



## TOWN OF WINCHESTER – CITY OF WINSTED

Town Hall – 338 Main Street

WINSTED, CONNECTICUT 06098

### REQUEST FOR PROPOSALS (RFP)

#### for Realtor Services

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Date Issued:	Thursday, February 9, 2023
Questions Deadline:	Monday, February 20, 2023
Answers Issued by:	Monday, February 27, 2023
Submission Deadline:	9:00 AM EST on Monday, March 6, 2023
Primary Contact:	Joshua Steele Kelly, Town Manager <a href="mailto:townmanager@townofwinchester.org">townmanager@townofwinchester.org</a>
Send Proposals To:	Winchester Town Hall
(Sealed and marked as RFP submission)	338 Main Street Winsted, CT 06098

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#### **I. Introduction & Background**

The Town of Winchester/City of Winsted is requesting sealed proposals for Realtor services, which will include the listing and marketing of Town-owned property for sale to the public. The Town presently owns a number of properties around Winsted and Winchester that are developable. The Town seeks someone skilled as a real estate agent to



help ensure that the Town receives top-dollar for these parcels and ensures that the buyers of these parcels will help improve the character of the Town and enhance the Town's grand list.

The Town issues this RFP in order to select the proposal that assures the best overall success in these sales. The Town will contract with the realtor that submits the proposal that is most advantageous to the Town of Winchester. The quality and thoroughness of the submission, experience and capability of the prospective realtor, and the proposed financial cost for the Town are among the evaluation criteria, as noted later on in this document, that will be used to make that decision.

The sale of Town-owned land is governed by the [Town's Ordinance #176](#). Please review that ordinance in full and be familiar with the process prior to submitting a proposal in response to this RFP. Selling property through a realtor has, in past instances, covered the ordinance's requirement that the Town go "out to bid."

## **II. The Town of Winchester & City of Winsted, CT**

Winchester is a friendly, vibrant, and affordable town that is attracting developers, businesses, and new residents alike.

### ***Accessibility & Walkability***

Winsted, the downtown area of the Town of Winchester, is highly accessible, sitting at the crossroads of Route 44 (which travels east to Hartford and west to Albany) and Route 8 (which travels north to the Berkshires and south to Waterbury and eventually Connecticut's "gold coast"). Winsted is also 35 minutes from Bradley International Airport and just 90 minutes from New York City. This makes Winsted an ideal place for businesses, of which there are many in town, and an ideal place for



families and individuals to live, whether they work nearby or commute to one of the larger cities nearby. Main Street (which is also Route 44) is charming and easily walkable. It is home to a plethora of restaurants and shops and is a short walk away from one of Connecticut's largest and most pristine lakes. For more information about Main Street, please visit the Friends of Main Street website at <https://www.fomswinsted.org/>.

### ***Arts & Culture***

Arts and culture are a feature not just in Winsted, but in the surrounding northwestern corner of Connecticut. Winsted is home to the American Mural Project (AMP), the largest indoor collaborative artwork in the world, standing at 120 feet long and five stories high. Nextdoor to AMP is Whiting Mills, an artisan community home to numerous artisanal shops and studios that are open to the public on a regular basis. In development is the Laural City Playhouse, and right on Main Street is the Gilson Theater, where you can treat yourself to dinner and a movie or a live performance all at the same time. Small art, pottery, and photography studios line Main Street, making it a vibrant and exciting place to be, and the Town is also home to the

American Museum of Tort Law, the only museum of law in the world. Winsted is just 15 minutes away in Torrington is the Five Points Art Gallery and the Warner Theatre, 20 minutes eastward is the Farmington Valley, and less than an hour away are both the Bushnell Theater in Hartford and the world-famous Tanglewood performing arts center in western Massachusetts.



### ***Nature & Recreation***

Winchester is located in the foothills of the Berkshires, making it a visually spectacular place to live and experience. The town is home to a number of parks, multiple pristine lakes (three of which are publicly accessible with public boat launches), and thousands of acres of publicly-owned land that is available and accessible for hikers, boaters, kayakers, mountain bikers, and the like. In addition to trails, lakes, and rivers, the Town is home to a number of recreation-based businesses and other attractions including R&B Sportsworld, which offers minigolf, bumper cars, batting cages, go-carts, and more; Be Under Par, an indoor golf simulator business; and more. The town is home to a wide variety of recreational and entertainment events year-round: from the Laurel Ball in the spring, to the Firemen's Carnival in the summer, to the Gator Parade in the winter. Businesses and residents looking to join Winchester will not be disappointed by its offerings outside of home and work.

### **Resources & Services**

Winchester is not just home to top-notch Town services; it is also home to Northwestern



Community College, the #1 top-ranked community college in Connecticut offering a wide variety of two-year degrees and a bachelor's degree in business. The community college plays host to the Northwestern Entrepreneurial Center, an arm of the college that focuses on helping new entrepreneurs get the connections, experience, and help that they need to succeed. Younger students will attend, beginning in August 2022, the refurbished-as-new Hinsdale School,

and the town also has its own middle school (Pearson Middle School) and sends its students to a private endowed academy, the Gilbert School.

### **III. Proposal Process & Schedule**

*\*An asterisk denotes estimated dates.*

RFP Public Release/Posting	Thursday, February 9, 2023
Deadline for submission of written questions about the RFP (sent by email to <a href="mailto:townmanager@townofwinchester.org">townmanager@townofwinchester.org</a> )	Monday, February 20, 2023
Answers issued by	Monday, February 27, 2023
Deadline for Proposal Submission/Opening & Preliminary Review of Proposals	9:00 AM EST on Monday, March 6, 2023
Interview Respondents (optional)*	By March 10, 2023
Completion of Evaluation/Scoring of Proposals*	By March 17, 2023
Select Winning Proposal & Public	By April 3, 2023

Announcement of Proposal Selection*	
Sign Contract*	By April 24, 2023

Notices of the availability of this RFP will be placed on the Town website and in the Town's other usual posting locations. A paper copy may be obtained during normal business hours by stopping into the Town Manager's Office.

***Proposal scope:***

The Town of Winchester/City of Winsted is requesting sealed proposals for Realtor services, which will include the listing and marketing of Town-owned property for sale to the public, representing the Town to prospective buyers in these transactions, and counseling the Town in its decision-making to yield the highest sale prices possible while considering the buyer's proposed uses for the given lot. The Town presently owns a number of properties around Winsted and Winchester that are developable, and the selected real estate agent will represent the Town in instances where the Town elects to place properties for sale on the market for a period of time ranging from the date that a contract is signed through at least June 30, 2024.

The sale of Town-owned land is governed by the [Town's Ordinance #176](#). Please review that ordinance in full and be familiar with the process prior to submitting a proposal in response to this RFP. Selling property through a realtor has, in past instances, covered the ordinance's requirement that the Town go "out to bid."

***Questions concerning this RFP:***

Questions concerning this RFP must be submitted in writing to the Town Manager at [townmanager@townofwinchester.org](mailto:townmanager@townofwinchester.org) or mailed to the Town Manager's Office at 338 Main Street, Winsted, CT 06098. All questions must be received by the Town Manager's Office as indicated above. Written responses will then be emailed to all proposers on record as having picked up or downloaded the RFP.

***Proposal submission deadline:***

Sealed proposals are due in writing or via digital/electronic copy saved on a USB (jump/thumb) drive at the Town Manager's Office, 338 Main Street, Winsted, CT 06098 by the time and date detailed above. Faxed or emailed submissions WILL NOT be accepted.

Proposals may be corrected, modified, or withdrawn prior to the deadline for submission of proposals by submitting the required number of copies of such correction, modification, withdrawal or a new submission, clearly marked on the outside envelope with the appropriate heading, by the submission deadline listed above.

No proposer may withdraw its proposal for a period of one hundred fifty (150) days after the due date for submission of the proposals to the Town.

The Town reserves the right to conduct a standard criminal and business background check of each proposer which may include but is not limited to: contacting contractual business associates and practices, researching employment histories, and conducting background checks with former colleagues or customers. By submitting qualifications to the Town of Winchester, the proposer consents to such an inquiry and agrees to make available to the Town references as the Town deems necessary to conduct the inquiry.

The Town may, at its option, interview proposers as part of this selection process. However, selection may take place without such interviews. Therefore, proposals should be complete as initially submitted.

The Town reserves the right to reject any and all proposals, to negotiate any and all nonmandatory contract terms with the successful proposer, or to cancel this procurement at any time if it is in the Town's best interest to do so.

#### **IV. Submission Requirements**

Parties interested in responding to this RFP are invited to submit a proposal in accordance with the following terms and conditions. With submission of a response to this RFP, the proposer acknowledges that he or she has read and understands the requirements and conditions herein.

Each proposer shall submit three (3) paper copies of the proposal (one of which shall be the original) OR a digital/electronic copy saved on a USB (jump/thumb) drive, complete with all supporting materials, to the Office of the Town Manager, 338 Main St, Winsted, CT 06098, no later than the date and time as marked at the beginning of this RFP. The sealed proposal shall be marked "Proposal for Realtor Services."

Responses to the RFP must include all required documents, completed, and signed per the instructions and attached forms included in this RFP package. Emailed and faxed proposals will not be accepted and will be deemed non-responsive and will not be evaluated. No proposals submitted after the above-referenced deadline will be accepted.

All proposals must include the following materials:

1. **Cover Letter.** A letter signed by the proposer, or, if the proposer is an entity, principal(s) of the proposer who is authorized to submit its RFP response, including a statement of interest, the identity of the proposer, and name of the purchaser of the Premises (if other than proposer), and the name, address and contact information of all interested parties.
2. **Price Proposal.** Proposers must state their proposed price/percent to be paid for each property sold by the Town through their services. The Town will look favorably on proposals that will ultimately cost the Town less.

3. **Description of Services.** Proposers must include a thorough description of services they will provide the Town as a real estate agent in the service of the Town.
4. **References.** Each proposer shall include the names, telephone numbers and email addresses of three to six (3 - 6) professional references. Please state the relationship with each reference. These references should be a combination of current or former business partners/colleagues, a former employer, or current or former clients.
5. **Certifications.** Proposers are required to certify, in their submission, that they have not colluded with any other person submitting a proposal; they must be able to supply a Certificate of Legal Existence from the Secretary of the State's Office.
6. **Other.** The proposer should include in this section any other information which the proposer believes the Town should know in order to fully evaluate the proposal, or any special conditions to the proposal. If a proposal is missing any of the required materials, or the required materials are combined, the Town reserves the right to evaluate the proposal if, in the sole discretion of the Town, the overall proposal is responsive to the evaluation criteria and required material.

Additional Instructions:

- If any changes are made to this RFP, an addendum will be issued. Each addendum will be emailed to all persons on record as having requested the RFP. Failure of any proposer to receive any such addendum or interpretation shall not relieve such proposer from the obligation to comply with the terms of such addenda. All addenda so issued shall become part of this RFP.
- Proposers are cautioned that it is the responsibility of each individual proposer to assure that his/her proposal is in the possession of the responsible official or a designated alternate prior to the stated time and at the place of proposal by the due date. The Town is not responsible for proposals delayed by mail and/or delivery service of any nature. Late responses will not be accepted, nor will additional time be granted to individual respondents unless the Town extends the required submittal date for all proposers.
- All words and figures submitted on the proposal shall be neatly written in ink or typed. Proposals that are conditional, obscure, or which contain additions not called for in the specifications, erasures, alteration, or irregularities may be rejected.
- All proposals become the property of the Town. All proposals are deemed to be public records, excluding financial supporting documentation, under Connecticut General Statutes.
- The Town will not be liable for any costs incurred by any respondents in the preparation and presentation of responses to this RFP, or in the participation in views, interviews, negotiations, or any other aspect of this RFP process.

- Failure to meet the submittal requirements may be sufficient cause to reject a proposal. Proposers are solely responsible for reviewing all the provisions of this RFP and any attachments prior to submitting the proposal. Proposals that are incomplete, not properly endorsed, or are otherwise in conflict with the requirements of this RFP, may be rejected.

## **V. Evaluation Criteria & Selection Process**

The Town may, but is not required to, select a list of responders to invite to an interview. The use of an interview is dependent on the number and scope of the proposals submitted.

### **A. Evaluation Criteria. Evaluation will be based on the following criteria:**

#### **CRITERION 1: Experience (of proposer)**

- Has the proposer been in business for a reasonable period and had actual experience with similar projects?
- Does the proposer have examples of past work?
- Has the proposer included at least 3 references for past projects?
- Has the proposer demonstrated that they have a solid understanding of the technical and logistical needs of the Town?

#### **CRITERION 2: Ability to Succeed**

- Has the proposer demonstrated that they will be timely in their correspondence and dealings with the Town?
- Do they have sufficient staff and contractors/sub-contractors to perform work in a timely manner and are they able to make the necessary time commitment required to meet the schedule?
- Is the proposer known for quality work?

#### **CRITERION 3: Financial Benefit**

- Is the payment requested by the realtor favorable to the Town?
- Does the proposer have demonstrated ability to sell properties at top-dollar?

- B. All proposals submitted by the proposal filing deadline set forth at the top of this RFP will be opened in public and recorded. All information contained in the proposals is public, excluding financial supporting documentation.
- C. Each proposer must include sufficient supporting material to allow a meaningful and comprehensive evaluation of its proposal. The Town of Winchester reserves the right to disqualify any proposal or response due to insufficient supporting or explanatory information, or to request additional supporting information. The Town may request additional information of one or more respondents relative to a proposal or



qualifications. Requests shall be in writing with the expectation of a written response within a specified time.

- D. Following the receipt of any additional information requested of the proposers by the Town, if any, proposals will be evaluated and rated by the Town according to the comparative evaluation criteria set forth in this RFP. The Town will select the most advantageous proposal, taking into consideration all of the evaluation criteria set forth in this RFP.

## **VI. Reservations & Disclaimers by the Town**

- This RFP does not represent any obligation or agreement whatsoever on the part of the Town to engage with a proposer.
- The Town reserves the right, in its sole discretion, to reject at any time any or all proposals, to withdraw the RFP, to select finalists to submit and negotiate a more fully-developed response, and/or to negotiate with one or more applicants.
- The Town also reserves the right, at any time, to waive strict compliance with the terms and conditions of this RFP or to entertain reasonable modifications or additions to selected proposals provided the same are not materially different from the terms set forth herein.
- While the Town of Winchester believes that the information provided in this RFP, including all information and addenda, are accurate, the Town makes no representations or warranties, express or implied, as to the accuracy and/or completeness of the information provided in this RFP. This RFP (including all attachments, supplements and website links) is made subject to errors, omissions, prior sale, or financing, withdrawal without prior notice, and changes to, additions to, and different interpretations of laws and regulations.
- The proposer assumes all risk in connection with the use of the information, and releases the Town, the Board of Selectmen, their representatives, agents, boards and commissions from any liability in connection with the use of the information provided by the Town.
- All determinations as to the completeness or compliance of any proposals, or as to the eligibility or qualification of any proposer, will be within the sole discretion of the Town.





## TOWN OF WINCHESTER – CITY OF WINSTED

Town Hall – 338 Main Street

WINSTED, CONNECTICUT 06098

### OFFICE OF THE TOWN MANAGER

RFP: Realtor Services  
SUBJECT: Answers to Questions  
DATE: Monday, February 27, 2023

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The following questions and answers were issued as part of the Town's RFP process for the RFP listed above:

- 1. What type of properties will the winning Bidder be authorized to sell for the Town?**
  - a. The realtor awarded will be permitted to sell Town-owned properties only at the direction of the Town Manager, who will be consulting with the Board of Selectmen regularly. These may include parcels in any of our zoning districts, each district having a variety of permitted uses and each parcel having varied histories. Predominantly, the primary past use of the parcels to be sold by the Town are residential, but they are not exclusively so.
- 2. Will the Realtor have liberty to select which properties to market and what sequence?**
  - a. The realtor selected will not be at liberty to select properties to sell in any way – properties shall only be marketed at the direction of the Town Manager. In the event that the Town wishes to have multiple properties on the market at the same time, the Town Manager will seek the guidance and expertise of the realtor on the question of which properties should be marketed first.
- 3. How many initial properties will the Town be offering to sell from the current grand list?**
  - a. Initially, the Town has one residential property to put on the market; however, the Town owns over 250 parcels in total, and there will undoubtedly be more that the Town wishes to move along.
- 4. What is the length of service period for the awarded realtor?**
  - a. The length of service is open-ended – it will depend on what the realtor suggests in their RFP response, what is negotiated between the Town and the Realtor, and/or the Town's future interest in going back out to market. Ideally, we would engage with a realtor for at least two years in order to make sizeable progress on this project.
- 5. Please clarify "cannot be withdrawn" for a period of 150 days at the bottom of page #4.**

- a. Once submitted, RFP responses cannot be edited for 150 days (for example, if you included a price in your proposal, you would not be permitted to escalate that price until 150 days had elapsed. This is standard for all of our RFPs so that we have time to consider our options and accept a proposal without prices fluctuating wildly).
- 6. Will the depth of industry relationships throughout the State have value? Specifically contractors?**
- a. A firm's depth of industry relationships demonstrates longevity, success, and quality services, but it is your choice as to how you wish to present information about the quality of your services as it relates to being awarded this work.