



TOWN OF PITTSFIELD

REQUEST FOR PROPOSAL

FOR

Commercial Realtor Listing Services

July 22, 2020

TOWN OF PITTSFIELD
REQUEST FOR PROPOSAL

NOTICE TO INTERESTED PARTIES

July 22, 2020

1. Proposals will be received at the Pittsfield Town Office, 112 Somerset Avenue, Pittsfield, Maine 04967 until **10:00 AM, Tuesday, August 11, 2020**. All proposals shall be submitted in sealed envelopes and be plainly marked "**Commercial Realtor Proposal.**" No proposals will be accepted by facsimile (FAX) or e-mail transmission.
2. Proposals will be opened publicly by the Town Manager or her designated representative at 10:00 AM, Tuesday, August 11, 2020.
3. The successful individual or firm must provide proof with their proposal that he/she/it is adequately covered by insurance as follows:
 - a. The individual or firm will serve in the capacity of an independent contractor and will maintain insurance to protect it and the Town from any and all claims for personal injury and property damage, and for claims under the Workers' Compensation Acts for the term of the contract.
 - b. Comprehensive General Liability insurance policy with the following limits of coverage:
Bodily Injury: \$1,000,000

Property Damage: \$400,000

Aggregate: \$1,000,000 of all claims per occurrence
 - c. Comprehensive Automobile insurance policy with the following limits:
Bodily Injury: \$1,000,000

Property Damage \$ 400,000 per occurrence
 - d. All insurances must be issued by an insured licensed, authorized and maintaining an office to do business in the State of Maine.
4. The Town of Pittsfield assumes no liability for any costs incurred by respondents or in responding to requests for additional information or interviews prior to the issuance of a contract.
5. All proposals for Commercial Realtor for the Town of Pittsfield must include the following:
 - a. Detailed Work History;
 - b. Three (3) or more commercial customer References;

- c. Qualifications and experience with providing services to municipalities in Kennebec, Somerset and Penobscot counties;
 - d. Proof of insurance;
 - e. Reach of your firm in Maine and New England for a unique property such as a theatre; and
 - f. A complete proposal package as detailed below.
6. The Town of Pittsfield reserves the right to reject any or all proposals, to waive any formality or technicality in the proposal, and to accept the proposal which is deemed to be in the best interest of the Town.
 7. The successful bidder will be required to sign the Town's Standard Services Contract.
 8. Questions regarding this RFP can be sent to: adminassistant@pittsfield.org. Answers will be shared with those who have sent previous questions to this email address.

TOWN OF PITTSFIELD

1. SCOPE OF SERVICES

The Town is seeking proposals from qualified individuals or firms to provide Commercial Realtor services to sell the Pittsfield Community Theatre building located at 137 Main St., Pittsfield Maine. The services must include the following:

- Market analysis and realtor appraisal of the building.
- List and market the building.
- Show the building to prospective buyers.
- Assist the Town to negotiate with buyers.
- Coordinate Transaction closing.
- Handling any other customary activities and services associated with real estate transactions.

2. Pittsfield Community Theatre Description

This building, located in downtown Pittsfield, consists of three levels. The floor level is 3950 square feet. The basement level is also 3950 square feet and the mezzanine level is 515 square feet making up the projection room. The location is in the downtown business district and is adjacent to retail businesses, banks, restaurants and other commercial enterprises ensuring great customer traffic.

The building consists of a ticketing booth, a lobby, a concession stand, an auditorium with 261 seats, a stage that can support live shows and facilities to support 288 occupants. The building has a steel marquis to advertise shows. A new digital projector was purchased in 2013 to upgrade the facility for current movie formats.

The Theatre has been featured in many news stories over the years. It has featured live comedy shows and music shows in addition to regular movie screenings.

Site visits at the theatre will be from July 28, 2020 through August 4, 2020 to prepare to bid on this Request For Proposals. All visits should be coordinated with Michael Feole at 207-487-3136, Ext 231 or via email at adminassistant@pittsfield.org.

Copies of the "Pittsfield Community Theatre Property Conditions Report" by Ames Associates completed in 2016 are available upon request.

3: Broker's Qualifications

- Must be licensed and in good standing with the State of Maine.
- Must have an excellent reputation in the real estate community.
- Must be knowledgeable in the local real estate market and have experience with small commercial properties.
- Must be knowledgeable in the use of all public real estate records.
- Work with other local municipalities is recommended but not required.

4. PROCEDURE FOR SUBMITTING PROJECT PROPOSALS

A. Time, Place and Format

Proposals must be received by the Town at the Town Office no later than 10:00 AM on August 11, 2020. Proposals received in the mail or in-person after 10:00 AM on that date, regardless of their postmarks, will be rejected. Proposals must:

- Show page numbers for all pages in the proposal.
- Be on 8-1/2"x11", white paper.
- Be submitted in envelopes, which clearly states "**Commercial Realtor Proposal**" and identifies the proposer.
- The envelope must be addressed as follows:
Town of Pittsfield
Attn: Town Clerk
112 Somerset Ave.
Pittsfield, ME 04967
- If hand-delivered, the envelope must be delivered to the Clerk desk in the Town Office.

B. Opening of Responses

All proposals will be opened on August 11, 2020 at 10:00 AM.

5. Data to be submitted with project proposals

The content and sequence of the information contained in the proposal shall be as follows:

A. Letter of Transmittal

Include your firm's understanding of the work to be performed. In addition, state why your firm believes itself to be the best qualified to perform the services requested. Also, state the Management Contact (Representative authorized to sign an agreement for your firm).

B. Table of Contents

Include clear identification of the material by section and by page number.

C. Summary Sheet

- Provide name, title, experience and qualifications of the personnel who will be assigned to the project.
- Provide the resume of the Management Contact with the town.

D. Allocation of Resources

Indicate how the resources of your firm (e.g., number and type of personnel allocated by hours) will be allocated for this project.

E. Scope of Work

Proposals must address all items set forth in the Scope of Services section. Additional information which, in your opinion, should be included must be clearly identified. The items must be addressed in the order in which they appear in the Scope of Services section.

F. References

Each firm or person must include the following references:

- List similar services performed as the prime realtor for a minimum of 3 similar organizations/entities in the last five years and when performed. Show names of organizations, and names and telephone numbers of persons who can be contacted with regard to the services you have provided.

- List all similar public agencies for which contracts were terminated in the last three years. Show names of organizations, and names and telephone numbers of persons who can be contacted. Firms may provide a brief explanation of the reason(s) for the terminations.

G. Cost

Provide commission rate for your firm. State any other costs the Town may anticipate relating to the real estate services that you will provide.

H. Term of the contract

The contract period for the successful broker/firm will be from the date of the award through the end of 12 months or until the property is sold, whichever comes first.