

## **RFP FOR REAL ESTATE MARKETING AND BROKERAGE SERVICES**

The Regional School District 4 Board of Education (R4 BOE) seeks a real estate firm specializing in land development real estate to provide brokerage and marketing services for property owned by R4 BOE, located along the northwest corner of Kelsey Hill Road and Falls Landing Road within the central portion of Deep River, Middlesex County, CT.

It is the intent of this RFP to have the successful broker/firm enter into a Professional Services Contract with R4 BOE to supply real estate services as outlined herein.

The subject property represents a 392,000 square foot or 9.0 acre site. It is an L-shaped lot with a rear boundary line that abuts inland-wetlands, assumed to be formed by the close proximity of Pratte Read Reservoir. The topography is generally level throughout, and the parcel is heavily wooded. The extensive road frontage available allows for the site to be subdivided into an estimated, 4 lots with a 2 acre minimum. The successful firm is expected to market the property in a manner that will assure R4 BOE a sale maximizing the highest price and best use; that is assumed to be sale of the parcel in bulk to a single purchaser, however the R4 BOE is open to other suggestions that reflect current market conditions.

### ***Request for Proposals***

To be considered, two (2) copies the proposal **must be received** by the Regional School District #4 Central Administrative Office, PO Box 187, 1 Winthrop Road, Deep River, CT 06417 **by 4:00 p.m. June 14, 2019**; clearly marked on the outside "Proposal – Real Estate Brokerage Services".

A **site walk** will be held on **June 10, 2019 at 3:00 pm** at the corner of Falls Landing Road and Kelsey Hill Road. All questions should be sent to Leigh Rankin, Director of Facilities at [lrarkin@reg4.k12.ct.us](mailto:lrarkin@reg4.k12.ct.us). Question deadline will be June 13, 2019.

### **A. SCOPE OF SERVICES**

The successful firm shall agree to contract with R4 BOE to provide the following:

- Perform market analysis
- Develop strategies for sale of properties
- Work with the Board of Education and Superintendent to negotiate the sale of the property with buyer and prospects
- Coordinate real estate appraisals
- Coordinate real estate transaction closings
- Handle all other customary activities and services associated with real estate transactions
- Attendance and presentations at meetings of the R4 BOE will be required.

## **B. BROKER'S QUALIFICATIONS**

Respondents to this RFP shall have the following qualifications:

- Must be licensed and in good standing with the Connecticut Real Estate Commission.
- Must have an excellent reputation in the real estate community.
- Must be knowledgeable in the local real estate market and in the use of all public real estate records.

## **C. INSURANCE REQUIREMENTS**

For proposal purposes, proposers must submit copies of certificates of insurance for general liability and workers compensation. The successful contractor must provide original certificates prior to commencing services.

## **D. FEE SCHEDULE**

The proposed fee schedule shall include your commission rate for selling properties.

## **E. TERM OF CONTRACT**

The contract period for the successful broker/firm will be from date of award for one year with renewable options up to three additional one year terms. The contract may be terminated by either party with 60 (sixty) days prior notice.

## **F. EVALUATION AND AWARD PROCESS**

Issuance of this RFP and receipt of proposals does not commit R4 BOE to award a contract. R4 BOE reserves the right to postpone receipt date, accepting or rejecting any or all proposals received in response to this RFP, or to negotiate with any of the brokers/firms submitting an RFP, or to cancel all or part of this RFP.

## **G. ORAL PRESENTATION/INTERVIEWS**

Firms submitting a proposal in response to this RFP may be required to give an oral presentation of their proposal. Additional technical and/or cost information may be requested for clarification purposes, but in no way will change the original proposal submitted. Interviews are optional and may or may not be conducted.

## **H. SELECTION CRITERIA**

1. Knowledge of local real estate market.
2. Real estate development and marketing experience, qualifications and references.
3. Proven real estate track record.
4. Ability of the contractor(s) to meet or exceed the requirements defined in the RFP.
5. Fee schedule
6. Completeness & Timeliness of response to RFP as outlined in this solicitation.

## **I. RFP SUBMITTAL REQUIREMENTS**

By submitting a proposal, you represent that you have:

- (1) thoroughly examined and become familiar with the scope of services outlined in this RFP and
- (2) are capable of performing quality work to achieve R4 BOE's objectives. The following information must accompany your proposal:
  1. List years in business, previous names of the firm, if any.
  2. Description of your firm, including size of firm, location, number and nature of the professional staff to be assigned; staff experience and training, including a brief resume for each key person listed.
  3. Describe experience (minimum five years previous experience with proven effectiveness) your firm or organization has in pertinent real estate experience.
  4. Experience in assisting similar size entities, including any and all services for government agencies.
  5. List of at least three references where and when your firm provided similar services. Please provide names and telephone numbers of contact persons for each reference.
  6. Additional services offered through your firm.
  7. Listing of current litigation, outstanding judgments and liens, if any.
  8. State any other costs R4 BOE may anticipate relating to the real estate services to be provided.