



**Town of Winthrop, Maine
Request for Qualifications**

REAL ESTATE BROKERAGE SERVICES

Responses Due

4:00 PM MONDAY, NOV. 6, 2023

at

Town Office

17 Highland Ave.

Winthrop, ME 04364

**Proposals will be publicly opened
immediately after the submission deadline.**

**TOWN OF WINTHROP, MAINE
REAL ESTATE BROKERAGE SERVICES**

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1. BACKGROUND

The Town of Winthrop ("Town") is seeking a real estate professional or company ("the Firm") to assist with selling certain Town-owned real estate determined to be surplus property. It is the intent of this Request for Qualifications (RFQ) to have the successful Firm enter into a Professional Services Contract with the Town to supply real estate services as outlined herein. The Firm is expected to meet the objectives of the Town, which includes in certain cases marketing lots to residential buyers intending to occupy affordable homes, or affordable housing developers to develop and manage the properties.

The Firm is expected to work closely with and provide regular reports to the Town Manager.

The Town reserves the right to reject any and all proposals, or parts of proposals, when it is judged to be in the best interest of the Town. Any award is subject to Purchasing Policy guidelines as adopted by the Winthrop Town Council on Sept. 11, 2023.

Responses will be evaluated based on their experience in real estate brokerage services in the Winthrop Lakes Region.

2. SCOPE OF SERVICES

The Town requests the following services:

- A. Act as seller's agent on behalf of the Town of Winthrop
- B. Develop a pricing and marketing strategy for the sale of Town-owned properties
- C. Work with the Town Manager and others to negotiate the sale of properties with buyers and prospects
- D. Coordinate real estate transaction closings
- E. Handle all other customary activities and services associated with real estate transactions

3. PROPOSAL SUBMISSION

- A. Firms must deliver two (2) copies of the proposal to the address below by the indicated deadline.

Winthrop Town Office
17 Highland Ave.
Winthrop, ME 04364

DEADLINE: MONDAY, NOV. 6, 2023, 4:00PM

Proposals will be publicly opened immediately after the submission deadline.

- B. Each response shall be submitted in a sealed envelope clearly marked with the Firm's name and "REAL ESTATE SERVICES" on the outside. Electronic format of proposals will not be accepted.
- C. Proposals that are incomplete, conditional or obscure, or which contain any additions not called for may be rejected by the Town.

- D. The Price Proposal must bear the written signature of a Firm representative who is duly authorized to bind the Offeror to the terms, conditions, and contracts associated with this RFQ.
- E. Any response may be withdrawn or withdrawn and resubmitted on request of the Firm up until the deadline. Responses may not be withdrawn after the deadline.

4. QUESTIONS

- A. Unless otherwise specified, questions pertaining to general information regarding this RFQ shall be addressed only in writing. No questions will be answered in-person or via telephone. Questions shall be mailed or emailed to:

Anthony Wilson
Town Manager
Town of Winthrop
17 Highland Ave.
Winthrop, ME 04364

manager@winthropmaine.org

Responses will be shared at winthropmaine.org/bidsrfps.

- B. Written questions are due to the Town by Monday, Oct. 30, 2023, at 4:00 PM. Responses to submitted questions will be answered and posted in a subsequent addendum by Tuesday, Oct. 31, 2023, at 4:00 PM. Any questions received after Monday, Oct. 30, 2023, at 4:00 PM will not be answered.

5. REQUIREMENTS

The Firm must be able to meet the following requirements:

- A. Be a licensed real estate professional for no less than 2 years under the current Firm name.
- B. Have the resources and ability to consistently and effectively provide the requested services or any alternatives accepted by the Town.
- C. Procure and maintain insurance for the duration of the contract.
- D. Attend meetings with the Town designee, as deemed necessary by the Town, to coordinate and implement services.
- E. Provide the Town with reports, data, and information on real estate market trends and other information, as requested.

6. REJECTION OF RESPONSES

The Town reserves the right to reject any or all responses and/or to waive any informalities if deemed in the best interest of the Town to do so. The Town is the sole judge of its best interest.

7. NEGOTIATIONS

The Town may enter into negotiations with a selected Firm. If the Town cannot reach agreement on acceptable terms with the selected Firm within 60 days of notification of award, the Town reserves the right to end negotiations. If negotiations are ended, the Town may

choose to select the next ranked response, to cancel the RFQ and reject all proposals, and/or to reissue the RFQ at a later date, with or without modification.

8. PROPOSAL REQUIREMENTS

Firms interested in serving as the Town's real estate broker must submit the following information in the order prescribed below. Additionally, submissions must include the Town of Winthrop Conflict of Interest Bid Disclosure Form. Each section should be separated by tabs or otherwise clearly marked. Submissions must be clearly organized using the structure below.

Section 1: Cover Letter and Contact Information

- A. Include a cover letter that identifies the real estate team, outlines your team's interest in this opportunity, why your team is best qualified to serve as the Town's real estate broker, and how you envision the process for the disposition of Town-owned property.
- B. Identify the single point of contact with authority to make decisions (preferably executive level) for your organization with whom to communicate during the solicitation process, along with their contact information.

Section 2: Firm Qualifications & Experience

- A. Organizational Structure: Indicate if the Firm is an individual, corporation, or partnership.
- B. Firms' Expertise: Provide an overview of the Firm's services provided in marketing real estate assets.
- C. Relevant Experience: Provide 3 to 5 examples of your experience in real estate marketing and brokerage services, highlighting any experiences in the Winthrop Lakes Region.
- D. Past and Current Litigation Disclosure: Provide documentation of all litigation actions taken against your firm, or related parties, in the past 5 years, including any ongoing and/or pending actions that may impact your firm's capacity to successfully perform the requested services, if selected.

Section 3: Proposed Services

Please submit a clear proposal that adequately details the services provided and the manner in which they will be provided, including the following:

- A. Real estate market analysis
- B. Client consultation methods
- C. Marketing & pricing strategies
- D. Negotiation techniques
- E. Deal closing & transaction management

Section 4: Price Proposal

PRICE PROPOSAL FORM

Price Proposal should include all proposed rates, commissions, and fees. Include the following form with the Price Proposal.

- A. The undersigned proposes to furnish all labor and materials required for the Scope of Work in accordance with the RFQ for the amount or rates specified in the accompanied price proposal.
- B. The undersigned certifies that he/she has carefully examined this Request for Qualifications and can perform the work and furnish all the material called for in the manner prescribed therein and in accordance with the requirements of the Town of Winthrop.
- C. The undersigned hereby certifies that he/she is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the work; and that he/she will comply fully with all laws and regulations.
- D. The undersigned further certifies under penalty of perjury that this price proposal is in all respects bona fide, fair, and made without collusion or fraud with any other person. As used in this subsection the word "person" shall mean any natural person, joint venture, partnership, corporation, or other business or legal entity.

Name of Firm

Business Address

City, State, Zip

Phone, Email

Name and Title of Individual Submitting Response

Signature

Date

TOWN OF WINTHROP
CONFLICT OF INTEREST BID DISCLOSURE FORM

For purposes of determining any possible conflict of interest, all responders must disclose if the Town of Winthrop, Town Council members or Town employee(s) are owners, corporate officers, employees, etc. of their business.

Indicate either "Yes" (if a Town Council member or Town employee is associated with your business) or "No". If "Yes", give person(s) name(s) and position(s) with your business.

YES (list below)

NO

NAME(S)	POSITION(S)

COMPANY NAME: _____

BY (Printed Name): _____

BY (Signature): _____

TITLE: _____

ADDRESS: _____

PHONE NUMBER: _____

E-MAIL ADDRESS: _____