

WESTPORT BOARD OF EDUCATION
RFQ 19-004
REQUEST FOR QUALIFICATIONS
COMMERCIAL/EDUCATIONAL REAL ESTATE SERVICES
SALESPERSON/BROKER OF RECORD

The Westport Board of Education (herein referred to as “Board”) is requesting statements of qualifications for the services of a Commercial/Educational Real Estate Salesperson/Broker to assist the Board in the possible purchase or lease of commercial/educational real estate. The selected representative will serve as the Board’s exclusive agent.

Minimum Qualifications Include:

- The Salesperson/Broker must hold a current Connecticut Real Estate Salesperson/Broker’s License
- Specialize primarily in Commercial/Educational Real Estate
- Have 10 years or more of commercial/educational real estate experience involving the Fairfield County and Westport markets
- Have a substantial track record of successful commercial/educational transactions in Fairfield County with an emphasis on Westport
- Must be associated with a Firm where the Manager holds a CT Real Estate Brokers license
- Must be willing to sign a “confidentiality” agreement with the Board
- Must be able to post requisite insurance requirements with the Board (See Insurance Requirements)
- Will be subject to a criminal background check and be free of liens to the Town of Westport

Firms or individuals may express interest and request consideration by making a submittal to the Board as outlined herein.

RFQ Submission Requirements:

Date Due: Friday, November 9, 2018 11:00 AM

Submit three (3) hard copies and one (1) electronic copy to:

Elio Longo
Westport Public Schools - CFO
Town Hall, Room 300
110 Myrtle Avenue
Westport, CT 06880

- Submittals should be clearly marked with RFQ 19-004 Commercial/Educational Real Estate Services on the outside of the envelope.
- All responses must indicate the name of the Respondent and be signed by an officer or employee authorized to transact business on behalf of the Respondent.
- Submittals received after the stated date and time will not be considered.
- The Board will not allow the submission of any additional written information after the RFQ deadline.
- The Board reserves the right to waive any and all defects and informality in any response, to reject any or all responses for whatever reason and to accept that response deemed to be in the best interest of the Board.
- Further, the Board reserves the right to reject any response if the evidence submitted by or investigation of the Respondent fails to satisfy the Board that the Respondent is properly qualified to perform the services.

Proposals Submissions:

Proposal submitted must include the following:

- A brief business history of the firm including staff experience, resumes (of those who would be involved) and accomplishments as they pertain to commercial/educational real estate in Fairfield County with a particular emphasis on Westport. Include all firm local office addresses and contact information.
- Describe the experience the firm or individual has in the successful purchase, sale or lease of commercial/educational real estate in Fairfield County with a particular emphasis on the Westport market.
- At least three (3) references complete with name, address, phone number, and e-mail address for which commercial/educational real estate services have been performed, preferably as a buyer's/lessee's agent.
- Respondent shall disclose any professional or personal financial interests which could be a conflict of interest in representing the Board.
- State the firm's commission structure for the purchase or lease of commercial/educational real estate.
- Identify individual(s) who would have primary responsibility for the Board's business.

Selection Criteria:

It is the intent of the Board to conduct a fair and comprehensive evaluation of all responses. The contract, if awarded, will be to the Respondent whose proposal is the most advantageous to the Board. All responses will be evaluated based on the following criteria:

- Demonstrated long term success and experience in commercial/educational real estate in the Fairfield County area with emphasis on Westport.
- Experience and knowledge in identifying real estate suitable for educational services.
- Experience as a “buyer’s” or “lessee’s” agent.
- Experience in dealing with public entities.
- Local reputation and visibility.
- Professional qualifications of the firm and individual(s) identified in the response.
- References

Insurance Requirements

The successful respondent shall purchase from and maintain, throughout the term of the agreement, the following insurance in a company or companies with an A.M. Best rating of A- (VII) or better:

A. Workers Compensation required by law with employer’s liability limits for at least the amounts of liability for bodily injury by accident of \$ 500,000 each accident and bodily injury by disease of \$500,000, including a waiver of subrogation.

B. Commercial General Liability Insurance policy with an edition date of 1986 or later including products and completed operations. Limits should be at least: Bodily injury & property damage with an occurrence limit of \$1,000,000: Personal & advertising injury limit of \$1,000,000 per occurrence: General aggregate limit of \$2,000,000 (other than products and completed operations): Products and completed operations aggregate limit of \$2,000,000.

- The policy shall name the Town of Westport and Westport Board of Education as an additional insureds and include ISO Form CG 2010 (07/04) and CG 2037 (07/04).
- Such coverage will be provided on an occurrence basis and will be primary and shall not contribute in any way to any insurance or self-insured retention carried by the Town of Westport or Board.
- The policy shall contain a waiver of liability in favor of the Town of Westport and the Westport Board of Education.

- Such coverage shall contain a broad form contractual liability endorsement or wording within the policy form to comply with the hold harmless and indemnity provision of the contract
- A per project aggregate limit of liability endorsement shall apply for any construction contract.
- Deductible and self-insured retentions shall be declared and are subject to the approval of the Board.

C. Commercial Automobile Insurance for any owned autos (symbol 1 or equivalent) in the amount of \$1,000,000 each accident covering bodily injury and property damage on a combined single limit basis. Such coverage shall also include hired and non-owned automobile coverage. Policy shall name the Town of Westport and the Westport Board of Education as an additional insureds.

D. Umbrella or Excess Liability Insurance policy in excess (without restriction or limitation) of those limits and coverages described in items (A) through (C). Such policy shall contain limits of liability in the amount of \$3,000,000 each occurrence and \$3,000,000 in the aggregate.

E. Errors & Omissions Insurance for liability resulting from the negligent performance of professional duties or operations. Such policy shall contain limits of liability in the amount of \$1,000,000 each occurrence and \$3,000,000 in the aggregate. The policy shall name the Town of Westport and the Westport Board of Education as an additional insureds. Coverage will continue three years after the completion of the services.

As to the insurance required, the insurer(s) and/or their authorized agents shall provide the Board with certificates of insurance prior to execution of the agreement by the Board, describing the coverage and prior to 30 days of any renewal. The certificate will include a copy of the additional insured and contractual liability endorsements.