

Request for Proposals

RFP – 22 Pleasant St

Professional Real Estate Sales Services

RFP Coordinator: Zachary Maher, Town Manager
108 Lewiston Street, Mechanic Falls, ME 04256

Our phone number: 207-345-2871 **Our Fax number:** 207-345-9201
E-mail: zmaher@mechanicfalls.org

From the time this RFP is issued until award notification is made, all contact with the Town regarding this RFP must be made through the aforementioned RFP Coordinator. No other person / town employee is empowered to make binding statements regarding this RFP. Violation of this provision may lead to disqualification from the bidding process, at the Town's discretion.

Proposals Due: Sept. 24th at 12 p.m. local time

Submit to:

**Mechanic Falls Town Manager
108 Lewiston Street, Mechanic Falls, ME 04256**

Public Notice

**Mechanic Falls, ME 04256
Public Notice for
Professional Real Estate Sales Services**

The Municipality of **Mechanic Falls** Maine, (the “Town”) has a requirement for Professional Real Estate Sales Services. In accordance with procurement practices, the Town is hereby announcing the publication of a Request for Proposals (RFP – 22 Pleasant) for the purchase of the aforementioned services.

A copy of the RFP can be obtained by contacting the Town’s RFP Coordinator for this project: Town Manager Zachary Maher. The RFP Coordinator can be reached at the following email address: zmaher@mechanicfalls.org or mailing address: 108 Lewiston Street, Mechanic Falls, ME 04256. The Town encourages all interested vendors to obtain a copy of the RFP and submit a competitive proposal.

Proposals must be submitted to the Town Office of Mechanic Falls, Maine, located at 108 Lewiston Street, Mechanic Falls, ME 04256. Proposals must be submitted by Sept. 24th at 12 p.m. local, when they will be opened at the aforementioned address. Proposals not received at the aforementioned address by the aforementioned deadline will not be considered for contract award.

Municipality of Mechanic Falls, Maine

RFP: Professional Real Estate Sales Services

PART I INTRODUCTION

A. Purpose and Background

The Town is seeking proposals to provide Professional Real Estate Sales as defined in this Request for Proposals (RFP) document. This document provides instructions for submitting proposals, the procedure and criteria by which the Provider(s) will be selected, and the contractual terms which will govern the relationship between Mechanic Falls (“Town”) and the awarded Bidder(s).

The Town is charged with various oversight responsibilities for municipal facilities and property.

The Town Manager is specifically authorized by Mechanic Falls Town Council to dispose of certain town properties in a timely manner which will require a substantive and well-managed effort on the part of the successful Bidder. The Town Council intends to select a Professional Real Estate Company to provide the Town with all required functions related to the disposition of Town-owned properties.

The properties may require various types and amounts of the full range of real estate services including title searches, opinion of value, closing cost, appraisals, survey work, listing, marketing and negotiation. The vendor will be responsible directly or indirectly for all these services and such other tasks as may be associated with each property to achieve successful outcomes.

B. General Provisions

1. Issuance of this RFP does not commit the Town to issue an award or to pay expenses incurred by a Bidder in the preparation of a response to this RFP. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
2. All proposals should adhere to the instructions and format requirements outlined in this RFP and all written supplements and amendments (such as the Summary of Questions and Answers), issued by the Town. Proposals are to follow the format and respond to all questions and instructions specified below in the “Proposal Submission Requirements and Evaluation” section of this RFP.
3. Bidders shall take careful note that in evaluating a proposal submitted in response to this RFP, the Town will consider materials provided in the proposal, information obtained through interviews/presentations (if any), and internal Town information of previous contract history with the Bidder (if any). In conducting any such interviews, there shall be no disclosure of any information derived from proposals submitted by competing vendors. The Town also reserves the right to consider other reliable references and publicly available information in evaluating a Bidder’s experience and capabilities. The proposal shall be signed by a person authorized to legally bind the Bidder and shall contain a statement that the proposal and the pricing contained therein will remain valid and binding for a period of 360 days from the date and time of the bid opening, with the option of three one year renewals.
4. The RFP and the selected Bidder’s proposal, including all appendices or attachments, shall be the basis for the final contract, as determined by the Town.
5. Following announcement of an award decision, all submissions in response to this RFP will be considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) (1 M.R.S. §§ 401 et seq.).
6. The Town, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in proposals received in response to this RFP.

7. The Town reserves the right to authorize other Towns to use the contract(s) resulting from this RFP, if it is deemed to be beneficial for the Town to do so.
8. All applicable laws, whether or not herein contained, shall be included by this reference. It shall be Proposer's/Vendor's responsibility to determine the applicability and requirements of any such laws and to abide by them.

C. Eligibility to Submit Bids

Bidder must be a Maine Licensed Broker in good standing with the Maine Real Estate Commission with demonstrable experience with commercial listings.

D. Contract Term

The Town is seeking a cost-efficient proposal to provide services, as defined in this RFP, for the anticipated contract period of one year. The actual contract start date will be established by a completed and approved contract.

Contract Renewal: Following the initial term of the contract, the Town may opt to renew the contract for two renewal periods of one year each subject to continued availability of funding and satisfactory performance, at the Town's sole discretion and with the right to terminate at any time.

E. Number of Awards

It is the intent of the Town to select one vendor to be responsible for providing the related services, and to work effectively with the Town Manger and any other project partners, stakeholders and vendors. This single vendor award intent does not, however, preclude joint ventures which are, in fact, encouraged where they will provide a more effective solution. If a joint proposal is submitted, one of the vendors must be the prime contractor and signatory of the agreement with the Bureau and thus be responsible for the effective Real Estate Service performance standards required under the agreement.

PART II SCOPE OF SERVICES TO BE PROVIDED

A. OVERVIEW

This Request for Proposals (RFP) is designed to select a qualified Vendor who will be responsible for providing Real Estate Planning, Management & Sales Services. The selected Vendor will be responsible for providing, via an inclusive services agreement, companies and services to meet the requirements identified in this RFP and will be held accountable for meeting these requirements.

Below is a list of town owned properties that have been approved for disposition by the Town Council.

1. 22 Pleasant St. Mechanic Falls, ME

B. APPROACH AND PLAN

This section of the proposal is intended to give respondents the opportunity to describe their sales approach.

Proposals may include brief free-form introductory or narrative in addition to the completed forms included in this RFP as Appendix A and Appendix B.

PART III KEY RFP EVENTS

A. Submitting the Proposal

1. **Proposals Due:** Proposals must be received no later than 12:00 p.m. local time on Sept. 24, 2020, at which point they will be opened. Proposals received after the 12:00 p.m. deadline will be rejected without exception.

2. Mailing/Delivery Instructions:

The official delivery site is the Town of Mechanic Falls (address shown below).

- a. Only proposals received at the official delivery site prior to the stated deadline will be considered. Bidders submitting proposals are responsible for allowing adequate time for delivery. Proposals received after the 12:00 p.m. deadline will be rejected without exception. Postmarks do not count, and fax or electronic mail transmissions of proposals are not permitted unless expressly stated in this RFP. Any method of hardcopy delivery is acceptable, such as US Mail, in-person delivery by Bidder, or use of private courier services.
- b. The Bidder must send its proposal in a sealed package clearly labeled **Re: RFP – 22 Pleasant**
- c. Address each package as follows (and be sure to include the Bidder's full business name and address as well as the RFP Property address and title):

Bidder Name/Return Address

RFP Coordinator
Mechanic Falls Town Office

108 Lewiston St
Mechanic Falls, ME 04256

Re: RFP – 22 Pleasant

PART IV PROPOSAL SUBMISSION REQUIREMENTS

A. Proposal Contents

Section I Organization Qualifications and Experience

1. Overview of the Organization

Present a brief statement of qualifications and short summary of relevant experience. If subcontractors are to be used, provide a list that specifies the name, address, phone number, contact person, and a brief description of the subcontractors' organizational capacity and qualifications. Provide evidence of adequate financial stability to fulfill the requirements of the project.

Section II Proposed Services

1. Services to be Provided

Discuss the Scope of Services referenced above and what the Bidder will offer. Give particular attention to describing the methods and resources you will use and how you will accomplish the tasks involved to include an organizational chart for the entities and individuals being proposed for the project, their roles and time commitment. If subcontractors are involved, clearly identify the work each will perform.

Section III Cost Proposal

1. General Instructions

- a. The Bidder must submit a cost proposal that covers the entire period of the contract, including any optional renewal periods.
- b. The cost proposal shall include the costs necessary for the Bidder to fully comply with the contract terms and conditions and RFP requirements.
- c. No costs related to the preparation of the proposal for this RFP or to the negotiation of the contract with the Town may be included in the proposal. Only costs to be incurred after the contract effective date that are specifically related to the implementation or operation of contracted services may be included.
- d. Bidder must submit a commission rate proposal in the form of a percentage. The Bidder's commission rate should include, but not limited to, an option of value, advertising, marketing and additional management services, travel and all other tasks deemed necessary to perform the service in accordance with this RFP and Scope of Services.

PART V PROPOSAL EVALUATION AND SELECTION

Evaluation of the submitted proposals shall be accomplished as follows:

A. Evaluation Process - General Information

1. The Town Council will judge the merits of the proposals received in accordance with the criteria defined in the RFP, and in accordance with the most advantageous cost and economic impact considerations (where applicable) for the Town.
2. Officials responsible for making decisions on the selection of a contractor shall ensure that the selection process accords equal opportunity and appropriate consideration to all who are capable of meeting the specifications. The goals of the evaluation process are to ensure fairness and objectivity in review of the proposals and to ensure that the contract is awarded to the Bidder whose proposal best satisfies the criteria of the RFP at a reasonable/competitive cost.
3. The Town reserves the right to communicate and/or schedule interviews/presentations with Bidders if needed to obtain clarification of information contained in the proposals received. Interviews/presentations are not required and changes to proposals will not be permitted during any interview/presentation process. Therefore, Bidders should submit proposals that present their costs and other requested information as clearly and completely as possible.

4. **Negotiations:** The Town reserves the right to negotiate with the successful Bidder to finalize a contract at the same rate or cost of service as presented in the selected proposal. Such negotiations may not significantly vary the content, nature or requirements of the proposal or the Town's Request for Proposals to an extent that may affect the price of goods or services requested. The Town reserves the right to terminate contract negotiations with a selected respondent who submits a proposed contract significantly different from the proposal they submitted in response to the advertised RFP. In the event that an acceptable contract cannot be negotiated with the highest ranked Bidder, the Town may withdraw its award and negotiate with another Bidder, and so on, until an acceptable contract has been finalized. Alternatively, the Town may cancel the RFP, at its sole discretion.

B. Selection and Award

1. The final decision regarding the award of the contract will be made by representatives of the Town subject to approval by the Town Council.
2. Issuance of this RFP in no way constitutes a commitment by the Town to award a contract, to pay costs incurred in the preparation of a response to this request, or to pay costs incurred in procuring or contracting for services, supplies, physical space, personnel or any other costs incurred by the Bidder.
3. The Town reserves the right to reject any and all proposals or to make multiple awards.

C. Agreement Structure

As part of the RFP, the Town reserves the right to adopt either a full-service or hybrid approach in any final agreement. In a hybrid approach, the vendor would plan, coordinate and implement the necessary services but some of those services – such as property surveying, appraisals, title search, etc. – might be provided by a third party under a separate agreement with the Town. In a full-service response, the vendor would directly or as part of a collaborative response provide all necessary services.

Standard State Agreement Provisions

1. Agreement Administration

- a. Following the award, the Town Manager will serve as Contract Administrator during the entire contract period. Town staff will be available after the award to consult with the successful Bidder in the finalization of the contract.
- b. In the event that an acceptable contract cannot be negotiated with the highest ranked Bidder, the Town may withdraw its award and negotiate with the next-highest ranked Bidder, and so on, until an acceptable contract has been finalized. Alternatively, the Town may cancel the RFP, at its sole discretion.

PART VIII APPENDICES

Appendix A

Request for Proposals

Professional Real Estate Sales Services
PROPOSAL COVER PAGE

RFP – 22 Pleasant St.
Professional Real Estate Sales Services

Bidder's Organization Name:		
Chief Executive - Name/Title:		
Tel:	Fax:	E-mail:
Headquarters Street Address:		
Headquarters City/State/Zip:		
<i>(provide information requested below if different from above)</i>		
Lead Point of Contact for Proposal - Name/Title:		
Tel:	Fax:	E-mail:
Street Address:		
City/State/Zip:		

Proposed Percentage:	
<i>The proposed cost listed above is for reference purposes only, not evaluation purposes. In the event that the cost noted above does not match the Bidder's detailed cost proposal documents, then the information on the cost proposal documents will take precedence.</i>	

- This proposal and the pricing structure contained herein will remain firm for a period of 180 days from the date and time of the bid opening.
- No personnel currently employed by the Town participated, either directly or indirectly, in any activities relating to the preparation of the Bidder's proposal.
- No attempt has been made or will be made by the Bidder to induce any other person or firm to submit or not to submit a proposal.
- The undersigned is authorized to enter into contractual obligations on behalf of the above-named organization.

Debarment, Performance, and Non-Collusion Certification

By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals, and any subcontractors named in this proposal:

- a. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.*
- b. Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:*
 - i. fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.*
 - ii. violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;*
 - iii. are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and*
 - iv. have not within a three (3) year period preceding this proposal had one or more federal, state or local government transactions terminated for cause or default.*
- c. Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this proposal is in all respects fair and without collusion or fraud. The above-mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.*

Failure to provide this certification may result in the disqualification of the Bidder’s proposal, at the discretion of the Town.

To the best of my knowledge all information provided in the enclosed proposal, both programmatic and financial, is complete and accurate at the time of submission.

Name:	Title:
Authorized Signature:	Date:

Appendix B

Professional Real Estate Sales Services

RFP Coordinator: Zachary Maher, Town Manager
108 Lewiston Street, Mechanic Falls, ME 04256

Our phone number: 207-345-2871 **Our Fax number:** 207-345-9201
E-mail: ZMaher@MechanicFalls.org

COST PROPOSAL FORM

**RFP – 22 Pleasant St.
Professional Real Estate Sales Services**

Bidder's Organization Name: _____

Instructions: Bidders should provide a Gross Sale Commission Rate in the form of a percentage associated for the sale value of each Town property. The commission shall include, but not limited to, an opinion of value, advertising, marketing and additional services management, travel and all other tasks deemed necessary for the sale. For evaluation purposes, all proposals must provide and will be evaluated on the proposed gross sale commission percentage.

Proposed Listing Price: \$ _____

Proposed Gross Sale Commission Percentage: _____%

Certification Statement

To the best of my knowledge, all information provided in the Form is complete and accurate at the time of submission and I confirm that I am authorized to make such a determination on behalf of my organization.

Name:	Title:
Authorized Signature:	Date: