



Board Agenda Background

Date: 2/17/2026
To: Board of County Commissioners
Through: County Manager's Office
From: Colton Rohloff, County Manager
Subject: Consideration of Approval of Professional Services Agreement for Real Estate Services

RECOMMENDATION

Staff recommends the Board of County Commissioners approve the Professional Services Agreement for Real Estate Services between Clear Creek County and Keller Williams Integrity Real Estate, LLC, and authorize the Chair to execute the agreement.

BACKGROUND

Clear Creek County owns several real property assets that the Board has directed staff to evaluate for potential sale as part of ongoing efforts to reduce long-term capital liability and better align County property holdings with operational needs. To support this effort, the County issued a request for proposals seeking qualified firms to provide professional real estate listing and sale services for both residential and commercial properties within the County.

Keller Williams Integrity Real Estate, LLC submitted a proposal demonstrating relevant experience in Clear Creek County and the capacity to provide comprehensive brokerage, marketing, and transaction management services. Following review, staff negotiated a standard Professional Services Agreement to establish terms and conditions under which individual County properties may be listed for sale as authorized by the Board.

ANALYSIS

The proposed Professional Services Agreement establishes a framework agreement under which the County may engage Keller Williams Integrity Real Estate, LLC to list and sell individual County-owned properties as directed by the Board. The agreement defines the scope of services, performance standards, reporting requirements, insurance, indemnification, and termination provisions consistent with County contracting requirements.

Compensation is commission-based and payable only upon successful sale of a property, consisting of a six percent (6%) commission on the gross purchase price, along with standard administrative and transaction coordination fees. The agreement does not obligate the County to list or sell any specific property and does not create a guaranteed expenditure. Individual property listings will be initiated at the County's discretion.

Approval of this agreement allows staff to efficiently move forward with authorized property sales without returning to the Board for a separate professional services contract for each individual listing, while preserving Board authority over decisions to sell County assets.



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CONCLUSION

Approval of the Professional Services Agreement provides the County with a flexible, Board-authorized mechanism to market and sell County-owned properties when directed, supports ongoing asset management goals, and limits fiscal exposure by tying compensation to completed sales.

FISCAL IMPACT

There is no direct fiscal impact unless and until a property is sold. Costs are commission-based and paid only upon successful closing of a sale. Any sale proceeds will be returned to the County.

ATTACHMENT:

1. Professional Services Agreement