



Chappaqua Central School District

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CHAPPAQUA CENTRAL SCHOOL DISTRICT

REQUEST FOR PROPOSALS

CCSD RFP #2019-6

REAL ESTATE BROKERAGE SERVICES

May 2019

Chappaqua Central School District

REQUEST FOR PROPOSALS CCSD RFP #2019-6 REAL ESTATE BROKERAGE SERVICES

May 2019

Overview

The Chappaqua Central School District is accepting proposals from Real Estate firms to provide real estate brokerage services. Firms must submit a proposal to the District by 2:00 p.m. on Thursday, June 27, 2019.

Scope

The selected brokerage firm will be expected to represent the District in marketing a piece of real estate property and will make a recommendation to the District as to the selection of the firm that will ultimately purchase this property.

Description of the Property

The property has been owned by the District since the 1970's and is located off Button Hook Road and Sabina Road (off Gary Drive), Chappaqua, New York. The parcel ID # is 81.12-1-8. The lot size is 20.36 acres.

Below you will find the following documents:

- [Site Plan 1](#)
- [Site Plan 2](#)

The District received preliminary approval from the New Castle Planning Board to subdivide the property into 6 (six) buildable lots. The intention of the District is to sell the parcel with Planning Board's final approval, which the District is expected to receive in the Fall of 2019.



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RFP Requirements

The proposal should clearly address the following areas:

- Firm overview
- Current market overview
- Data on developer relationships and past representations
- CMA analysis
- Suggested marketing plan
 - Photography
 - Video
 - Advertising locally and regionally
 - How are you going to reach developers in the tristate area
 - Renderings
- Suggested price and associated defense of that price
- Pricing strategy
- Contract terms (duration, exclusivity, etc.)
- Commission structure

Evaluation of Proposals

THE BOARD OF EDUCATION RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL PROPOSALS OR ANY PARTS OF PROPOSALS.

All proposals will be opened publicly at the above-mentioned deadline time.

The original copy of all proposals received will be kept on file in the office of the Assistant Superintendent for Business.

Copies will be distributed as follows: Superintendent of Schools, Board of Education, Selected Members of the Facilities Committee, and the Assistant Superintendent for Business.

Scoring criteria will be based on the information each firm provided in the Qualification section of this RFP.



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Results and Contract Award Process

After the evaluation of all proposals, The Board of Education, administrators and consultants may elect to interview a group of selected firms before the award of the contract.

It is the intent of the Board of Education to award a contract for Real Estate Brokerage Services within a reasonable time after the RFP deadline. An award by the Board of Education shall be subject to successful contract negotiations.

Questions regarding the RFP

Please direct your questions to John Chow, Assistant Superintendent for Business at (914)238-7200 Ext. 1006 or JOCHOW@CCSD.WS

Proposal Submission Instructions

All proposals must be received by the Assistant Superintendent for Business no later than Thursday, June 27, 2019 at 2 p.m. Any proposals received after this deadline will be returned unopened to the firm. Please note "CCSD RFP #2019-6 Real Estate Brokerage Services" on the submittal envelop and email.

Each firm shall submit 1 original proposal and 11 copies to the following address:

**John L. Chow
Assistant Superintendent for Business
Chappaqua Central School District
66 Roaring Brook Road
Chappaqua, New York 10514**

An electronic version of the proposal shall also be submitted to:

**John L. Chow
At
iochow@ccsd.ws**

