

**Request for Qualifications  
For**

**REAL ESTATE BROKER SERVICES FOR 540 LONGBROOK  
AVENUE STRATFORD, CT 06614**

**Town of Stratford  
2725 Main Street  
Stratford, CT 06615**

The Town of Stratford will receive submissions to Karen Kaiser, Director of Economic Development, Department of Community/Economic Development, Town of Stratford, 2725 Main Street, Stratford, CT 06615, phone: (203) 381-1351, fax: (203) 385-4108, Email: [kkaiser@townofstratford.com](mailto:kkaiser@townofstratford.com) for Request for Qualifications (RFQ) to provide Real Estate Broker Services for 540 Longbrook Avenue a Town owned property. Proposals will be received until 3:00 p.m. on December 5, 2016. Proposals submitted after the above time will not be accepted. For more information or questions please contact Karen Kaiser above.

The Town of Stratford reserves the right to reject any or all Proposals and to waive irregularities or informalities as may be deemed in the Town of Stratford's interest. It is the Town of Stratford's intent to award the project to the lowest responsive and responsible proposer. Each proposer is responsible for either delivering to Ms. Kaiser a sealed envelope containing the proposal response with the proposal name, proposal due date and time, and your firm's name or the same may be scanned and e-mailed to her.

The due date for this Proposal is:

**DUE DATE: December 5, 2016 @ 3:00 PM**

Table of Contents:

- I. Introduction
- II. Instructions
- III. Qualifications
- IV. Scope of Services
- V. Required Content
- VI. Evaluation Criteria
- VII. Selection Process
- VIII. Signature Form

**I. INTRODUCTION.**

The Town of Stratford is seeking proposals for the services of a Real Estate Broker (Broker) to provide Real Property Services for selected Town of Stratford properties that are available for sale. The Broker must be a member of National Association of Realtors, Connecticut Association of Realtors (CAR) and demonstrate the ability to provide professional means to market the Town properties both locally and nationally. The Broker will list and market this Town of Stratford property as the listing Broker for the Town of Stratford.

As the listing Broker, the Broker will receive a commission for each sale based on a percentage of the sale price.

**II. INSTRUCTIONS**

GENERAL INSTRUCTIONS

- A. The Town of Stratford invites Proposals for a Real Estate Broker Service for 540 Lomgbrook Avenue Town of Stratford property that is available for sale.
- B. Proposals will be received at place and time indicated in the RFQ.
- C. Proposals can be delivered to the Town by either:
  - 1. Either scan and e-mail; or
  - 2. Sealed envelope containing Proposal and label the envelope as follows: "REAL ESTATE BROKER",

And delivered to Karen Kaiser, Director of Economic Development, Department of Community/Economic Development, Town of Stratford, 2725 Main Street, Stratford, CT 06615, phone: (203) 381-1351, fax: (203) 385-4108, Email: [kkaiser@townofstratford.com](mailto:kkaiser@townofstratford.com).

PREPARATION OF PROPOSAL

- A. Submit an original Proposal and two (2) copies of the proposal. Failure to submit an original and two (2) copies of the proposal will constitute a non-responsive proposal.

- B. Make Proposal in name of principal and if co-partnership, give names of all parties. Give complete addresses.
- C. Proposals must be received prior to due date and time. No late proposals will be accepted.

### **III. QUALIFICATIONS**

- A. Proposers must have a minimum of 5 years experience working in the sale of Commercial Real Property, preferably with Brownfields experience.
- B. Proposers must have a Broker's License.
- C. Have passed Appraisal I Course or it equivalent.
- D. REO Certification, REO Continuing Education or equivalent.
- E. Proposers must show membership in at least Fairfield County and New Haven County Multiple Listing Services or other professional listing services generally listing commercial and mixed use properties (jointly and severally the "MLS").
- F. Proposers must demonstrate ability to sell Real Property in and around the Fairfield and New Haven Counties.

### **IV. SCOPE of SERVICES**

- A. Be able to provide market analysis and pricing guidance for selected Town of Stratford property as necessary.
- B. Establish a marketing strategy that employs multiply types of advertising including, but not limited to, internet exposure, signs, alternate trade publication strategies, etc.
- C. Accurately list Town of Stratford property in the MLS or other professional listing services generally listing commercial and mixed use properties.
- D. Provide technical assistance on the presentation of Town of Stratford property for sale.
- E. Show the Town of Stratford Property.
- F. Forward offers to Town of Stratford staff for consideration of sale.
- G. Assist Town of Stratford with the close of accepted sales offers.

## V. REQUIRED PROPOSAL CONTENT

All proposals received must consist of the items referenced below.

- A. A copy of RFQ consisting of the following:
  - a. Signed Signature Page – Provide all of the required information as indicated. Additionally, at least one of the proposals submitted is to include an **original signature** of an official authorized to bind the proposer to the proposal response.
  - b. Executed Proposer's Insurance Policy – To be properly executed, the document should be signed by an authorized representative of the proposer and a representative of the proposer's insurance carrier.
- B. Work Plan – All proposers shall provide a detailed work plan explaining how services outlined in **SCOPE OF SERVICES** section of this proposal will be delivered to the Town of Stratford.
- C. Firm's History and Experience – All proposers shall provide a brief history of the firm including staff's experience and accomplishments that are relevant to the scope of work stated in this proposal.
- D. References, etc. – All proposers shall include the name, address and telephone numbers of three (3) clients for whom Real Estate services have been performed.
- E. Conflict of Interest Statement & Supporting Documentation – Proposer shall disclose any professional or personal financial interests which could be a possible conflict of interest in representing the Town of Stratford. In addition, all proposers shall further disclose arrangement to derive additional compensation from various investment and reinvestment products, including financial contracts.

## VI. EVALUATION CRITERIA

It is the intent of The Town of Stratford to conduct a fair and comprehensive evaluation of all proposals received. The contract will be awarded to the proposer who submitted a proposal that is most advantageous to the Town of Stratford. All proposals will be evaluated based on the following criteria listed in order of importance:

- A. Suitability of the proposers plan.
- B. Demonstrated ability to satisfy SCOPE of SERVICES.

- C. Demonstrated ability to sell Real Property in and around the Fairfield and New Haven Counties.
- D. All proposals shall include a listing broker commission for each sale based on a percentage of the sale price.
- E. Names of Professional individuals to be assigned to the project.
- F. Financial Stability of Company
- G. References.

**VII. SELECTION PROCESS**

Proposals will be reviewed by the Town of Stratford per the evaluation criteria stated above. Interviews will be scheduled with firms submitting proposals deemed to have a reasonable likelihood of being selected to be awarded properties to list on behalf to the Town of Stratford. All proposers selected for interviews and possible Best and Final Offers, will be notified of selection as soon as possible.

The Evaluation Committee will recommend contract award/acceptance of a proposal to the Town Counsel for the Town of Stratford or other appropriate oversight group. Upon acceptance of a recommendation, selection of the successful proposal and contract awards will be made by the Town Counsel for the Town of Stratford or other appropriate oversight group.

**VIII. DOCUMENT – SIGNATURE FORM**

SUBMITTED TO: Karen Kaiser, Director of Economic Development, Department of Community/Economic Development, Town of Stratford, 2725 Main Street, Stratford, CT 06615, phone: (203) 381-1351, fax: (203) 385-4108, Email: [kkaiser@townofstratford.com](mailto:kkaiser@townofstratford.com)

DATE:

NAME OF PROPOSER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

TO: Town of Stratford

**ADDRESS, LEGAL STATUS, AND SIGNATURE OF PROPOSER**

The undersigned does hereby designate the address, given below, as the legal address to which all notices, directions, or other communications may be served or mailed.

PO Box/Street address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code \_\_\_\_\_