

**REQUEST FOR PROPOSALS
FITCHBURG REDEVELOPMENT AUTHORITY
ON-CALL REAL ESTATE MARKETING AND BROKERAGE SERVICES**

DUE DATE: Monday, May 6, 2024

DUE TIME: 12:00 pm local time

GENERAL RFP INFORMATION

The Fitchburg Redevelopment Authority (FRA) invites qualified proposers to submit sealed proposals for all labor and materials necessary for real estate marketing and brokerage services for the FRA-owned property on an on-call basis.

PROPOSED CONTRACT TERM

The initial term of this agreement shall be for three years and commence upon the execution of the contract. A one-time, two-year extension may be granted by a mutual agreement.

PRE-PROPOSAL BRIEFING

A pre-proposal briefing will be held on Tuesday, April 16, 2024, at 10:00 am in the FRA's Conference Room at 166 Boulder Drive, Suite 104. Briefing is not mandatory.

LAST DAY FOR QUESTIONS

The last day for questions will be Monday, April 29, 2024, at 4:00 pm.

POINT OF CONTACT

All information with respect to this solicitation shall be directed through the FRA's Executive Director, including questions, clarifications, or observations. The proposer shall not contact any FRA employee or Board member with regard to this solicitation without first contacting the Executive Director at director@fitchburgredevelopment.com or (978) 345-9602.

GENERAL REQUIREMENTS

Prevailing Wage Rates – Not Required.

CORI Policy

Massachusetts General Law requires Criminal Offense Record Inquiry (CORI) checks be conducted on all contractors, subcontractors, or laborers commissioned to do work on certain municipal projects. Contractors shall comply with CORI policies.

INSURANCE

Liability Insurance is required.

FINANCIAL INTEREST OF PUBLIC EMPLOYEES

Public employees and their family members are not allowed to have a financial interest in a contract with the public organization they are employed by. Public employees and their family members are also forbidden to solicit or accept gifts, gratuities, or favors from anyone looking to conduct business with the FRA. Incidents of this nature will be reported to the appropriate authorities for investigation.

NON-COLLUSION

All those doing business with the FRA will be required to certify under the penalties of perjury that their quote, bid, or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

PROPOSER TAX STATUS

All those doing business with the FRA will be required to certify under the penalties of perjury, pursuant to Massachusetts General Laws, Chapter 62C, Section 49A, that to the best of their knowledge and belief, they have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

APPROPRIATION OF FUNDS

All contract obligations on behalf of the FRA are subject to prior annual appropriation to cover the full extent of the contract.

PROPOSER'S PRE-BID RESPONSIBILITY

PROJECT BACKGROUND

The Fitchburg Redevelopment Authority, hereinafter referred to as the "FRA," is seeking proposals from qualified real estate brokers to provide marketing and brokerage services from the FRA on an on-call basis. The FRA currently owns five (5) properties, but others are not yet to be determined. Properties that will utilize this contract for on-call services must be sold or leased after a responsible buyer or tenant is identified through a sealed bid process required by MGL c. 30B section 16 and approved by the FRA's Board of Directors. The first priority for selecting the responsible buyer or renter of a property will be those who proposed the most

advantageous proposal that will utilize the property in a manner enhancing, benefitting or supporting business and/or residential development in each location while improving the aesthetics of the street and removing blight. Priority will be given to projects which demonstrate the benefit of their proposal to the neighborhood and/or business community of the city of Fitchburg, and which preserve and rehabilitate existing structure(s) on-site when applicable.

COMPENSATION

Compensation will be paid to the broker/firm selected to market and broker the sale of each property as follows:

Through this RFP process, the FRA is generally selling properties or renting units (at 166 Boulder Drive) with the intent of obtaining the most impactful redevelopment of the property, not necessarily the highest sale/rental price. As a result, the FRA is asking brokers to follow the FRA's process which includes:

1. Obtain an appraisal of the property to ensure fair market value, and
2. Negotiate based on that fair market value.

The FRA is asking brokers to use the appraised value as a basis for compensation. Brokers will be compensated for the flat fee proposed in the selected firm's fee schedule submitted in response to this RFP. The tiered fee structure using the appraised value as the basis for the fee is as follows if for example using the value at \$150,000:

1. Below \$150,000
2. Between \$150,000-\$500,000
3. Above \$500,000, but less than \$1,000,000
4. Above \$1,000,000

RULE FOR REWARD

The FRA will select the responsive and responsible broker who provides the lowest total estimated commission for the listed properties.

SCOPE OF SERVICES

The successful broker/firm shall agree to independently contract with the FRA to provide the following:

- Developing and implementing strategic marketing plans to solicit parties potentially interested:
- Progress updates and timely telephone and email contact with FRA staff.
- Coordinating and attending open house(s).
- Coordinating real estate transaction closing.

- Handling all other customary activities and services associated with real estate transactions including directing potential buyers to respond to Request for Proposals associated with the properties (if any).

In addition, the successful respondent may also be required to:

- Provide updates to the FRA's Board of Directors at periodic meetings.
- Provide deliverables, such as marketing and strategic planning reports as specified in each task order that may be issued during the time of the contract.

SCHEDULE OF WORK

The FRA is prepared to enter an on-call contract for an initial three (3) year period with the selected broker/firm meeting the minimum qualifications below. The FRA will provide notice of upcoming properties requiring real estate broker services with at least 14 days' notice of the FRA's intent to publish the Request for Proposals. The FRA will provide required information, including the RFP, appraisal report, and any additional relevant information as expeditiously as possible for the orderly progress of work.

In the case of a rental unit at 166 Boulder Drive, the real estate broker will work with the Board of Directors to establish the highest and best use as well as rent scale for long-term leases on an individual basis.

QUALIFICATIONS

Respondents to this RFP shall have the following minimum qualifications:

- Current Broker's License and in good standing with the Commonwealth of Massachusetts.
- At least five (5) years' experience with both commercial and residential real estate and knowledge of the local real estate market.
- Successful completion of the sale of at least five (5) properties in the north Worcester County region in the past five (5) years.
- Knowledge of the use of all public real estate records.

DISCLOSURE STATEMENT

Before submitting a proposal, the Proposer shall make a careful study of all FRA properties, relevant documents, condition of the properties and use restrictions.

The FRA is not liable for any costs incurred by the offeror in submitting this proposal. The FRA reserves the right to reject any or all proposals and to award the properties in its best interest.

HOW TO SUBMIT YOUR PROPOSAL

- The form should be signed by the Proposer.
- The Proposer's name, address, telephone number, and email address shall be included in the submittal.
- Proposals must be submitted in sealed envelopes.
- Proposals must be delivered to the FRA's office at 166 Boulder Drive, Suite 104, Fitchburg, MA 01420.
- Clearly indicate the 1) Title, 2) Proposer's Name, and Address on the envelope cover.
- Faxed or electronic proposals will NOT be considered.
- Late proposals will NOT be considered.

REQUIRED PROPOSAL CONTENTS (mandatory)

- A. Letter of transmittal signed by an official authority to bind the offeror, must identify all parties to the proposal. Include the name, address, telephone number, and email address of the person(s) authorized to submit and discuss the proposal. The letter must clearly state the intention of the offeror, if selected, to enter into an agreement with the FRA, without timeframes specified and in accordance with the terms and conditions specified in the proposal of this document.
- B. A brief resume for each key person assigned to the FRA, including experience, training, and licenses.
- C. A brief description of the experience and effectiveness your firm has in pertinent real estate marketing and brokerage services, indicating examples of similar sales within the region during the prior five (5) years.
- D. List of at least three (3) references where and when your firm provided similar services. Please provide the names and phone numbers of contact people for each reference.
- E. A copy of your current Real Estate Brokerage License/Certification.
- F. The FRA is interested in a real estate transaction process that is as publicly accessible as possible. Please provide a sample marketing strategy and anticipated timeline that includes how you intend to inform and update the FRA Staff and Board of Directors.
- G. Confirmation that no local, state, or federal taxes are due and outstanding for the firm.
- H. Information regarding any legal or administrative actions past, pending, or threatened that could relate to the conduct of the proposer's (or its principals or its affiliates) business and/or its compliance with laws and other governmental requirements.
- I. Fee Schedule: Please use the attached fee schedule form to submit your quote.

PRESENTATIONS AND INTERVIEWS

Following a review of the proposals that are timely and otherwise properly submitted, the FRA may choose to conduct interviews with selected proposers. The purpose of any interview will be to clarify proposals and evaluate qualities, expatriates, and concepts of the proposer.

The FRA will evaluate the proposals based on the information provided in the proposer's submission, interviews, references, any additional information publicly available, and from other verifiable sources.

EVALUATION CRITERIA

Evaluation Criteria Provisions

Each Proposal will be reviewed for completeness and compliance with the general requirements of the RFP by the Executive Director. The award will be granted to the responsible and responsive broker/firm with the lowest commission rate. Issuance of this RFP and receipt of quotes does not commit the FRA to award of contracts. The FRA reserves the right to postpone receipt date, accept or reject any or all quotes received in response to this RFP, or to negotiate with the lowest quoted broker/firm, or to cancel all or part of this RFP if it is in the public's best interest to do so.

Additionally, each Proposal shall address all the elements of the Request for Proposals including the required proposal contents. The minimum evaluation criteria must be met.

REQUEST FOR PROPOSAL FORM

FITCHBURG REDEVELOPMENT AUTHORITY PROPERTY

ON-CALL REAL ESTATE MARKETING AND BROKERAGE SERVICES

State your commission rate/fee for each type of property.

Property type	Fee
Fair market value under \$150,000	\$
Fair market value over \$150,000, but less than \$500,000	\$
Fair market value over \$500,000 but less than \$1,000,000	\$
Fair market value over \$1,000,000	\$
Hourly rate for services outside the scope of work	\$

The undersigned certifies under the penalties of perjury that this bid is in all respects bona fide, fair, and made without collusion or fraud with any other person. As used in the subsection the word "person" shall mean natural person, joint venture, partnership, corporation, or other business or legal entity.

Pursuant to MGL c. 62(C) Sec. 49(a), the individual signing this Certification on behalf of the Company, hereby certifies, under penalties of perjury, that to the best of his/her knowledge and belief the company has complied with any and all applicable state tax laws.

Company: _____

Address: _____

City, State, Zip Code: _____

Telephone number: _____ Email: _____

Printed Name: _____ Title: _____

Signature: _____ Date: _____

RESPONDENT SHALL CERTIFY THE FOLLOWING, BY SIGNING IN APPROPRIATE AREA INDICATED BELOW:

CERTIFICATION OF GOOD FAITH

The undersigned certifies under the penalties of perjury that this bid, or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

COMPANY NAME

DATE

BY: SIGNATURE AND TITLE

PRINT NAME

STATEMENT OF TAX COMPLIANCE

Pursuant to Massachusetts General Laws Chapter 62C, Section 49A, I certify under the penalties of perjury that, _____ to the best of my knowledge and
(name of bidder)

Belief has complied with all laws of the Commonwealth of Massachusetts related to taxes, reporting of employees and contractors, and withholding and remitting child support.

COMPANY NAME

DATE

BY: SIGNATURE AND TITLE

SSN (voluntary) OR FEDERAL ID#

Approval of a contract or other agreement shall not be granted unless this certification clause is signed.

Your Social Security number shall be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency shall not have a contract or other agreement issued, renewed, or extended.

CERTIFICATE OF AUTHORITY

_____, is authorized to execute contracts related to this
(Name and Title)

solicitation from the FRA. Such execution of the contract by this representative shall be valid and binding upon the individual firm listed below.

COMPANY NAME

DATE

BY: SIGNATURE AND TITLE

PRINT NAME

PLEASE SUBMIT THIS PAGE WITH YOUR PROPOSAL