

**Town of Watertown
Office of the Purchasing Agent
Watertown Town Hall
61 Echo Lake Road
Watertown, CT 06795**

Request for Proposals

Realtor Services - Agent of Record

The Town of Watertown and the Watertown Town Council are seeking proposals for an Agent of Record.

Additional information and a prequalification questionnaire may be obtained or examined at the office of the Purchasing Agent, Watertown Town Hall, 61 Echo Lake Road, Watertown, CT 06795 or by accessing the Town of Watertown's website at <http://www.watertownct.org>.

To receive consideration, proposals must be received by **4:00 p.m., Friday, August 14, 2020** at the Office of the Purchasing Agent, 61 Echo Lake Road, Watertown, CT 06795 Tel. (860) 945-5260.

The Town of Watertown reserves the right to award in part, or to reject any and all proposals in whole or in part, or to waive technical defects, irregularities and omissions, if in its judgment the best interests of the Town will be served.

The Town of Watertown reserves the right to take into account the residency of bidders within the Town of Watertown and/or the location of the bidder's business within the Town of Watertown in awarding this bid.

The Town of Watertown is not liable for any cost incurred by the firms prior to the issuance of a contract and purchase order.

Donna L. Ford
Purchasing Agent
Town of Watertown

**Request for Proposal
Realtor Services - Agent of Record**

Dear Sir or Madam:

You are invited to submit a proposal to provide services as Realtor-Agent of Record for the Town of Watertown relating to the disposition of municipally owned property. This package outlines the purpose and objectives and explains the selection process.

Purpose and Objectives

The Town of Watertown is seeking proposals from qualified realtors for agent of record for the sale of municipal property under an agreement with the Town of Watertown.

All inquiries relating to the sale of specific municipal properties are to be channeled to the agent of record for marketing purposes. The agent of record will communicate all inquiries and appointments directly to the Town Manager in a timely manner. This agreement would be effective indefinitely, or until such time the Town Manager recommends a renewal of the selection process.

It is the intention of the Town to utilize these services for the sale of municipal properties. It shall be assumed for the purposes of this proposal that selected properties will not involve unimproved land. Properties include, but are not limited to:

- Town Hall Annex, 424 Main Street, Watertown, CT
- Town Hall, 37 Deforest Street, Watertown, CT

It shall also be clearly understood that although these services are being sought, it is under the direction of the Watertown Town Council that properties will be offered for sale. At this time, the only properties authorized, but not yet approved for sale are municipal properties located at 424 Main Street and 37 Deforest Street. There has been no decision made on the disposal of any additional property.

Selection Process

The selection process is being coordinated by the Office of the Town Manager. The steps in the process, and key dates, are outlined below.

Invitation to propose advertised and questionnaire distributed	<u>08/01/2020</u>
Brokers/agents submit completed questionnaires	<u>08/14/2020</u>
Submissions reviewed and finalists selected	<u>08/28/2020</u>
Interviews conducted, if required, and broker/agent selected	<u>08/28/2020</u>
Agreement Inception	<u>09/09/2020</u>

The attached prequalification questionnaire is designed to provide the maximum amount of information with a minimum of effort. Please provide your answers on the forms provided. Additional information, such as marketing brochures, should not be included.

The interviews, if required by the Town, will be limited to not more than three individuals per broker/agent. The individuals attending should be those who will have day-to-day and account management responsibilities. Interviews will be held with the Town Manager and the Purchasing Agent.

Questions regarding this process or completion of the questionnaire should be directed to:

Donna L. Ford
Purchasing Agent
Town of Watertown
61 Echo Lake Road
Watertown, CT 06795
Tel. (860) 945-5260
Email: ford@watertownct.org

**Town of Watertown
Agent/Broker Prequalification Questionnaire**

Date: _____

I. Background

A. Name of Firm: _____

B. Address of service office:

Company Name: _____

Street Address: _____

Phone: _____ Fax: _____

Toll Free Phone: _____ Web Address: _____

C. Licensed in Connecticut Yes: _____ No: _____

D. Date Established: _____

Signed: _____ Dated: _____

E. Proposed Fee: _____

**Town of Watertown
Agent/Broker Prequalification Questionnaire**

II. Personnel

A. Name and title of individual who will have primary responsibility for servicing the Town of Watertown.

B. Professional credentials of this individual:

C. Experience of this individual servicing commercial clients in Connecticut and elsewhere.

**Town of Watertown
Agent/Broker Prequalification Questionnaire**

III. References

Please list at least three commercial clients for whom you provide realtor services and whom we may contact.

Client Name: _____

Contact/Title: _____

Address: _____

Phone/Fax: _____

Annual Premium: _____

Services Provided: _____

Dates of Service: _____

Client Name: _____

Contact/Title: _____

Address: _____

Phone/Fax: _____

Annual Premium: _____

Services Provided: _____

Dates of Service: _____

Client Name: _____

Contact/Title: _____

Address: _____

Phone/Fax: _____

Annual Premium: _____

Services Provided: _____

Dates of Service: _____

**Town of Watertown
Agent/Broker Prequalification Questionnaire**

IV. Firm Servicing Office and Staff Qualifications

Provide a brief description of your firm including number of employees, number of offices and locations, and other information that will enable the reviewer to assess your firm. How long has your firm been in business?

Please identify the supporting personnel who will be fully responsible for this account if your firm is selected.

**Town of Watertown
Agent/Broker Prequalification Questionnaire**

V. Clients

Please provide a list of government clients in Connecticut (state, municipal and education clients but do not include daycare or private college/university clients), serviced by the proposed service team, account executive, or servicing office (indicate for each, which is applicable) within the past five years.

VI. Other Qualifications/Experience

Please indicate any other qualifications/experience, that may be available to the Town that you believe distinguish your agency from others in terms of capabilities.

VII. Affirmative Action

Do you have an affirmative action plan?
