



# Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

*Thomas F. Cooke - Director of Administrative Services*

## **Request for Proposal Real Estate Firms to Represent the Town of Simsbury in Real Estate Transactions**

### **Purpose**

The Town of Simsbury (the “Town”) is seeking to identify up to four (4) real estate firms to represent the Town’s interests in real estate transactions, including but not limited to the sale of properties owned by the Town as a result of tax foreclosure. The firm(s) selected will be eligible to provide real estate services to the Town through January 31, 2019. If more than one firm is selected, firms will be utilized on a rotating basis. The Town, by and through its Board of Selectmen, reserves the sole right to determine which firm(s) are best qualified to provide the services described herein, as well as the sole right to determine whether or not to enter into a contract or contracts with one or more firms. The Town also reserves the right to conduct real estate transactions without the assistance of the firm or firms once selected.

### **Scope of Services**

The primary responsibility of the firm is to market and sell properties identified for sale by the Town 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:

- Developing a thorough working knowledge of the property for sale;
- Identifying appropriate market(s) for the property and advertise accordingly;
- Managing communications with potential purchasers and keep the Town, through its Director of Administrative Services, informed of any and all offers on the property; and
- Taking all of the steps necessary to complete transactions for sale.

### **Requirements for Submission**

Respondents to this RFP are asked to submit a Proposal containing:

- A description of your firm, including its qualifications to provide the services described above;
- Information about the personnel specifically identified to provide services to the Town;
- Evidence that your firm is licensed by the State of Connecticut to conduct real estate transactions;
- Information about similar work provided to other municipalities;
- At least three (3) client references; and
- The firm’s proposed compensation structure for its services, including any and all fees, commissions and charges, including any costs to be charged back to the Town, for the period ending on January 31, 2019.

Telephone (860) 658-3230  
Facsimile (860) 658-9467

*An Equal Opportunity Employer*  
tcooke@simsbury-ct.gov  
www.simsbury-ct.gov

8:30 – 7:00 Monday  
8:30 – 4:30 Tuesday through Thursday  
8:30 – 1:00 Friday

### **Minimum Requirements**

In addition to the above, respondents must have been in the business of conducting real estate transactions in the Town of Simsbury for at least seven (7) years and must possess a working knowledge of Simsbury's real estate market.

Candidates will also be asked to certify that representation of the Town in this capacity will not present a conflict of interest.

### **Instructions for Submission of Proposals**

Three (3) copies of the Proposal must be submitted to Thomas F. Cooke, Director of Administrative Services, 933 Hopmeadow Street, Simsbury, CT 06070 before the close of business at 1:00 p.m. on Friday, February 10, 2017. Please direct any questions to Mr. Cooke at (860) 658-3230 or [tcooke@simsbury-ct.gov](mailto:tcooke@simsbury-ct.gov).