



Town of Monmouth, Maine  
Request for Qualifications

**REAL ESTATE BROKERAGE SERVICES**

**Responses Due**  
**2:00 PM THURSDAY, September 26, 2024**  
at  
Town Office  
859 Main Street  
Monmouth, ME 04259

# **REAL ESTATE BROKERAGE SERVICES**

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## **1. BACKGROUND**

The Town of Monmouth (“Town”) is seeking a real estate professional or company (“the Firm”) to assist with selling certain Town-owned real estate determined to be surplus property. It is the intent of this Request for Qualifications (RFP) to have the successful Firm enter a Professional Services Contract with the Town to supply real estate services as outlined herein. The Firm is expected to meet the objectives of the Town, which includes in certain cases marketing lots to residential buyers intending to occupy affordable homes, or affordable housing developers to develop and manage the properties.

The Firm is expected to work closely with and provide regular reports to the Town Manager.

The Town reserves the right to reject any and all proposals, or parts of proposals, when it is judged to be in the best interest of the Town.

Responses will be evaluated based on their experience in real estate brokerage services in the region.

## **2. SCOPE OF SERVICES**

The Town requests the following services:

- A. Act as the seller’s agent on behalf of the Town of Monmouth.
- B. Develop a pricing and marketing strategy for the sale of Town-owned properties.
- C. Work with the Town Manager and others to negotiate the sale of properties with buyers and prospects.
- D. Coordinate real estate transaction closings.
- E. Handle all other customary activities and services associated with real estate transactions.

### **3. PROPOSAL SUBMISSION**

- A. Firms must deliver two (2) copies of the proposal to the address below by the indicated deadline.

Town of Monmouth  
859 Main Street  
Monmouth, ME 04259

**DEADLINE: THURSDAY, September 26, 2024 AT 2:00PM**

**Proposals will be publicly opened immediately after the submission deadline.**

- B. Each response shall be submitted in a sealed envelope clearly marked with the Firm's name and "REAL ESTATE SERVICES" on the outside. Electronic format of proposals will not be accepted.
- C. Proposals that are incomplete, conditional or obscure, or which contain any additions not called for may be rejected by the Town.
- D. The Price Proposal must bear the written signature of a Firm representative who is duly authorized to bind the Offeror to the terms, conditions, and contracts associated with this RFP.
- E. Any response may be withdrawn or withdrawn and resubmitted on request of the Firm up until the deadline. Responses may not be withdrawn after the deadline.

### **4. QUESTIONS**

- A. Unless otherwise specified, questions pertaining to general information regarding this RFP shall be addressed only in writing. No questions will be answered in-person or via telephone. Questions shall be emailed to:

Justin Poirier, Town Manager  
jpoirier@monmouthmaine.gov  
Responses will be shared at monmouthmaine.gov.

B. Written questions are due to the Town by Thursday, September 12, 2024, at 2:00 PM. Responses to submitted questions will be answered and posted in a subsequent addendum by Tuesday, September 17, 2024, at 4:00 PM. Any questions received after Thursday, September 12, 2024 will not be answered.

## **5. REQUIREMENTS**

The Firm must be able to meet the following requirements:

- A. Be a licensed real estate professional for no less than 2 years under the current Firm name.
- B. Have the resources and ability to provide the requested services or any alternatives accepted consistently and effectively by the Town.
- C. Procure and maintain insurance for the duration of the contract.
- D. Attend meetings with the Town designee, as deemed necessary by the Town, to coordinate and implement services.
- E. Provide the Town with reports, data, and information on real estate market trends and other information, as requested.

## **6. REJECTION OF RESPONSES**

The Town reserves the right to reject any or all responses and/or to waive any informalities if deemed in the best interest of the Town to do so. The Town is the sole judge of its best interest.

## **7. NEGOTIATIONS**

The Town may enter negotiations with a selected Firm. If the Town cannot reach agreement on acceptable terms with the selected Firm within 60 days of notification of award, the Town reserves the right to end negotiations. If negotiations are ended, the Town may choose to select the next ranked response, to cancel the RFP and reject all proposals, and/or to reissue the RFP at a later date, with or without modification.

## **8. PROPOSAL REQUIREMENTS**

Firms interested in serving as the Town's real estate broker must submit the following information in the order prescribed below. Each section should be separated by tabs or otherwise clearly marked. Submissions must be clearly organized using the structure below.

### Section 1: Cover Letter and Contact Information

- A. Include a cover letter that identifies the real estate team, outlines your team's interest in this opportunity, why your team is best qualified to serve as the Town's real estate broker, and how you envision the process for the disposition of Town-owned property.
- B. Identify the single point of contact with authority to make decisions (preferably executive level) for your organization with whom to communicate during the solicitation process, along with their contact information.

### Section 2: Firm Qualifications & Experience

- A. Organizational Structure: Indicate if the Firm is an individual, corporation, or partnership.
- B. Firms' Expertise: Provide an overview of the Firm's services provided in marketing real estate assets.
- C. Relevant Experience: Provide 3 to 5 examples of your experience in real estate marketing and brokerage services, highlighting any experiences in the Monmouth region.
- D. Past and Current Litigation Disclosure: Provide documentation of all litigation actions taken against your firm, or related parties, in the past 5 years, including any ongoing and/or pending actions that may impact your firm's capacity to successfully perform the requested services, if selected.

### Section 3: Proposed Services

Please submit a clear proposal that adequately details the services provided and the way they will be provided, including the following:

- A. Real estate market analysis
- B. Client consultation methods
- C. Marketing & pricing strategies
- D. Negotiation techniques
- E. Deal closing & transaction management

### Section 4: Price Proposal

**PRICE PROPOSAL FORM**

Price Proposal should include all proposed rates, commissions, and fees. Include the following form with the Price Proposal.

- A. The undersigned proposes to furnish all labor and materials required for the Scope of Work in accordance with the RFP for the amount or rates specified in the accompanied price proposal.
- B. The undersigned certifies that they have carefully examined this RFP and can perform the work and furnish all the material called for in the manner prescribed therein and in accordance with the requirements of the Town of Monmouth.
- C. The undersigned hereby certifies that they can furnish labor that can work in harmony with all other elements of labor employed or to be employed on the work; and that they will comply fully with all laws and regulations.
- D. The undersigned further certifies under penalty of perjury that this price proposal is in all respects bona fide, fair, and made without collusion or fraud with any other person. As used in this subsection the word "person" shall mean any natural person, joint venture, partnership, corporation, or other business or legal entity.

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Name of Firm

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Business Address

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City, State, Zip

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Phone, Email

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Name and Title of Individual Submitting Response

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Signature Date