

# **CITY OF LACONIA**



## **REQUEST FOR PROPOSALS RFP No. 20-11-01**

Real Estate Brokerage Services

**DUE 2:00PM – NOVEMBER 12, 2020**

City of Laconia  
Purchasing Office  
45 Beacon Street East  
Laconia, NH 03246

Date: 10/28/20  
RFP#: 20-11-01  
RFP Due Date: 11/12/20  
RFP Due By: 2:00PM

Please direct all questions regarding this Bid/Proposal to: Jonathan Gardner at 603-524-3877 or by Email to [jgardner@laconianh.gov](mailto:jgardner@laconianh.gov)

**REQUEST FOR PROPOSAL FOR: REAL ESTATE BROKERAGE SERVICES**

Unless specifically amended or deleted, by the Purchasing Office, the following General Terms and Conditions apply to this RFP and any resulting Purchase Order or Contract.

**GENERAL TERMS AND CONDITIONS:**

**RFP'S.** Proposals must be received at the Purchasing Office before the date and time specified. Proposals are to be made less Federal Excise Tax and no charge for handling unless required by law. Proposals will be made available to the public after the time of contract. Results will be given by mail only if requested in writing and accompanied by a self addressed, stamped business size envelope.

**SPECIFICATIONS.** Vendors must submit on items as specified. Any changes in specifications must be noted on the "Specifications Exception Form". Vendors shall be notified in writing if any changes to the specifications are made.

**AWARD.** The award will be made to the responsible vendor submitting a conforming proposal meeting specifications at the lowest cost unless other criteria are noted in the Request for Proposals. Unless otherwise noted, the award may be made by individual items. If there is a discrepancy between the unit price and the extension, the unit price will prevail. Discounts will not be considered in making award but may be offered on the invoice for earlier payment and will be applicable on the date of completion of delivery or receipt of invoice, whichever is later.

**ASSIGNMENT PROVISION.** The responding vendor hereby agrees to assign all causes of action that it may acquire under the antitrust laws of New Hampshire and the United States as the result of conspiracies, combinations, or contracts in restraint of trade which materially affect the price of goods or services obtained by the city under this contract if so requested by the City of Laconia.

**CITY'S OPTIONS.** The City of Laconia reserves the right to reject or accept all or any part of any proposal, to determine what constitutes a conforming proposal, to award solely as it deems to be in the best interest of the City, and to waive irregularities that it considers not material to the process.

**PUBLIC INFORMATION.** The responding vendor hereby acknowledges that all information relating to this proposal and any resulting order (including but not limited to fees, contracts, agreements and prices) are subject to the laws of the State of New Hampshire regarding public information.

**PERSONAL LIABILITY.** The responding vendor agrees that in the preparation of this proposal or the execution of any resulting contract

or order, representatives of the City of Laconia shall incur no liability of any kind.

**PROOF OF COMPLIANCE.** The responding vendor may be required to supply proof of compliance with bid/proposal specifications. When requested, the responding vendor must immediately supply the Purchasing Office with certified test results or certificates of compliance. Where none are available, the City of Laconia may require independent laboratory testing. All costs for such testing, certified test results or certificates of compliance shall be the responsibility of the responding vendor.

**FORM OF CONTRACT.** The terms and conditions set forth in any additional Terms and Conditions by the Purchasing Office are part of the proposal and will apply to any contract awarded the responding vendor unless specific exceptions are taken and accepted and will prevail over any contrary provisions in Terms and Conditions submitted by the responding vendor.

**OFFER.** The undersigned hereby offers to sell to the City of Laconia the commodities or services indicated in the following page(s) of this RFP at the price(s) quoted in complete accordance with all conditions of this RFP.

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Phone#:** \_\_\_\_\_ **Fax#:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

This document must be signed by a person who is authorized to legally obligate the responding vendor. A signature on this document indicates that all City of Laconia terms and conditions are accepted by the responding vendor and that any and all other terms and conditions submitted by the responding vendor are null and void, even if such terms and conditions have terminology to the contrary. The responding vendor shall also be subject to City of Laconia contract and purchase order terms and conditions.

# **CITY OF LACONIA REQUEST FOR PROPOSALS**

## **RFP No. 20-11-01 REAL ESTATE BROKER SERVICES**

The City of Laconia is hereby requesting proposals from qualified Real Estate Brokers to assist the city with the marketing and sale of the John W. Busiel House located at 30 Church Street in Laconia. Qualified firms are encouraged to submit proposals to the City of Laconia Purchasing Department, 45 Beacon Street East, Laconia, NH 03246. Proposals must be received by the Purchasing Department by 2:00pm on November 12, 2020 to be considered. Outside envelopes must be labeled “**Realtor Services Proposal.**”

The City of Laconia reserves the right to accept or reject any and/or all proposals or any part thereof, to waive any formality in the process, and to accept the proposal considered to be in the best interest of the City. Failure to submit all information called for may be sufficient grounds for disqualification. The City of Laconia reserves the right to cancel this request at any time for any reason.

### **1. Background**

The **John W. Busiel House** is a historic house at 30 Church Street in Laconia, NH. It was built in 1865 by John W. Busiel, the owner of a local textile mill. It is now, as it was at the time of its construction, one of the finest 19th-century houses in the city. Since 1905 it has served as the rectory for the St. Joseph Roman Catholic Church. The house was listed on the National Register of Historical Places in 1994.

### **2. Scope of Work**

The selected firm will be responsible for assisting the City of Laconia with commercial brokerage services including;

- Strategically marketing the historical property for sale.
- Representing the City’s interest in negotiating the sale of the property.
- Providing progress updates and maintaining timely communication with appropriate City representatives.
- Handling all customary activities and services associated with real estate transactions.

### **3. Schedule of Work**

The City of Laconia desires to list this property for sale as soon as possible. While this RFP is requesting real estate brokerage services for the Busiel House, the City of Laconia reserves the right to utilize the services of the selected Broker for other city owned property for sale for a period of four (4) years from the date of Award.

#### **4. Proposal Requirements**

Interested parties should deliver three (3) copies of their proposals for real estate brokerage services to the City of Laconia Purchasing Office – Attn: Jonathan Gardner, 45 Beacon Street E., Laconia, NH 03246 **by 2:00pm on November 12, 2020**. Proposals should include the following:

- A. A description of the firm and its related experience in the marketing and sale of historical properties.
- B. Qualifications of the individual/team being assigned to the project.
- C. A description of the marketing strategies approach to be utilized for this property.
- D. A proposed fee schedule inclusive of all charges, expenses and commissions.
- E. References – Contact information for a minimum of 3 references.

#### **5. Selection Criteria**

City will use the following criteria in selecting the firm for this project:

- A. Demonstrated experience of the firm and the competence of the proposed individual/team assigned to this opportunity.
- B. The strategic marketing approach to be undertaken.
- C. The proposed commission and fee schedule.

A Selection Committee will evaluate all proposals received and will rank proposals based on the Selection Criteria above. The contract resulting from this RFP will be awarded to the respondent whose proposal is determined to be in the best interest of the City. Therefore, the proposal offering the lowest cost may not necessarily be the proposal that is selected for award. The City reserves the right to accept or reject any or all proposals and to waive informalities in the process. The City reserves the right to contact any respondent, to conduct interviews, or to request additional information. This document is not an offer to contract but is a Request for Proposals. Only the execution of a written contract will obligate the City in accordance with the terms and conditions contained therein.

#### **6. Sale of the Property**

While the City is looking to receive fair market value for the property, it is also looking at the future use of the building and ensuring that it compliments the downtown area. Additionally, there are restrictions on the deed which prohibit the use of the property for activities deemed immoral or blasphemous by the Roman Catholic Bishop of Manchester.

#### **7. Questions regarding this proposal request may be directed to:**

Jonathan Gardner  
Purchasing Specialist  
45 Beacon Street E.  
Laconia, NH 03246  
Phone: 603-524-3877 ext. 222  
E-mail: [jgardner@laconianh.gov](mailto:jgardner@laconianh.gov)

CURRENT OWNER		TOPO	UTILITIES	STRT/ROAD	LOCATION	CURRENT ASSESSMENT	
LACONIA CITY OF	1 Level	1 All Public	1 Paved	5 Heavy	Description	Code	Assessed
45 BEACON ST E					EXEMPT	9060	405,600
LACONIA NH 03246					EXML LAND	9060	88,400
					EXEMPT	9060	8,400
SUPPLEMENTAL DATA							
All Prcd ID 12375					ZONE 2		
OWNOCC Y					ZONE 2 %		
REVIEW					WARD		
ZONE 1 UC					WARD 3		
ZONE 1 % 100							
GIS ID 432-44-1.1					Assoc Pct#		
Total						502,400	502,400

RECORD OF OWNERSHIP		BK-VOL/PAGE	SALE DATE	Q/U	V/I	SALE PRICE	VC	PREVIOUS ASSESSMENTS (HISTORY)					
LACONIA CITY OF	3358	0796	10-26-2020	U	I	0	35	Year	Code	Assessed	Year	Code	Assessed
ROMAN CATHOLIC BISHOP OF MANCHESTER	3294	0527	02-05-2020	U	I	0	31	405,600	9060	405,600	85,600	9060	88,400
ROMAN CATHOLIC BISHOP OF MANCHESTER	0528	0384	10-14-1969	U	I	0	0	85,600	9060	85,600	8,400	9060	8,400
Total								499,600	Total	502,400	Total	502,400	Total

EXEMPTIONS		Amount	Code	Description	Number	Amount	Comm Int
Total 0.00							
ASSESSING NEIGHBORHOOD							
Nbhd	Nbhd Name	B		Tracing			Batch
0001		C		TIF			

OTHER ASSESSMENTS		Amount	Code	Description	Number	Amount	Comm Int
Total 499,600							

APPRaised VALUE SUMMARY		Appraised Bldg. Value (Card)	Appraised Xf (B) Value (Bldg)	Appraised Ob (B) Value (Bldg)	Appraised Land Value (Bldg)	Special Land Value	Total Appraised Parcel Value
		405,600	0	8,400	88,400	0	502,400
							Valuation Method C

BUILDING PERMIT RECORD		Permit Id	Issue Date	Type	Description	Amount	Insp Date	% Comp	Date Comp	Comments
Total Appraised Parcel Value 502,400										
VISIT / CHANGE HISTORY										
			12-03-2019	TB				07	INFO BY PLAN	

LAND LINE VALUATION SECTION																
B	Use Code	Description	Zone	LA	Land Type	Land Units	Unit Price	Size Adj	Site Index	Cond.	Nbhd.	Nbhd. Adj	Notes	Location Adjustmen	Adj Unit P	Land Value
1	906R	CHURCH ETC	UC			39,892	SF	1.43	1.00000	5	1.00	COM	1.550	P		88,400

Total Card Land Units		0.916	SF	Parcel Total Land Area		0.9158	Total Land Value		88,400
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Element	Cd	Description	Element	Cd	Description
Style: 03	01	Colonial Residential			
Model: 06		Good			
Grade: 2.75		2-3/4 Stories			
Occupancy: 1		Wood on Sheath			
Exterior Wall 1: 08		Mansard			
Exterior Wall 2: 06		Asph/F Gls/Cmp			
Roof Structure: 03		Plastered			
Roof Cover: 03		Drywall/Sheet			
Interior Wall 1: 05		Hardwood			
Interior Wall 2: 12		Carpet			
Interior Fir 1: 14		Gas			
Interior Fir 2: 03		Hot Water			
Heat Fuel: 05		None			
Heat Type: 01		8 Bedrooms			
AC Type: 08		Total Bedrooms			
Total Bedrooms: 5		Total Bathrooms			
Total Bathrms: 1		Total Half Baths			
Total Xtra Fixts: 16		Total Rooms			
Total Rooms: 02		Average			
Bath Style: 03		Good			
Kitchen Style:					

**OB - OUTBUILDING & YARD ITEMS(L) /XF - BUILDING EXTRA FEATURES(B)**

Code	Description	L/B	Units	Unit Price	Yr Bilt	Cond.	Cd	% Gd	Grade	Grade Adj.	Appr. Value
PAT2	PATIO-GOOD	L	216	11.00	1998	G		75		0.00	1,800
FGR3	GARAGE-PO	L	735	17.00	1940	A		50		0.00	6,200
SHD1	SHED FRAME	L	126	12.00	1940	F		25		0.00	400

**BUILDING SUB-AREA SUMMARY SECTION**

Code	Description	Living Area	Floor Area	Eff Area	Unit Cost	Undeprc Value
BAS	First Floor	2,186	2,186	2,186	93.74	204,924
FEP	Porch, Enclosed, Finished	0	200	140	65.62	13,124
FOP	Porch, Open, Finished	0	308	62	18.87	5,812
FUS	Upper Story, Finished	2,048	2,048	2,048	93.74	191,988
TQS	Three Quarter Story	1,032	1,376	1,032	70.31	96,744
UBM	Basement, Unfinished	0	2,048	410	18.77	38,435
Ttl Gross Liv / Lease Area		5,266	8,166	5,878		551,027

