

Town of Killingworth
323 Route 81
Killingworth, Connecticut 06419

Request for Proposals

Real Estate Broker Services
For buildable lots 32-56BH, 27-56AX, and 27-56AY
on Beaver Dam Road, Killingworth
also known as Lots 50, 51, and 60 of the Ridges at Deer Lake subdivision

The Town of Killingworth will receive submissions of proposals to provide real estate broker services for three town-owned residential lots.

The Town of Killingworth reserves the right to reject any or all proposals and to waive irregularities or informalities as may be deemed in the Town's interest. It is the Town's intent to award the project to the lowest responsive and responsible proposer.

Minority business enterprises will be afforded full opportunity to submit bids and are encouraged to do so. The Town of Killingworth is an Affirmative Action/EOE.

Proposals are due at the Killingworth Town Offices by 3:00 p.m., June 24, 2019. Proposals will be opened in public and read aloud at a Board of Selectmen's meeting on Monday, June 24, 2019 at 7:00 PM.

1. INTRODUCTION

The Town of Killingworth is seeking proposals for the services of a Real Estate Broker to provide Real Property Services for three building lots that are available for sale. The Broker must be a member of the National Association of Realtors and the Connecticut Association of Realtors, and must demonstrate the ability to provide professional means to market the Town properties. In particular, the Broker must demonstrate experience in selling unimproved residential building lots.

The Broker will list and market the Town properties as the listing Broker for the Town of Killingworth. As the listing Broker, the Broker will receive a commission for each sale based on a percentage of the sale price.

The contract will be for six months, renewable by agreement of both parties.

2. OBTAINING THE RFP

All documents that are a part of this RFP are available on the Town's website, www.townofkillingworth.com or from the Selectmen's office, 323 Route 81, Killingworth, CT 06419 during the hours of 8:00 AM – 4:00 PM Monday through Friday.

3. PROPOSAL CONTENTS

Each proposal must include:

- A. The cover form included with this RFP, filled out;
- B. A description of the Broker's approach to real property sales;
- C. A detailed work plan explaining how the services outlined in the Scope of Services will be delivered to the Town of Killingworth and information about the personnel specifically identified to provide services to the Town;
- D. A brief history of the brokerage, including the staff's experience and accomplishments relevant to the Scope of Work in this proposal;
- E. The listing broker's commission as a percentage of sales price, and any and all fees and charges to be incurred by the Town;
- F. Proof of insurance;
- G. A list of at least three references and their contact information.

4. PROPOSAL SUBMISSION INSTRUCTIONS

Proposals must be *received* in the Killingworth Town Hall, Selectmen's Office, 323 Route 81, Killingworth, CT 06419, by 3:00 p.m., Monday, June 24, 2019. A postmark before the opening date and time does **NOT** satisfy this condition. The Town will not accept submissions by e-mail or fax. Proposers are solely responsible for ensuring timely delivery. The Town will **NOT** accept late proposals.

One (1) original and three (3) copies of all proposal documents must be submitted in sealed, opaque envelopes clearly labeled with the proposer's name, the proposer's address, the words **"PROPOSAL DOCUMENTS,"** and the title Proposal number **2019-03 REAL ESTATE BROKER SERVICES.** The Town may decline to accept proposals submitted in unmarked envelopes.

5. QUALIFICATIONS

- A. Proposer must have a minimum of 5 years experience working in the sale of residential real estate, preferably including experience selling unimproved lots.
- B. Proposer must have a broker's license.
- C. Proposer must show access to Smart Multiple Listing Service (Smart MLS).
- D. Proposer must demonstrate ability to sell real property in and around the Middlesex County area.

6. SCOPE OF SERVICES

The primary responsibility is to market and sell the properties in a timely and professional manner and to negotiate a sales price acceptable to the Town. Related required services include, but are not limited to:

- A. Develop a thorough working knowledge of the property for sale.
- B. Provide market analysis and pricing guidance for the properties.
- C. Establish a marketing strategy that employs various types of advertising.
- D. Accurately list the properties in the MLS.
- E. Provide technical assistance on the preparation of the properties for sale.
- F. Show the properties.
- G. Manage communications with potential purchasers and keep the Town, through the First Selectwoman, informed of any and all offers on the properties.
- H. Prepare, negotiate and facilitate the execution of purchase and sales agreement(s) under terms acceptable to the Town and in coordination with Town Counsel.
- I. Assist the Town of Killingworth with the close of accepted sales offers.

7. QUESTIONS AND AMENDMENTS

Questions concerning **the process, procedures, and details of this RFP** are to be submitted in **writing** (including by e-mail or fax) and directed **only to:**

Name: Elizabeth Disbrow
Department: Board of Selectmen
E-mail: edisbrow@townofkillingworth.com
Fax: (860) 663-3305

Proposers are prohibited from contacting any other Town employee, officer, or official

concerning this RFP. Failure to comply with this requirement may result in disqualification.

Questions from proposers must be received no later than seven (7) days before the proposal opening date. The Town's receipt of the question will be confirmed by e-mail. The Town will answer all written questions by issuing one or more addenda, which shall be a part of this RFP and the resulting Contract.

At least four (4) calendar days prior to proposal opening, the Town will post any addenda on the Town's website, www.townofkillingworth.com. Each proposer is responsible for checking the website to determine if the Town has issued any addenda and, if so, to complete its proposal in accordance with the RFP as modified by the addenda.

No oral statement of the Town, including oral statements by the Town representatives listed above, shall be effective to waive, change or otherwise modify any of the provisions of this RFP, and no proposer shall rely on any alleged oral statement.

8. ADDITIONAL INFORMATION AND CLARIFICATION

The Town reserves the right, either before or after the opening of proposals, to ask any proposer to clarify its proposal or to submit additional information that the Town in its sole discretion deems desirable. The Town also reserves the right to correct, after proposer verification, any mistake in a proposal that is a clerical error,

9. RIGHT TO AMEND OR TERMINATE THE RFP OR CONTRACT

The Town may, before or after proposal opening and in its sole discretion, clarify, modify, amend or terminate this RFP if the Town determines it is in the Town's best interest. Any such action shall be effected by a posting on the Town's website, www.townofkillingworth.com. Each proposer is responsible for checking the Town's website to determine whether the Town has issued any addenda and, if so, to complete its proposal in accordance with the RFP as modified by the addenda.

10. EVALUATION OF PROPOSALS

The Town of Killingworth will award the contract to the proposer whose proposal is most advantageous to the Town, based on

- A. Suitability of the proposer's plan;
- B. Cost to the town;
- C. Demonstrated ability to satisfy the scope of services;

- D. Demonstrated ability to sell real property in and around Middlesex County;
- E. Reputation and credentials of professionals to be assigned to the selling of the properties;
- F. References.

11. FREEDOM OF INFORMATION ACT

All information submitted in a proposal or in response to a request for additional information is subject to disclosure under the Connecticut Freedom of Information Act as amended and judicially interpreted.

12. LEGAL STATUS

If a proposer is a corporation, limited liability company, or other business entity that is required to register with the Connecticut Secretary of the State's Office, it must have a current registration on file with that office. The Town may, in its sole discretion, request acceptable evidence of any proposer's legal status.

13. PRESUMPTION OF PROPOSER'S FULL KNOWLEDGE

Each proposer is responsible for having read and understood each document in this RFP and any addenda issued by the Town. A proposer's failure to have reviewed all information that is part of or applicable to this RFP, including but any addenda posted on the Town's website, shall in no way relieve it from any aspect of its proposal or the obligations related thereto.

Each proposer is deemed to be familiar with and is required to comply with all federal, state and local laws, regulations, ordinances, codes and orders that in any manner relate to this RFP or the performance of the work described herein.

By submitting a proposal, the proposer represents that it has thoroughly examined the scope of work outlined in this RFP, and it is capable of performing the work to achieve the Town's objectives. Each proposer shall visit the properties before preparing its proposal.

14. AWARD CRITERIA; SELECTION; CONTRACT EXECUTION

The Town will not award the proposal to any business that or person who is in arrears or in default to the Town with regard to any tax, debt, contract, security, or any other obligation.

The Town will select the proposal that it deems to be in the Town's best interest and issue a Preliminary Notice of Award to the successful proposer. The award may be subject to further discussions with the proposer. The making of a preliminary award to a proposer does not provide the proposer with any rights and does not impose upon the Town any obligations. The

Town is free to withdraw a preliminary award at any time and for any reason. A proposer has rights, and the Town has obligations, only if and when a Contract is executed by the Town and the proposer.

If the proposer does not execute the Contract within ten (10) business days of the date of the Preliminary Notice of Award, unless extended by the Town, the Town may enter into discussions with another proposer.