

Public Notice – Request for proposals from commercial & residential brokers to assist the City of Westbrook with marketing City owned property

August 27, 2012

The City of Westbrook is soliciting proposals from qualified brokers to assist the City with marketing two City owned parcels. Parcel one is known as the City Hall property located at 2 York Street in Westbrook. Parcel two is known as the former Pride's Corner School property located at 375 Pride Street in Westbrook.

Description of Parcel One:

Acreage: 4.68 acres and 16,000 square foot brick/masonry building

Zoning: Gateway Commercial

Assessed Valuation: 1,964,300

City vision for this property: Use consistent with Gateway Commercial zoning

Description of Parcel Two:

Acreage: 9 acres and 30,000 square foot brick/masonry building

Zoning: Residential Growth Area 2 (density of 1 dwelling unit per 10,000 SF)

Assessed Valuation: 2,211,400

City vision for this property: Use consistent with Residential Growth Area 2 zoning

Content of proposal:

The City of Westbrook encourages commercial and residential brokers to submit proposals which include at a minimum the following information:

1. A cover letter signed by an officer of the brokerage firm who is authorized to make a binding contractual commitment in the event the proposal is accepted; acknowledging a willingness to work with the City to negotiate a final agreement if selected.
2. Opinion of the fair market value of this property based on comparison sales, income potential and other recognized methods.
3. Evaluation and description of potential uses.
4. Terms of listing agreement.

5. Commission to be charged
6. Three professional references from projects of similar scope and size.
7. Company history and resume of brokers assigned to the contract
8. Description of marketing strategy

Submission of Proposals:

Brokers may submit a proposal for parcel one, parcel two, or for both parcels.

The City will evaluate proposals based on the best interest of the City; which shall be measured in part by relevant experience; creativity in terms of the marketing strategy and potential land use; comprehensive nature of the opinion on fair market value; and cost.

All questions shall be directed to William D. Baker, Assistant City Administrator for Business and Community Relations at Westbrook City Hall, 2 York Street, Westbrook, Maine 04092. William Baker can be reached at 207-854-9105 extension 201; or by email at wbaker@westbrook.me.us

All proposals shall be submitted with a total of six copies by 5pm on Friday, September 14, 2012 to the Office of the City Clerk, Westbrook City Hall, 2 York Street, Westbrook, Maine 04092. All proposals will be publicly opened and available for public inspection. The City staff will make a recommendation to the Mayor for action by the City Council.

The City of Westbrook, Maine reserves the right to accept or reject any or all proposals and reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained within this Request for Proposals.