

RFP FOR REAL ESTATE AGENT SERVICES

Town of Lyman seeks a real estate agent to provide services for property owned by the Town of Lyman at 382 Goodwin Mills Road. It is the intent of this RFP to have the successful agent enter into a contract with the Town to supply real estate services as outline herein. This property consists of 6.20 acres which includes a brick building known as Cousen's School. The agent is expected to market and sell the property.

The real estate agent will be paid strictly on commission basis and should have familiarity with laws and practices applicable to municipal real estate matters, including relevant local land use and zoning controls.

Scope of Services.

A. The successful agent shall agree to contract with the Town of Lyman to provide the following:

- Perform market analysis.
- Develop strategies for sale of the property.
- Coordinate the execution of all documentation relating offers, contracts, amendments and/or addendums to Select Board members.
- Provide timely updates monthly at a Select Board meeting.

B. Agent's Qualifications

Responders to this RFP shall have the following 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 commercial properties.

C. Insurance Requirements

- Proposers must submit copies of certificates of insurance for General Liability and Professional Liability (Errors and Omissions).

D. Qualification Requirements/Proposal Format

Experience .

- The Town is interested in a real estate transaction process that is as publicly accessible as possible. Please propose a process and anticipated timeline that includes how you intend to market the property, inform and update Town Staff and how your proposed process addresses potential issues, conflicts of interest or challenges the Town may anticipate in selling the property.
- The proposed term and fee schedule, including commission rate and any other costs for selling the property and how the rate varies in the event there is another agent involved in the transaction.

E. Following information must accompany your proposal:

1. Describe real estate experience.
2. Description of your agency including the size, location.
3. List at least three reference including names and telephone numbers of each reference.
4. Additional services offered through your agency.

5. Fee schedule:

- State your commission rate for listing and selling.
- State any other costs the Town may anticipate relating to the real estate services to be provided.

F. Proposal Due Date

Proposer shall deliver one (1) original proposal in a sealed envelope clearly marked “**Real Estate Services-Cousen’s School**” to the following address:

Lyman Town Offices – Select Board Office
11 South Waterboro Road
Lyman, ME 04002

For questions, call Nancy Brandt; Select Board Clerk at 247-0642 or email selectboard@lyman-me.gov

Deadline for Submission: Friday, January 18th, 2019 - 3:00 p.m.

Bids will be opened on Tuesday, January 22nd, 2019 at the Select Board Meeting at 6:00 PM.

Any bid received after the above cited time will be considered a late bid and will not be considered.

The Town of Lyman reserves the right to select the successful proposal and negotiate an agreement as to the scope of services, the schedule for performance and duration of the services with proponent(s) whose proposal(s) is/are most responsive to the needs of the Town. Further, the Town reserves the right to reject any and all proposals, or alternate proposals, or waive any informality or irregularity in the proposal as is in the Town’s best interest. The Town reserves the right to reject any and all proposals, or portions thereof, received in response to the Request or to negotiate separately with any source whatsoever, in any manner necessary, to serve the best interests of the Town. Additionally, the Town may, for any reason, decide not to award an agreement(s) as a result of this Request. Non-acceptance of any proposal shall not imply that the proposal was deficient. Rather, non-acceptance of any proposal will mean that another proposal was deemed to be more advantageous to the Town or that the Town decided not to award an agreement as a result of this Request.