

Rock Township Ambulance District

Request for Qualifications and Proposal for Real Estate Brokerage Services

Listing, Marketing, and Sale of Proposed 5-Acre Tract on Romaine Creek Road, Fenton, Jefferson County, Missouri

1. Invitation

Rock Township Ambulance District of Jefferson County, Missouri invites qualified real estate brokers licensed to conduct business in Missouri to submit qualifications and a proposal to provide real estate brokerage services for the listing, marketing, and sale of a proposed approximately five-acre tract of vacant land located on Romaine Creek Road in Fenton, Jefferson County, Missouri. The proposed site is shown generally on Exhibit A. Responses are due no later than October 2nd, 2026, at 3:00 p.m.

Questions: Questions regarding this request may be directed to Chief Jerry Appleton by email at chief@rocktownship.com. Respondents must include a good contact phone number and email address with their submission.

2. Property Description and Transaction Conditions

The property consists of a proposed approximately five-acre tract located on Romaine Creek Road in Fenton, Missouri. The tract is not yet a separately described parcel. Any listing, marketing, contract negotiation, and closing will be subject to the final creation and approval of a new legal description, survey or boundary description, and any required governmental or owner approvals. The property is expected to be marketed as vacant land, and respondents should identify any assumptions regarding zoning, access, utilities, topography, floodplain, environmental matters, and development potential.

3. Scope of Services

- Review Exhibit A and available property information and advise on marketability, likely buyer profile, and recommended listing strategy.
- Recommend a list price supported by comparable sales, current listings, market trends, and relevant land-value analysis for Jefferson County and the Fenton/Romaine Creek Road area.

- Prepare professional marketing materials suitable for vacant land, including mapping, aerial imagery if available, property narrative, development considerations, and listing descriptions.
- List and market the property through appropriate channels, which may include MLS, land/commercial listing platforms, broker networks, direct outreach to developers or land buyers, signage if authorized, and other customary marketing methods.
- Coordinate inquiries, showings, offer receipt, offer analysis, counteroffers, and negotiations as directed by the owner.
- Advise on customary vacant-land sale terms, contingencies, due diligence periods, title and survey matters, closing timeline, access, utilities, inspections, and buyer feasibility conditions.
- Assist with coordination among the owner, surveyor, title company, legal counsel, governmental authorities, and buyer representatives as needed to complete the sale.
- Provide regular written status updates regarding marketing activity, inquiries, showings, feedback, offers, and recommended strategy adjustments.

4. Required Proposal Contents

1. Brokerage firm name, address, Missouri license information, primary contact, good contact phone number, email address, and proposed listing broker/team.
2. Summary of experience listing and selling vacant land, development parcels, agricultural or recreational acreage, and similar properties in Jefferson County, St. Louis County, or nearby Missouri markets.
3. Examples of at least three comparable vacant-land or acreage transactions handled by the firm or proposed broker, including location, acreage, list price, sale price if available, days on market, and role performed.
4. Proposed marketing plan, including target buyer segments, listing platforms, signage recommendations, direct outreach, schedule, and reporting process.
5. Recommended list price for the proposed five-acre tract and a written explanation supporting that recommendation.
6. Comparable-sales and market analysis showing available comps used to support the proposed list price, including active listings, pending sales, closed sales, assessed data, price-per-acre analysis, adjustments, and broker opinion of value.
7. Proposed commission structure, including total commission, whether any amount will be offered to a cooperating buyer broker or transaction broker, when commission is earned, when it is payable, and whether payment is due only at closing from sale proceeds.

8. Proposed term of listing agreement, cancellation rights, marketing expense reimbursement if any, and any requested exclusions or special conditions.
9. Disclosure of any actual, potential, or perceived conflicts of interest, business relationships, referral relationships, affiliated business arrangements, ownership interests, or relationships with potential buyers, developers, contractors, title companies, lenders, or other parties that may participate in the transaction.
10. Description of professional liability insurance, errors and omissions coverage, disciplinary history if any, and confirmation that the broker and affiliated licensees are in good standing.
11. Proposed form of brokerage relationship, including whether the broker proposes to act as seller's limited agent, transaction broker, disclosed dual agent, designated agent, or another relationship permitted under Missouri law.
12. Any assumptions, exceptions, requested owner responsibilities, or recommended preparatory steps before listing.

5. Missouri Real Estate Compliance and Disclosures

Respondents must comply with applicable Missouri real estate licensing laws, Missouri Real Estate Commission rules, and customary disclosure requirements. Missouri regulations require a written listing or brokerage service agreement before advertising or placing a sign on property, and such agreements commonly include the price, commission, beginning date, expiration date, broker duties, agency permissions, and cooperation/compensation terms. Missouri rules also require disclosure of brokerage relationships, such as seller's agent, buyer's agent, disclosed dual agent, designated agent, sub-agent, or transaction broker, at the required time and in the required manner.

The selected broker will be expected to provide all required broker disclosure forms, identify any relationship changes during the transaction, and obtain any required written consents before acting in a dual agency, designated agency, transaction broker, or other permitted capacity. The owner may require review of all proposed listing agreement terms by legal counsel before execution.

6. Comparable Sales and Suggested List Price

Each proposal must include a suggested list price supported by available comparable sales and current market data. Comparable information should focus on vacant land located in or near Fenton, Jefferson County, Missouri, with attention to acreage, frontage, access, utilities, zoning, topography, floodplain or creek influence, development potential,

date of sale, and price per acre. Respondents should identify whether each comparable is a closed sale, pending sale, active listing, assessed-value reference, or broker-researched sale.

7. Commission and Payment Terms

The proposal must clearly state the requested commission as a percentage, flat fee, tiered fee, or other structure. The proposal must also state whether commission is payable only upon successful closing from sale proceeds, whether any commission or fee may be due if the owner sells to an excluded or protected buyer after expiration, and whether the broker requests reimbursement of advertising, survey, signage, photography, mapping, title, or other expenses. Any cooperating compensation offered to another broker must be clearly identified.

8. Evaluation Criteria

- Demonstrated experience with vacant land and acreage transactions.
- Knowledge of the Fenton, Jefferson County, and surrounding Missouri land market.
- Quality and practicality of the proposed marketing plan.
- Support for the suggested list price and quality of comparable-sales analysis.
- Reasonableness and clarity of commission, payment, and expense terms.
- Disclosure of conflicts, business relationships, and agency relationships.
- Responsiveness, qualifications, licensing status, and professional references.
- Overall value to Rock Township Ambulance District and likelihood of successful sale.

The Board of Directors reserves the right to determine the respondent that is the best fit for the District, which may or may not be the lowest commission proposal. The Board may request one or more interviews with respondents at special meeting on October 7th, 2026, at 6:00 p.m.

9. Submission Instructions

Qualifications and proposals must be received by Rock Township Ambulance District no later than October 2nd, 2026, at 3:00 p.m. Submissions should clearly identify the respondent, primary contact, phone number, email address, and proposed brokerage team. The District reserves the right to request interviews, seek clarification, negotiate terms, reject any or all proposals, waive informalities, and select the proposal deemed to

be in the best interest of the District. Submission of a proposal does not create a listing agreement or obligation to proceed. No brokerage services may begin until a written agreement is fully executed by all required parties.

10. Public Agency Reservation of Rights

Rock Township Ambulance District is a public agency and may be subject to applicable public records and open meetings requirements. Respondents should not submit information that they consider confidential unless clearly identified and legally supportable as confidential. The District makes no representation that any submitted material will be exempt from disclosure. The District reserves the right to issue addenda, modify or cancel this RFQ, accept or reject any response, and take any action deemed to be in the best interest of the District.