

REQUEST FOR QUALIFICATION PROPOSALS

REAL ESTATE SERVICES FORMER MILLBROOK CLUBHOUSE TOWN OF WINDSOR - CONNECTICUT

INTRODUCTION

The Town of Windsor is soliciting qualification proposals for real estate broker services related to leasing of the former Millbrook Golf Course clubhouse/restaurant at 147 Pigeon Hill Road, Windsor, CT 06095.

The Town recently acquired the former Millbrook Golf Course as part of an open space project. Along with the 90 acre site which will be preserved and enhanced as natural open space and for passive recreation, the Town took ownership of a 5,500 SF clubhouse/restaurant building. The Town would like to lease this building for use as a restaurant, meeting/event facility or similar use.

An informational flyer for the property is attached.

TERM OF AGREEMENT

It is the intent of the Town to award a limited-term contract for services (six months with ability to renew for an additional six months at sole discretion of Town).

SCOPE OF SERVICES

The scope of services includes the following:

- Recommending proposed rental rate and lease terms
- Advertising and marketing of the property
- Listing of the space in MLS, Costar, LoopNet, SiteFinder and/or other online commercial real estate marketplaces
- Showing the space to prospective restaurant tenants
- Advising the Town on negotiations of lease terms as appropriate
- Delivering lease proposals for consideration by the Town
- Negotiating leases with prospective tenants
- Conducting as appropriate, credit reports, and bank reference checks for potential tenants

REQUIREMENTS/DISCLAIMERS

1. Consultant must be available to begin work immediately following selection which is anticipated in early May.

2. Town is not liable for any expenses incurred in relation to the preparation or submission of responses to this request for qualification proposals.

3. All proposals submitted in response to this request for qualification proposals become the property of the town and are considered public records under Connecticut law.

GUIDELINES FOR PROPOSAL SUBMISSION

Proposals must be submitted in the prescribed format. Any proposal that deviates from this format may be rejected without review at the Town's sole discretion.

Cover Letter

The cover letter should be a maximum of one (1) page on the consultant's letterhead, and must include the consultant's name, address, telephone and email addresses of the contact person or persons who will be authorized to represent the consultant. Any proposed sub-consultants should be clearly identified.

Qualifications and Experience

Describe the background, experience and qualifications of the principal contact and individual team members involved in the activities. Provide documentation of appropriate licensing and standing to conduct business in Connecticut. Provide client references regarding the firm's performance, including the completion of work of a similar nature within the last three years. The references shall include the firm's name, contact name, title and phone number for each of the reference.

Proposed Work Plan

Briefly describe the plan for marketing the property – recommended signage, advertising, listing, and other work proposed to market and lease the property.

Compensation Proposal

The compensation proposal should provide a fee schedule. The schedule should include any cost reimbursement items and include all anticipated expenses such as travel, reproduction of documents, etc.

Insurance

The selected consultant will be required to provide evidence of insurance coverages as required by the Town's Risk Manager. Liability insurance coverage shall name the Town of Windsor, Connecticut, its agents,

officers, and employees as additional insured. The coverage shall contain a 30-day absolute cancellation clause.

EVALUATION PROCESS

The proposals will be evaluated by Town staff based on the following:

1. Demonstrated ability to perform the required scope of services;
2. Qualifications of firm and assigned personnel;
3. Work plan;
4. References; and
5. Proposed compensation for services.

Some consultants may be invited to make oral presentation(s). To facilitate the selection process, proposed consultants should be prepared to be available for interviews during the two weeks following the submission deadline.

Evaluation and subsequent selection of a qualified consultant firm is competitive. The Town reserves the right to: reject any and all proposals received as a result of the Town's "Request For Qualification Proposals;" amend or change criteria for award of contract; waive any informality or irregularity in any proposal received to the extent allowed by law.

PROPOSAL SUBMITTAL REQUIREMENTS

Quantity - One (1) electronic version of the Proposal is required for submission.

Deadline for Submittal - The filing deadline for submittal of the above documents is Friday, April 26, 2019 before 4:00 pm.

Electronic copy must be submitted to:
James Burke, Economic Development Director
burke@townofwindsorct.com

INQUIRIES

Questions regarding this RFQ are to be directed by email or phone to:
James Burke, Economic Development Director
burke@townofwindsorct.com
(860) 285-1877