



Finance Department
18 Government Center Lane * PO Box 590
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Phone: 540-245-5741 * Fax: 540-245-5742

July 14, 2025

Addendum No. 1

To: Potential Bidders
Reference: Real Estate Brokerage Services
Agency: Augusta County
Solicitation: RFP # 111201-26-01
Bids Due: July 17, 2025

The following information is made to the original referenced solicitation. Bid Due Date and time remains the same. Bidders shall acknowledge receipt of this Addendum on the Bid Form where indicated. Notice is hereby given that this addendum has been posted in full on the project's solicitation page of the Augusta County website and eVA.

Questions

Question 1: Can you clarify whether the County anticipates the broker to support property acquisition as well, or is the scope limited strictly to the disposition (sale/leasing) of County-owned properties?

Response: Disposition of property is anticipated at this point in time.

Question 2: Is there a preferred compensation structure the County has used historically (e.g., percentage commission, flat fee), or is the County open to various models?

Response: Commission was prior practice but we are open to various models.

Question 3: Will awarded firms be place on a task order/on-call basis, or does the County intent to engage one primary broker for all transactions?

Response: We are looking for one primary broker.

Question 4: Does Augusta County currently have an inventory of properties expected to be listed soon, or would this be strictly "as needed"?

Response: There is currently a small inventory, and then will be as needed.

Question 5: Are there any geographic limitations for bidders (e.g., preference for Augusta-based firms), or is this open to any licensed Virginia Broker?

Response: We prefer proximity to local area.

Question 6: Can the primary joint venture with another firm or use subcontractors? I see from the statement of work any subcontractors have to be labeled with the proposal.



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Response: A Direct contract is preferred.

Question 7: Requesting further clarification regarding the Section B. paragraph 7. Fee. Please clarify whether the Fee terms and structure page is to be outside of the response pages as a separate document.

Response: It does not need to be a separated document, just a new page with a clear heading.

Question 8: Is submitting a bid proposal through electrical means such as eVA portal or an email not permissible?

Response: Submitting through eVA is, however email is not.

Question 9: Requesting clarification on the types and approximate number of properties owned by Augusta County, as well as additional information regarding the range of current services, including Property Management, Leasing and Property Disposition.

Response: Current need is to address disposition of a couple of properties. Property Management and Leasing are not services needed in the immediate future.

Name of Firm: _____

Signature: _____ Date: _____