



**TOWN OF ST. ALBANS, VERMONT
REQUEST FOR PROPOSALS
REAL ESTATE SERVICES - FORMER TOWN HALL**

RFP for Professional Services

Issued: Friday, March 31, 2023 Due: Friday, April 14, 2023 at 2:00 PM.

I. GENERAL INFORMATION

The Town of St. Albans is requesting proposals from qualified real estate professionals with appropriate licensure in the State of Vermont and relevant experience in listing commercial properties to market our historic 120-year-old former Town Hall located within the St. Albans Bay village area. The scope of services requested includes but is not limited to; preparing and procuring all necessary marketing materials and advertising, delivery of a comprehensive price analysis to be reviewed by Town officials pre-listing, the development of a narrative with Town officials that accurately characterizes the historic nature of the building and the Town's openness to a public-private partnership in redeveloping/renovating it, and all necessary professional efforts to complete the sale of the property.

II. PROJECT BACKGROUND

The Town of St. Albans historic Town Hall was built in the early 20th century to house a school and a municipal office. It served the Town well for over 100 years and was vacated by the Town in December 2022. The Town is looking for a licensed real estate professional with relevant experience listing commercial real estate to market the property. The scope of this project does not include legal work which will be paid for directly by the Town.

III. SCOPE OF WORK

The Scope of Work for this project includes the following tasks but is not limited to:

1. The development of a comprehensive price analysis and subsequent review with Town officials pre-listing.
2. Preparing and procuring all necessary marketing materials and advertising.
3. Development of a narrative with Town officials that accurately characterizes the historic nature of the building and the Town's openness to a public-private partnership in redeveloping/renovating it.
4. All professional efforts necessary to complete a satisfactory transaction/sale of the property.
5. Other tasks the real estate professional deems necessary to complete the project.

The real estate professional shall supply all labor and material required to complete the project.

IV. SCHEDULE

The Town Manager will either approve a received proposal or issue a second RFP no later than **April 28th, 2023**. A real estate professional selected by the Town Manager will be afforded no more than 2 weeks' time to prepare, seek approval of, and issue the listing. Listing Agreements will not be granted for longer than 3-month periods, and could be renewed at the discretion of the Town Manager if the property has not been sold.

V. QUALIFICATIONS REQUIREMENTS

All real estate professionals will be required to prepare Technical Qualifications and a Cost Proposal as part of this submission, conforming to the following requirements:

a. Technical Qualifications

- i. The Technical Qualifications should demonstrate the Firm/Individual understands the intent and scope of the project, the character of the deliverables, the services required for their delivery, and the specific tasks to be performed in the course of supplying the services. Additionally, the qualifications of the firm/individual to supply the required services must be demonstrated.
- ii. Real estate professionals will be evaluated on technical expertise and past performance. To assist with the evaluation, the firm/individual shall provide the following information:
 1. Cover letter. This section should provide a brief introduction along with an overview of the firm/individual's understanding of the nature of the work and general approach to be taken.
 2. Introduction to the Firm/Individual. Real estate professionals shall provide the following information relative to their firm. Similar information must be provided for each sub-consultant of each member of a joint venture.
 - a. Firm name and business address, including telephone number and email contact for the proposed primary listing agent.
 - b. Indication of whether the firm is licensed to practice real estate in the State of Vermont, which is a requirement of this project.
 - c. A description of the firm's general qualifications, including experience with similar types of projects.
 3. Qualifications and experience of key staff members for this project. Firms shall identify the proposed primary listing agent to be assigned to this project, and include the function and/or responsibility of each identified individual. A resume(s) of the proposed primary listing agent and individuals proposed to work on the project shall be provided, with emphasis on previous experience on similar projects.
 4. References. The firm/individual shall submit names, addresses, and phone numbers of at least three references familiar with the firm/individual's ability, experience, and reliability in the performance and management of projects similar in nature.

b. Cost Proposal Requirements

- i. The cost proposal shall include all proposed compensation.
- ii. The cost proposal shall include an estimate of the firm/individual's expenses for the project.
- iii. Submit the cost proposal as a separate PDF document, and clearly identify it as "Cost Proposal – Historic Town Hall Listing – (*enter firm name here*)."

VI. SUBMISSIONS

The Town of St. Albans will receive proposals by mail or **electronic submittal**. Proposals are due by **Friday April 14th, 2023 at 2:00 PM**. All submittals received via email will be acknowledged by email, and a bid tab provided to all proposers after the proposals are received, via email. Late proposals will not be accepted.

Proposals shall be submitted to:
 Jenn Gray, Town Manager's Office
 P.O. Box 37
 St. Albans Bay, VT 05481
 802-524-7589, ext. 107
J.gray@stalbanstown.com

An acknowledgment email will be sent to all firms submitting a proposal. Questions about the project should be submitted in writing, and directed to Town Manager Carrie Johnson at the c.johnson@stalbanstown.com above email address. All questions must be submitted by **Friday, April 7th, 2023 by 2:00 PM**. A response to questions will be provided as an Addendum and will be found on the Town's website. All proposals must acknowledge the receipt of any addenda issued for this project.

All proposals upon submission become the property of the Town of St. Albans. The expense of preparing and submitting a proposal is the sole responsibility of the real estate professional. The Town reserves the right to reject any or all proposals received, to negotiate with any qualified firm/individual, or to cancel in part or in its entirety this RFP if it is in the best interest of the Town. This solicitation in no way obligates the Town to award a contract.

VII. REAL ESTATE PROFESSIONAL SELECTION

The firm/individual selection will be made by a Town of Saint Albans proposal review committee. The selection committee will review and evaluate all proposals based on the following criteria:

Criteria	Weight	Maximum Points	Weighted Total
1. Understanding the Scope of Work	2	5	10
2. Knowledge of Project Area	2	5	10
3. Qualifications/Experience of Proposed Staff	4	5	20

4. Past Performance on Similar Projects	4	5	20
5. Proposed cost	4	5	20

The selection committee may elect to interview consultants prior to final selection.

The Manager will select the consultant on or about April 28th, 2023.

VIII. CONTRACT

The real estate professional, prior to being awarded a Listing Agreement, shall apply for registration with the Vermont Secretary of State's Office to do business in the State of Vermont, if not already so registered. The registration form may be obtained from the Vermont Secretary of State, 26 Terrace Street, Montpelier, VT 05609-1104. The telephone number is (802) 828-2386. The firm/individual must also submit copies of all licenses held as issued by the Office of Professional Regulation. The Listing Agreement will not be executed until the real estate professional is registered with the Secretary of State's Office and submits copies of licenses held.

The real estate professional understands this professional relationship and all subsequent contracts will be governed by the attached Town of St. Albans Standard Terms and Conditions.