

**Town of Plainfield, Connecticut**

**REQUEST FOR PROPOSALS**

Sealed proposals for **REAL ESTATE BROKER/AGENT SERVICES** for the Town of Plainfield, Connecticut will be received **UNTIL 2 PM, on MONDAY, January 27, 2020** at:

Town of Plainfield  
Office of the First Selectman  
8 Community Ave.  
Plainfield, CT 06374

Documents may be picked up at Plainfield Town Hall or found online at [www.plainfieldct.org](http://www.plainfieldct.org) or on the State's BIZNET website at <https://www.biznet.ct.gov>.

Any questions regarding the Request for Proposal should be directed to First Selectman Kevin Cunningham at 860-230-3001 or emailed to: [kcunninghamselectman@plainfieldct.org](mailto:kcunninghamselectman@plainfieldct.org).

Interested real estate brokers/agents are invited to submit a proposal in accordance with the terms and conditions stated in the Request for Proposal. **Proposals should be plainly marked "RFP REAL ESTATE SERVICES" on the outside of the envelope.**

Kevin Cunningham,  
First Selectman

**Submittal Signature for:**

**REAL ESTATE BROKER/AGENT SERVICES**

The broker/agent submitting this proposal is required to submit the items listed in this RFP in full as part of the proposal package.

Failure to submit any of the documents listed below with your proposal, or failure to acknowledge any addendum, or submitting your proposal with any limitation, condition or provision not requested, may be cause for rejection of your proposal.

By signing the form below, the authorized representative affirms that the information contained in this document is true and accurate, and that the broker/agent indicated below is capable of providing services as described in their response to this RFP.

<b>COMPANY NAME:</b>	<b>TELEPHONE NUMBER:</b>
<b>AUTHORIZED REPRESENTATIVE (PLEASE PRINT)</b>	<b>COMPANY BROKER/AGENT:</b>
	<b>TITLE:</b>
<b>AUTHORIZED SIGNATURE:</b>	<b>DATE:</b>

**GENERAL**  
**SPECIFICATIONS FOR**  
**REAL ESTATE BROKER/AGENT SERVICES**

The Town of Plainfield is seeking proposal from real estate brokers/agents to sell real property owned by the Town. It is the intent of this RFP to have the successful broker/agent enter into a Professional Services Contract with the Town to supply real estate services as outlined herein.

**A. SCOPE OF SERVICES**

The successful broker/agent shall agree to contract with the Town to provide the following:

- Performing market analysis;
- Developing strategies for sale of properties;
- Negotiating with buyers on behalf of the Town;
- Coordinating real estate transaction closings; and
- Handling all other customary activities associated with professional real estate transactions.

Services may include consultations with Town staff and Board of Selectmen members relating to the sale of real estate. Presentations at public meetings may be required.

**B. BROKER'S/AGENT'S QUALIFICATIONS**

Respondents to this RFP shall have the following qualifications:

- Must be licensed as a real estate broker or agent and in good standing with State of Connecticut agencies that govern the real estate business;
- Must have an excellent reputation in the real estate community;
- Must be knowledgeable in the real estate market and have experience with small and large commercial properties; and
- Must be knowledgeable in the use of all public real estate records.

**C. INSURANCE REQUIREMENTS**

For proposal purposes, interested brokers/agents must submit copies of certificates of insurance for general liability, errors and omissions and workers compensation. **The successful broker/agent must provide original certificates of insurance prior to commencing contract services.**

**D. FEE SCHEDULE**

The proposed fee schedule shall include the following:

- Commission rate plainly stated for the selling of properties;
- Any other plainly stated costs the Town may anticipate related to the real estate services to be provided; and
- Payments to the successful broker/agent will be based on actual services received.

#### **E. TERM OF CONTRACT**

The contract period for the successful broker/agent will be for a period of six (6) months, beginning the date of award. The contract may be renewed for additional term(s) **upon satisfactory performance** by the broker/agent and at a negotiated rate agreed to in writing by both the broker/agent and the Town of Plainfield.

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

Issuance of this RFP and receipt of proposals does not commit the Town to award a contract. The Town reserves the right to postpone receipt date, accept or reject any or all proposals received in response to this RFP, or to negotiate with any of the brokers/agents submitting an RFP, or to cancel all or part of the RFP.

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

Brokers/agents who submit 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 that change the original proposal submitted. Interviews are optional and may or may not be conducted.

#### **H. SELECTION CRITERIA**

Selection of a broker/agent will be based on the following criteria:

1. Ability of the broker/agent to meet or exceed the requirements defined in the RFP;
2. Experience, qualifications and references;
3. Knowledge of the local real estate market;
4. Business reputation;
5. Fee schedule; and
6. Completeness of response to the RFP as outlined in this solicitation.

#### **I. RFP SUBMITTAL REQUIREMENTS**

By submitting a Proposal, the broker/agent represents that:

1. You have thoroughly examined and become familiar with the scope of services outlined in this RFP; and

2. You are capable of performing professional, quality work to achieve the Town's objectives.

**The following information must accompany the broker/agent's Proposal:**

1. List number of years in real estate business and previous names of the real estate firm(s) with which you are affiliated, if any.
2. Description of the real estate firm with which you are affiliated, including size, location, number and nature of professional staff to be assigned to the Town's transaction(s), staff experience and training. Include a brief resume for each key person listed.
3. Describe your experience (minimum of five [5] years' previous experience with proven effectiveness) in pertinent real estate transactions. Include a list of property transactions completed in the past five (5) calendar years, categorized as residential, commercial and industrial properties. No property owners' personal information should be included, unless they are being used for your reference (see Item 5).
4. Experience in assisting similar size entities, including any and all services for government agencies.
5. Provide at least three (3) references where and when you provided similar services, with names and telephone numbers of contact persons for each reference.
6. List any additional services that might be offered through your real estate firm.
7. Listing of any current litigation, outstanding judgments and liens; for yourself as a real estate professional and for the real estate firm with which you are affiliated.
8. Fee schedule:
  - a. State your commission rate for listing and selling properties.
  - b. State your proposed method of compensation for representing the Town in negotiations for buying and/or selling properties.
  - c. State any other costs the Town may anticipate related to the real estate services to be provided.