



Request for Proposal (RFP)

Real Estate Brokerage Services for Multi-Tenant Industrial Building

1. Introduction

The Economic Development Authority of Amherst County ("Owner") is seeking proposals from qualified commercial real estate brokerage firms to provide exclusive brokerage services for the sale or lease of its industrial property located at 125 E. Progress Lane, Madison Heights, Virginia. The owner seeks outcomes that maximize taxable investment, job creation, wage growth, and long-term economic impact in Amherst County.

2. Property Overview

- **Property Name:** Multi-Tenant Building
- **Location:** 125 E. Progress Lane, Madison Heights, VA
- **Property Type:** Industrial
- **Total Square Footage:** 45,000 SF
- **Expandable to 65,000 SF**
- **Key Features:**
 - 36' ceiling
 - Ample surface parking
 - Access to Route 130/Route 29/Route 29 by-pass
 - On-site conference room
- **Target Tenants:** Industrial/Tech-oriented businesses

3. Objectives

The selected firm will:

- Market the property to qualified industrial and investment buyers
- Generate competitive offers
- Advise the EDA throughout negotiations and due diligence
- Assist with transaction management through closing

4. Scope of Services

4.1 Property Evaluation

- Review property information and market conditions
- Provide Broker Opinion of Value (BOV)
- Recommend pricing strategy

4.2 Marketing & Buyer Outreach

- List property on appropriate commercial real estate platforms
- Develop digital marketing materials
- Schedule of marketing activities and sample of marketing materials
- Conduct targeted outreach to prospective buyers and investors
- Broker outreach strategy
- Monthly reporting including prospects contacted, leads generated and feedback
- Coordinate property tours
- Present property through broker networks and industry contacts

4.3 Transaction Services

- Receive and present offers
- Assist in negotiation of purchase terms
- Coordinate due diligence activities
- Facilitate communication among attorneys, surveyors, lenders, and other parties
- Assist through closing

5. Proposal Requirements

- Identify brokerage team
- Experience selling industrial properties
- Experience with economic development or public-sector clients
- Proposed marketing approach
- Proposed commission structure
- Estimated sale timeline
- References from similar assignments

6. Evaluation Criteria

- Submissions will be evaluated on:
 - Industrial Sales Experience 35%
 - Market Knowledge 25%
 - Marketing Strategy 15%
 - Commission Proposal 15%
 - References 10%

7. Timeline

- **RFP Issued:** June 18, 2026
- **Questions Due:** July 2, 2026
- **Proposals Due:** July 16, 2026 at 2:00 pm
- **Finalist Interviews:** August 3-7, 2026
- **Selection Announcement:** August 10, 2026

8. Submission Instructions

Submit proposals in PDF format to:

Lori Saunders
Economic Development Director
Email: lsaunders@amherstvabusiness.com
Phone: (434) 946-5200

9. Additional Information

- Owner reserves the right to reject any or all proposals
- This RFP is for solicitation purposes only and does not constitute a contract
- All proposal preparation costs are the responsibility of the respondent
- Respondents shall disclose any actual or potential conflicts of interest involving Amherst County, the EDA, elected officials, or prospective purchasers.