

# **REQUEST FOR PROPOSALS (RFP)**

## **On-Call Real Estate Consulting Services**

**Proposals must be received by:  
4:00 p.m. on August 5, 2021**

**REQUEST FOR PROPOSAL  
FOR  
REAL ESTATE CONSULTING SERVICES  
21/22-14**

**A. BACKGROUND AND INTENT**

The Town of Manchester is soliciting proposals for Real Estate Consulting Services. The Town is seeking commercial real estate/economic development professionals or firms to advise and assist with various initiatives on an on-call basis.

**B. QUALIFICATIONS**

Eligible proposers will be those consultants and firms that have the following qualifications:

- Experience with commercial real estate consulting in Connecticut;
- Experience working with municipalities on economic development initiatives in New England;
- Existing broad network of real estate, financial and development contact within and outside the region;
- High-level understanding of existing and future market conditions and their impact on Connecticut;
- Experience creating municipal economic development policies;
- Knowledge and experience with the Hartford and East of the River market;
- Experience with repositioning commercial properties in response to market conditions.

**C. SCOPE OF SERVICES**

The scope of work includes, but is not limited to, the following elements

- Advise the Town on market conditions and strategies for maintaining and enhancing Manchester's position as the premier East of the River business location;
- Engage with landlords, desirable tenants and developers as needed;
- Assist the Town and property owners in repositioning commercial property, especially within the Buckland Hills commercial district;
- Assist with the development of municipal Economic Development policies as needed;
- Advise the Town on potential workforce development and employee recruitment strategies;
- Attend Economic Development Commission and other Board and Commission meetings as needed;
- Other services that may be determined necessary by the Town.

**D. SUBMISSION DEADLINE**

Complete proposal packets must be received no later than **Thursday, August 5, 2021 by 4:00 p.m.**

We are accepting electronic proposals only. Proposals should be submitted to our e-procurement site, Negometrix. If you are already registered as a vendor, please use this link: <https://app.negometrix.com/buyer/2948/tenders>

If you are not registered as a vendor, please use [www.negometrix.com](http://www.negometrix.com) to register as a vendor. There is no charge associated with registering.

All proposals shall be opened and recorded as received. There will be no public reading of proposals. Proposals received later than time and date specified will not be considered. No proposal may be withdrawn within 60 days after the submission due date.

**E. CONTENT OF PROPOSAL**

Consultants are requested to provide the following information with the written submission:

1. Letter of Transmittal
2. Title page that includes the project name, firm name, address, telephone and e-mail, names of primary contacts and date.
3. Table of Contents
4. Background statement on the firm, discipline capabilities, principals, staff availability and location.
5. Qualifications and position within firm(s) of those individuals who will be assigned to the project. Include resumes of key personnel.
6. Description of relevant experience related to qualifications detailed in Item B
7. Pricing – please consolidate into an “all-in” price per hour for all staff.

**F. QUESTIONS AND ADDENDA**

Questions about this RFP may be directed to Maureen Goulet, Director of Purchasing, by email at [gensvcs@manchesterct.gov](mailto:gensvcs@manchesterct.gov) or submitted at <https://app.negometrix.com/buyer/2948/tenders> no later than 7 days prior to the date proposals are due. All information given by the Town except by written addenda shall be informal and shall not be binding upon the Town nor shall it furnish a basis for legal action by any Proposer or prospective Proposer against the Town.

Answers to these questions will be addressed in an addendum which will be issued on the Town of Manchester Web site: <http://generalservices1.townofmanchester.org/index.cfm/bid-requests/> as well as on Negometrix.

**It shall be the responsibility of the bidder to download this information. THE TOWN OF MANCHESTER WILL NOT MAIL A SEPARATE HARD COPY OF ADDENDUM TO BIDDERS.** No addendum will be issued less than 2 (two) calendar days before the scheduled bid opening unless it is to postpone the bid.

**G. GENERAL PROVISIONS**

- A. The Town of Manchester is an equal opportunity employer, and requires an affirmative action policy for all of its Contractors and Vendors as a condition of doing business with the Town, as per Federal Order 11246. By submitting a Proposal for this Request for Proposal, all vendors and contractors agree to this condition of doing business with the Town and should the Town choose to audit their compliance, the vendor agrees to cooperate fully.
- B. Any act or acts of misrepresentation or collusion shall be a basis for disqualification of any proposal or proposals submitted by such persons guilty of said misrepresentation or collusion. In the event that the Town enters into a contract with any bidder who is guilty of misrepresentation or collusion and such conduct is discovered after the execution of said contract, the Town may cancel said contract without incurring liability, penalty or damages.
- C. All deliveries of commodities or services hereunder shall comply in every respect with all applicable laws of the Federal Government and/or the State of Connecticut. Purchases made by the Town of Manchester are exempt from payment of Federal Excise Taxes and the Connecticut Sales Tax and such taxes must not be included in bid prices. Federal Excise Tax exemption certificates, if requested, will be furnished.
- D. The Town reserves the right to reject any and all proposals, to waive any informalities or technical defects in any proposal or discontinue this process at any time and to negotiate fees and final scope of service with selected firm. Non selection of any proposal will mean that another acceptable proposal was deemed to be more advantageous to the Town of Manchester or that no proposal was accepted.
- E. The Town will not be liable for any costs incurred in the preparation of the response for this Request for Proposal. All proposal submissions and materials become property of the Town and will not be returned. Respondents to this RFP are hereby notified that all proposals submitted and information contained therein and attached thereto shall be subject to disclosure under the Freedom of Information Act after award decision has been made.
- F. These specifications in their entirety are the property of the Town of Manchester. The Proposer shall not copy or disseminate any portion of these specifications without express written authorization from the Town of Manchester, except as necessary in the preparation of a proposal. Any authorized copies of these specifications or portions thereof shall include a similar paragraph prohibiting further copying or dissemination.
- G. Selected consultants shall at its own expense and cost, obtain and keep in force, insurance per the attached limits during the duration of the project. Insurance coverage

shall cover the consultant, all of its agents, employees, subcontractors and other providers of services.

1. Firms providing professional services must provide A., B., or C. below, along with the following: Errors and Omissions-aggregate limit of liability \$1,000,000.

A. General Liability and Property Damage - \$2,000,000 aggregate  
\$1,000,000 each occurrence

B. Workers' Compensation – as required by Connecticut State Statute

C. Auto Liability and Property Damage - \$500,000 each occurrence  
\$1,000,000 aggregate  
(necessary if automobiles/trucks are used by contractors)

2. The consultant shall indemnify and hold harmless the Town of Manchester and their agents and employees from and against all claims, damages, losses, and expenses, including attorney's fee of counsel selected by the Town of Manchester, arising out of or resulting from the performance of the work, and/or the supplying of materials, provided that any such claim, damage, loss or expense (a) is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property including the loss of use resulting therefrom and (b) is caused in whole or in part by any negligent act or omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.