



**TOWN OF STRATFORD  
PURCHASING DEPARTMENT  
STRATFORD, CONNECTICUT**

**REQUEST FOR QUALIFICATIONS**

RFQ No. 2012-096

Issued : November 26, 2012

Subject : Real Estate Broker Services

The Town of Stratford through the Office of the Purchasing Agent, will receive proposals in accordance with the instructions, conditions and reservations that follow:

**A. CLOSING DATE:**

Proposals will be received until 3:00 pm December 17, 2012 in the Office of the Purchasing Agent, Room 202, Town Hall, 2725 Main Street, Stratford, CT 06615.

Any proposal may be withdrawn prior to the above-scheduled time for receiving proposals or authorized postponement thereof. Any proposals received after the date and time specified shall NOT be considered.

**B. INSTRUCTIONS:**

Proposals are to be submitted (**THREE COPIES**) in a sealed envelope/box and clearly marked with the bid number and description on the outside of the envelope, including all outer packaging (DHL, FedEx, UPS, etc).

Proposals must be delivered to:

Purchasing Department  
Stratford Town Hall – Rm 202  
2725 Main Street  
Stratford, CT 06615

**C. CONDITIONS:**

**Taxes:** The Town of Stratford is exempt from all State and Federal taxes. Do not include these amounts in your quotation.

**Addendums:** All addendums will be posted on the town website, [www.townofstratford.com](http://www.townofstratford.com). It is the responsibility of the proposer to check the website for any addendums before submitting their proposal.

**F.O.B. Destination:** All prices quoted must be net delivered to destination.

**Conflict of Interest:** No public official or employee shall, while serving as such, have any financial interest or engage in any business, employment, transaction or professional activity or incur any obligation of any nature which is in substantial conflict with the proper discharge of his/her duties or employment in the public interest.

**D. RESERVATIONS:**

The Town of Stratford may consider informal any proposal not prepared and submitted to the Town in accordance with the provisions herein stated. The Town of Stratford reserves the right to reject any or all proposals or parts of proposals; to waive defects in same proposals; or to accept any proposal or part thereof deemed to be in the best interests of the Town of Stratford.

Michael Bonnar, Purchasing Agent

**SPECIFICATIONS:** See next page.

## **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 Town of Stratford properties 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 Real Estate Broker Services for selected Town of Stratford properties that are available for sale.

### **PREPARATION OF PROPOSAL**

- A. Submit an original Proposal and two (2) copies of the 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.
- 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. Provide market analysis and pricing guidance for selected Town of Stratford properties 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 Properties.
- 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. Evidence of Financial Stability – All proposers shall provide reasonable evidence of commercially reasonable generally liability and error and omissions insurance coverage. This information will assist the Town of Stratford in determining the proposer’s financial condition.

C. 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.

D. 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.

E. References, etc. – All proposers shall include the name, address and telephone numbers of three (3) clients for whom Real Estate services have been performed.

F. 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. Professional qualifications of individuals to be assigned to the project.
- F. Financial Stability of Company
- G. References.
- H. Responsiveness of Proposal.
- I. Previous experience with The Town of Stratford.

## **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. In addition, the Town of Stratford may decide to negotiate with short listed firms by soliciting Best and Final Offers. 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.

**Town of Stratford – RFQ 2012-096 – Real Estate Broker Services**

**VIII. DOCUMENT – SIGNATURE FORM**

DATE:

NAME OF FIRM: \_\_\_\_\_

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

CITY / STATE: \_\_\_\_\_

ZIP CODE: \_\_\_\_\_

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

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

Name : \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_