### References

- Provide at least three professional references.

#### Additional Information

- Provide any additional information that the firm believes will be helpful in the evaluation and selection process

### **7. Evaluation Criteria**

Submissions will be evaluated based on the following:

- Demonstrated experience in commercial brokerage
- Knowledge of the downtown Charles Town market
- Track record of successful property sales
- Strength of marketing strategy and investor outreach
- Qualifications of the proposed team
- References and past client satisfaction
- Understanding of downtown redevelopment and community compatibility
- Competitive commission rates on sales
- Appraisal/brokerage skills/training/experience

## **8. Evaluation Process**

### Interviews and Presentations

The County Commission reserves the right to invite the highest-ranked respondents to participate in an interview or presentation. During this stage, selected firms may be asked to present their qualifications, marketing strategy, and approach to representing Jefferson County in the sale of its properties.

The purpose of the interview process is to allow the County Commission to:

- Gain a deeper understanding of each firm's experience and marketing capabilities
- Ask questions regarding the firm's proposed approach to marketing and selling the properties
- Evaluate the firm's understanding of the downtown Charles Town market and redevelopment opportunities

## **9. Contract Terms**

Following the evaluation of qualifications and any interviews or presentations, Jefferson County intends to enter into contract negotiations with the highest-ranked firm to establish the terms of a listing agreement, including the commission structure and scope of services.

If the County is unable to negotiate a contract acceptable to both parties, the County reserves the right to terminate negotiations and enter into negotiations with the next-highest-ranked firm.

Compensation for brokerage services is anticipated to be based on a negotiated commission payable upon the successful sale of the property, as defined in the final listing agreement.

Jefferson County reserves the right to reject any or all submissions and to determine which firm best meets the County's needs and interests, in Jefferson County's sole discretion.

## **10. Terms and Conditions:**

- The County Commission reserves the right to reject any or all proposals or to award the contract to the next recommended firm if the successful firm fails to execute an agreement within ten (10) calendar days after being notified of the award of this proposal.
- Jefferson County reserves the right to request clarification of information submitted and to request additional information of one or more applicants.
- The selected Firm shall be required to enter into a contract agreement with the County Commission. The County Commission reserves the right to reject any agreement that does not conform to this Request for Qualification and any Jefferson County requirements for agreements or contracts.
- Selected Firm shall not assign any interest in the contract and shall not transfer any interest in the same without prior written consent of the Jefferson County Commission, which consent shall be in Jefferson County's sole discretion.

- The Firm shall not disclose any reports, information, or data provided to or prepared by the Firm under this agreement to any individual or organization without the prior written approval of the Jefferson County Commission.
- Firms must identify specific parts of their proposals that they consider confidential, proprietary, or trade secrets, and provide justification for why such materials, upon request, should not be disclosed by the County Commission under the West Virginia Freedom of Information Act.
- Jefferson County will not be responsible for any expenses the Firm incurs related to preparing its proposal.
- Jefferson County reserves the right to request interviews.
- The County Commission reserves the right to reject any or all proposals, waive technicalities, and take any action deemed in the best interest of the County.
- Jefferson County reserves the right not to hold discussions after award of the contract.
- By submitting a proposal, the Firm agrees that it is satisfied, based on its own investigations of the conditions outlined in this request, and that it fully understands the obligations specified therein.
- The Firm shall abide by and comply with the true intent of the RFQ and its Scope of Work, and shall not exploit any unintentional error, ambiguity, or omission. Instead, it shall fully complete every part in accordance with the true intent and meaning of the scope of services described herein.
- The Firm hereby represents and warrants:
  - That it is currently, or will be when its Proposal is opened, qualified to do business in the State of West Virginia, and that it will take such actions as may be necessary from time to time to maintain such qualification.
  - That it is not in arrears regarding the payment of any monies owed to the State or any of its departments or agencies, including but not limited to taxes and employee benefits, and that it will not fall into arrears during the term of the contract; and that it will comply with all federal, state, and local laws, ordinances, and legally enforceable rules and regulations applicable to its activities and obligations under the contract.
  - That it shall procure, at its expense, all licenses, permits, insurance, and governmental approvals, if any, necessary to the performance of its obligations under the contract;
  - That the facts and matters set forth hereafter in the contract and made a part hereof are true and correct.
- In addition to any other remedies available to Jefferson County, breach of any of the services contracted herein shall, at the election of the County Commission, be grounds for contract termination. The failure of the County Commission to terminate the contract shall not be considered or interpreted as a waiver of such breach or as a waiver of any rights or remedies granted or available to Jefferson County.
- Hold Harmless/Indemnification: If a contract is awarded, the successful Firm will be required to indemnify and hold Jefferson County, its agents and/or employees harmless from and against all liability and expenses, including attorney's fees, howsoever arising or incurred, alleging damage to property or injury to, or death of, any person arising out of or attributable to the Firm's

performance of the contract awarded. Any property or work to be provided by the Firm under the contemplated contract will remain at the Firm's risk until written acceptance by the County Commission; and the Firm will replace, at Firm's expense, all such property or work damaged or destroyed by any cause whatsoever, prior to its acceptance by the County.

- Termination for Convenience: Jefferson County may terminate this or any contract, in whole or in part, whenever the County Commission determines that such termination is in the best interest of the County, without needing to show cause, by providing 30 days written notice to the Firm. Jefferson County shall reimburse all reasonable costs incurred by the Firm up to the date of termination. However, under no circumstances shall the Firm be paid more than the proposed price for the work completed. The Firm will not be reimbursed for any profits that may have been expected but not earned up to the date of termination.
- Termination for Default: If the Firm fails to perform or performs unsatisfactorily, Jefferson County may terminate the contract for default. After termination for default, payment may be withheld at the discretion of the County Commission. A failure by the Firm to meet its contractual obligations shall be considered just cause for termination. The Firm will be paid for services satisfactorily rendered before termination, minus any additional costs incurred by Jefferson County in re-procuring and completing the work.
- The contract resulting from this proposal shall be governed by the laws of the State of West Virginia.

## **12. Interpretations, Discrepancies, Omissions:**

If any Firm finds discrepancies or omissions in the documents or is unsure of their meaning, they should immediately request a written interpretation from the County Commission. All necessary interpretations will be issued to all Firms as addenda to the specifications, and these addenda will become part of the contract documents. Failure to receive any such addendum or interpretation does not relieve a Firm from any obligations under their submitted proposal. Jefferson County will not be responsible for oral instructions or suggestions. All interpretations made by Jefferson County will be issued as addenda, which will be sent to all interested parties if issued.