

# Request for Proposals

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## NYS Licensed Real Estate Broker Lease/Sale of Town Property

Date Issued: June 12, 2014

Revised Response Deadline: July 17, 2014

Town of Poughkeepsie  
One Overocker Road  
Poughkeepsie, New York 12603

**Request for Proposals  
Town of Poughkeepsie, New York  
NYS Licensed Real Estate Broker  
Lease/Sale of Town Property**

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## **I. Introduction**

The Town Board of the Town of Poughkeepsie (Town) is considering the lease or the sale of certain Town owned real estate as described below. While the Town could undertake the leasing or the sale of such property directly the Board has determined that it is in the best interests of the Town to obtain the services of a New York State licensed real estate Broker or firm (Broker) having experience in commercial transactions to assist the Town. It is the intent of this Request for Proposals (RFP) to have the successful Broker enter into a Professional Services Contract with the Town to supply real estate services as outlined herein.

## **II. Request for Proposals**

The selected Broker will be responsible for providing the Town with commercial Brokerage services, representing the Town's interest in marketing and negotiating leases and/or contracts of sale for the assigned real estate properties, vetting purchasers and potential tenants, and providing other related commercial real estate services as requested.

The Town is seeking a Broker with experience in marketing, selling and leasing properties for commercial and municipal owners with diverse portfolios of properties to best position the selected properties in its inventory for sale. The Broker should have familiarity with laws and practices applicable to municipal real estate matters, including relevant local land use and zoning controls for properties as governed by the Town of Poughkeepsie Code, which is available online at [www.generalcode.com](http://www.generalcode.com).

The selected Broker will be expected to provide the following services:

1. Strategic planning for property leasing and/or sale;
2. Advice regarding building and property rental valuation, including suitability for leasing and/or sale;
3. Progress updates and maintain timely telephone and e-mail contact with assigned staff when there are active interests and transactions;
4. Presentations at public meetings;
5. Consultation with Town Legal, Assessing, Planning, Engineering, Zoning and Building department staff on real property deed restrictions and/or conditions (e.g., easements, covenants, etc.), valuation, and zoning and land use compliance matters;
6. Handle all customary activities and services associated with real estate transactions.

The properties that the Town is considering selling are as follows:

1. 49 Tucker Drive. Tax Parcel No. 6262-03-076234. Approximately 5.42 acres. Land Use Code 651, highway garage facility.
2. 19 Tucker Drive. Tax Parcel No. 6262-03-090168. Approximately 14.6 acres. Land

Use Code 662, police and court facility.

3. 15 Tucker Drive. Tax Parcel No. 6262-03-105106. Approximately 5.63 acres. Land Use Code 340, vacant industrial.
4. 1 Overocker Road, Tax Parcel No. 6261-01-127717. Approximately 0.60 acres. Land Use Code 652, government office.
5. 19 Hamlin Road, Tax Parcel No. 6158-01-022736. Approximately 0.64 acres. Land Use Code 311, vacant residential.
6. Hamlin Road, Tax Parcel No. 6158-01-030743. Approximately 0.59 acres. Land Use Code 311, vacant residential.
7. Hamlin Road, Tax Parcel No. 6158-01-035752. Approximately 0.82 acres. Land Use Code 311, vacant residential.

### **III. Proposal**

In order to assist the Town with the evaluation of proposals that are received each proposal shall use the following format:

#### **1. Statement of Qualifications**

A description of the Broker submitting the proposal, including: full business name, legal status (corporate, partnership or sole proprietor), number and type of employees, specialties, and longevity. List similar projects and the specific personnel who worked on them that are proposed to work on this project.

#### **2. Project Team Members (Curriculum Vitae)**

List any specialties and or strengths that make the Broker and the personnel assigned to this project uniquely suited to the task of performing the work as outlined in this RFP. Provide an organizational chart of the employees proposed to work on this project, including the Project Manager who would be assigned to this project and who shall be the Town's main point of contact with the Broker. This shall include a listing of each individual's relevant project experience in regard to the tasks and responsibilities they would perform in this project.

#### **3. Cost & Payment Schedule**

The Broker will be compensated strictly on a commission basis to be paid at the time of closing of title or signing of the lease, as the case may be. The Broker shall state its proposed commission as a percentage of the lease/sale price.

#### **4. Alternative work items**

The proposal may include a list of alternative work items listed as an additional expense. Each additional work item shall be clearly identified and related to the full

description provided in the Broker's technical proposal.

**5. Non-Collusion Certification**

Each proposal shall include a signed original of the Non-Collusion Certification attached hereto and made part of this RFP in Exhibit "A".

**6. Number of copies**

One original and nine (9) copies of the proposal shall be submitted no later than 12:00 p.m. (noon) Eastern Standard Time on July 17, 2014. The proposal shall be delivered in a sealed envelop and filed with the Town Clerk, One Overocker Road, Poughkeepsie, New York 12603 either by U.S. Mail, overnight delivery, or in person at the Town Hall by the stated deadline.

**7. Questions regarding the RFP**

Specific questions regarding this RFP shall be submitted in writing and directed to the attention of Neil A. Wilson, Director of Municipal Development either by U.S. Mail, overnight delivery, or in person at the Town Hall, One Overocker Road, Poughkeepsie, New York 12603, or by email directed to [nwilson@townofpoughkeepsie-ny.gov](mailto:nwilson@townofpoughkeepsie-ny.gov). In order to provide sufficient time for the Town to receive, assess, and prepare a response to questions, all written questions must be received no later than four (4) calendar days prior to the deadline for receipt of proposals. Each written question will be posted on the Town web-site and a written reply will be mailed to the Broker from whom the question was received with a copy of the reply posted on the Town web-site. It shall be the responsibility of each Broker replying to this RFP to check the Town web-site for questions and replies. Questions and comments that are not in writing will not be accepted and will not receive a reply. The Town reserves the right to extend the time period for receipt of proposals in order to respond to one or more written question(s) and to provide adequate time for responding Brokers to consider the reply(s) to such question(s). If the Town chooses to exercise this right, it will endeavor to do so three (3) days before the scheduled date for receipt of proposals. It is the responsibility of all interested Brokers to contact the Town Clerk for notice of any extensions in the scheduled date for the receipt of proposals. Notice of such changes will also be posted on the Town website.

**8. Format of submittals**

In addition to the stated number of printed copies of the RFP submission, all materials are to be submitted in a portable document format (file type .pdf) on a CD disc or flash drive.

**IV. Insurance Requirements**

Upon award, the successful Broker shall supply and maintain insurance that indemnifies and holds harmless the Town, its officers, employees and agents from and against any and all liability, damage, claims, demands, costs, judgments, fees, attorney's fees or loss arising

directly out of acts or omissions here under by the contractor or third party under the direction or control of the contractor. The successful Broker must furnish the Town with Certificates of Insurance prior to commencement of work. The minimum required coverage shall be as follows:

Workers Compensation	Statutory Requirements
New York State Disability	Statutory Requirements
General Liability/Property Damage	\$2,000,000 combined single limit policy
Automobile Liability	\$1,000,000
Contractual Liability	\$2,000,000

**V. Proposal Evaluation**

The written proposals shall be evaluated by the Town as to the following criteria:

1. Organization, completeness and overall quality of the proposal.
2. The Broker's experience with communities with attributes similar to the Town of Poughkeepsie.
3. The relevant experience of the individuals proposed to perform the work.
4. Cost.

The Town may select one or more Brokers be interviewed. It is anticipated that interviews would be conducted during the week of July 28, 2014. Interviews will include a presentation by the prospective Broker of no more than 15 minutes. It is strongly encouraged that such presentations focus on the prospective Broker's approach to this project and relevant examples of similar project approaches. At the conclusion of the interview process, the Town Board will make a selection. It is expected that the selected Broker and the Town will negotiate a contract for services which contract shall include specific details as to insurance requirements, schedule for payments and deliverables, and the general and specific responsibilities of the parties under the contract.

The Town reserves the right, among other options, to reject any and all proposals, waive informalities in the process, reissue the RFP, interview, and/or negotiate scope and fees with one or more responding Brokers, and/or request additional information from one or more Brokers, and to retain more than one broker. The award shall be made to the Broker whose proposal, in the sole opinion of the Town, best takes into consideration all aspects of this RFP and would be in the best interest of the Town to retain. This document is not an offer to contract, but is an RFP. Neither the issuance of this RFP, preparation and submission of a response, nor the subsequent receipt and evaluation of any response by the Town, will commit the Town to award a contract to any respondent even if all of the requirements in the RFP are met. The Town may modify these requirements in whole or in part and/or seek additional respondents to submit quotations. Only the execution of a written contract will

obligate the Town in accordance with the terms and conditions contained in such contract.

**EXHIBIT "A"**

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**NON-COLLUSION CERTIFICATION**

By submission of a proposal in response to this Request For Proposals each vendor and each person signing on behalf of any vendor certifies, and in the case of a joint proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- 1) The prices in this proposal have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other vendor or with any competitor;
- 2) Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the vendor prior to opening, directly or indirectly, to any other vendor or to any competitor; and
- 3) No attempt has been made or will be made by the vendor to induce any other person, partnership, or corporation to submit or not to submit a proposal for the purpose of restricting competition.

Name of Firm: \_\_\_\_\_

Address of Firm: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

By: \_\_\_\_\_

Signature of Representative of Vendor Firm or Corporation

\_\_\_\_\_  
Print or Type Name of Representative of Vendor Firm or Corporation

STATE OF \_\_\_\_\_ )

SS.:

COUNTY OF \_\_\_\_\_ )

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned, a Notary Public in and for said State, personally appeared \_\_\_\_\_, personally known to me or provided to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

\_\_\_\_\_  
NOTARY PUBLIC



Navigation Toolbar



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Parcel Address Lists (Primary Owner)



Buffer(ft): 100

Coordinates



N: Lat:  
E: Long:

Labels  Parcels  Roads  Address



Parcel Owner Address

Number 49

Predirectional

Name Tucker

Suffix

Searching: Dutchess County

PARCEL IDENTITY (INTERNET) TENTATIVE ROLL

**Parcel Number:**  
134689-6262-03-076234-0000

**Parcel Address -**  
49 Tucker Dr  
Poughkeepsie 126030000

**Owner Name:**  
Town Of Poughkeepsie , (Primary)

**Primary (P) Owner Mailing Address**  
1 Overocker Rd  
Poughkeepsie NY 12603

**Lot Size | Land Use (Land Use Code):**  
5.42 Ac (S) | Highway gar ( 651)

**Assessment Information:**  
Land = \$285500 | Total = \$395000

**Market Value:**  
\$395000

**School District:**  
Arlington CSD

**Agricultural District:**

**Roll Section:**  
8  
(Wholly Exempt)

**Tax Code:**  
N (Non-Homestead)

The following detailed information is available for this parcel:

- [Photo](#)
- [Full property card](#)
- [Print Lot Dimensions](#)
- [Print Dimensions \(No Aerial\)](#)
- [GeoAccess Link](#)

A filed map registered with the County Clerk is available. This link will direct you to a County Clerk application to retrieve the document to view the filed map. If you

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Identify



Backgrounds



Parcel Address Lists (Primary Owner)



Buffer(ft): 100

Coordinates



N: Lat:  
E: Long:

Labels  Parcels  Roads  Address



Parcel	Owner	Address
Number	49	<input type="button" value="GO"/>
Predirectional	<input type="text"/>	
Name	Tucker	
Suffix	<input type="text"/>	
Searching:	Dutchess County	

PARCEL IDENTITY  
(INTERNET)  
TENTATIVE ROLL

**Parcel Number:**  
134689-6262-03-090168-0000

**Associated Grid Numbers (lease codes):**  
6262-03-090168-0099

**Parcel Address -**  
19 Tucker Dr  
Poughkeepsie 126030000

**Owner Name:**  
Town Of Poughkeepsie , (Primary)

**Primary (P) Owner Mailing Address**  
1 Overrocker Rd  
Poughkeepsie NY 12603

**Lot Size | Land Use (Land Use Code):**  
14.6 Ac (S) | Police/fire ( 662)

**Assessment Information:**  
Land = \$3163000 | Total = \$5469000

**Market Value:**  
\$5469000

**School District:**  
Arlington CSD

**Agricultural District:**

**Roll Section:**  
8  
(Wholly Exempt)

**Tax Code:**  
N (Non-Homestead)

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Parcel Address Lists (Primary Owner)



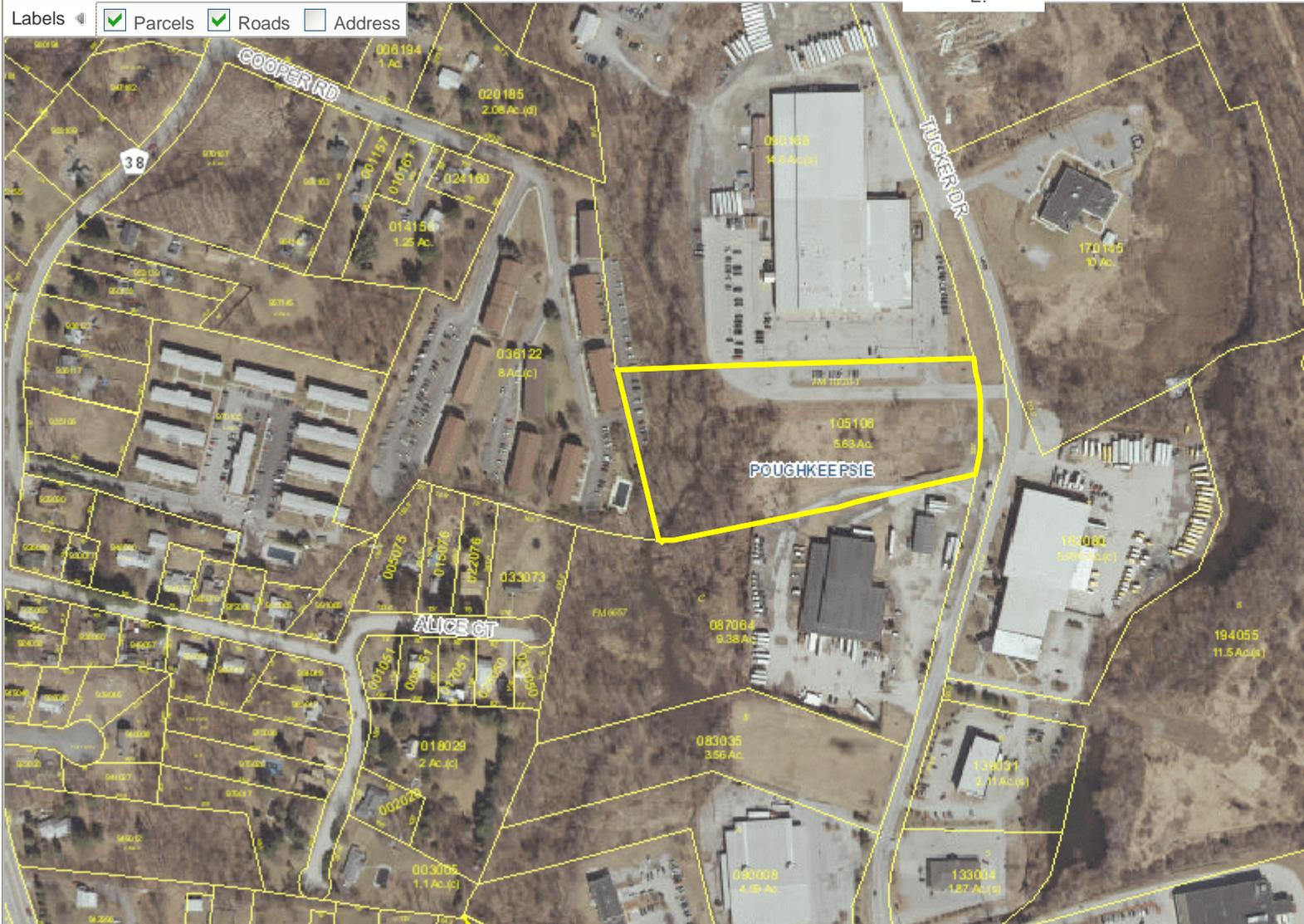
Buffer(ft): 100

Coordinates



N: Lat:  
E: Long:

Labels  Parcels  Roads  Address



Parcel	Owner	Address
Number	49	<input type="button" value="GO"/>
Predirectional	<input type="text"/>	
Name	Tucker	
Suffix	<input type="text"/>	
Searching:	Dutchess County	

PARCEL IDENTITY  
(INTERNET)  
TENTATIVE ROLL

**Parcel Number:**  
134689-6262-03-105106-0000

**Parcel Address -**  
15 Tucker Dr  
Poughkeepsie 126030000

**Owner Name:**  
Town Of Poughkeepsie , (Primary)

**Primary (P) Owner Mailing Address**  
1 Overocker Rd  
Poughkeepsie NY 12603

**Lot Size | Land Use (Land Use Code):**  
5.63 Ac (S) | Vacant indus ( 340)

**Assessment Information:**  
Land = \$285000 | Total = \$285000

**Market Value:**  
\$285000

**School District:**  
Arlington CSD

**Agricultural District:**

**Roll Section:**  
8  
(Wholly Exempt)

**Tax Code:**  
N (Non-Homestead)

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Parcel Address Lists (Primary Owner)



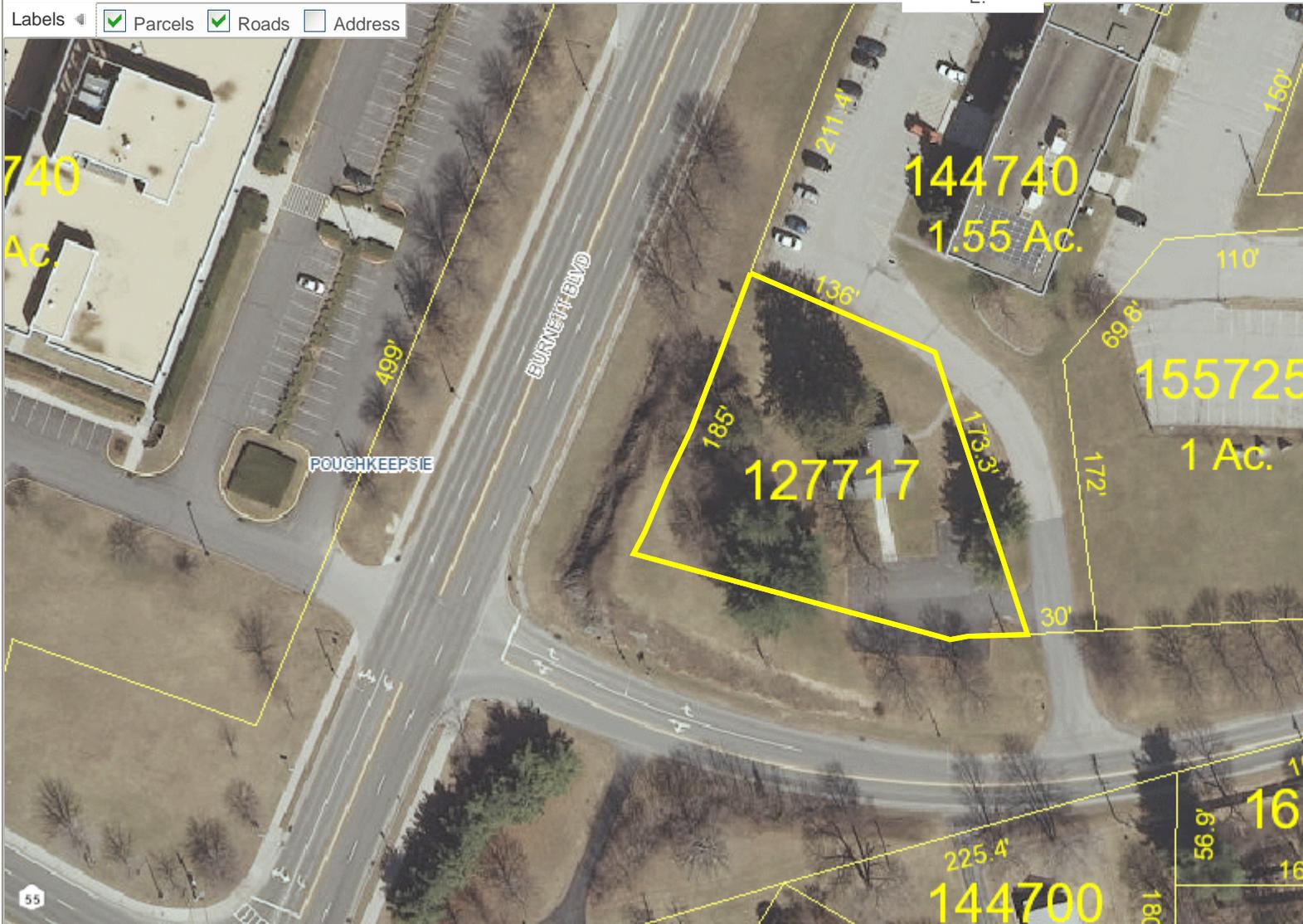
Buffer(ft): 100

Coordinates



N: Lat:  
E: Long:

Labels  Parcels  Roads  Address



Parcel Owner Address

Number: 49

Predirectional:

Name: Tucker

Suffix:

Searching: Dutchess County

PARCEL IDENTITY (INTERNET) TENTATIVE ROLL

**Parcel Number:**  
134689-6261-01-127717-0000

**Parcel Address -**  
1 Overocker Rd  
Poughkeepsie 126030000

**Owner Name:**  
Town Of Poughkeepsie , (Primary)

**Primary (P) Owner Mailing Address**  
1 Overocker Rd  
Poughkeepsie NY 126030000

**Lot Size | Land Use (Land Use Code):**  
.6 Ac | Govt bldgs ( 652)

**Assessment Information:**  
Land = \$60500 | Total = \$200000

**Market Value:**  
\$200000

**School District:**  
Arlington CSD

**Agricultural District:**

**Roll Section:**  
8  
(Wholly Exempt)

**Tax Code:**  
N (Non-Homestead)

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- [Print Lot Dimensions](#)
- [Print Dimensions \(No Aerial\)](#)
- [GeoAccess Link](#)

Historical Aerials (1936 to present): [AerialAccess](#)



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Parcel Address Lists (Primary Owner)



Buffer(ft): 100

Coordinates



N: Lat:  
E: Long:

Labels  Parcels  Roads  Address



Parcel	Owner	Address
Number	19	<input type="button" value="GO"/>
Predirectional	<input type="text"/>	
Name	Hamlin	
Suffix	<input type="text"/>	
Searching:	Dutchess County	

PARCEL IDENTITY (INTERNET) TENTATIVE ROLL

**Parcel Number:**  
134689-6158-01-022736-0000

**Parcel Address -**  
19 Hamlin Rd  
Poughkeepsie 125900000

**Owner Name:**  
Town Of Poughkeepsie , (Primary)

**Primary (P) Owner Mailing Address**  
1 Overocker Rd  
Poughkeepsie NY 126030000

**Lot Size | Land Use (Land Use Code):**  
0.64 Ac (C) | Res vac land ( 311)

**Assessment Information:**  
Land = \$72000 | Total = \$72000

**Market Value:**  
\$72000

**School District:**  
Wappingers CSD

**Agricultural District:**

**Roll Section:**  
8  
(Wholly Exempt)

**Tax Code:**  
H (Homestead)

The following detailed information is available for this parcel:

- [Photo](#)
- [Full property card](#)
- [Print Lot Dimensions](#)
- [Print Dimensions \(No Aerial\)](#)
- [GeoAccess Link](#)

Historical Aerials (1936 to present): [AerialAccess](#)



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Parcel Address Lists (Primary Owner)



Buffer(ft): 100

Coordinates



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E: Long:

Labels  Parcels  Roads  Address



Parcel	Owner	Address
Number	19	<input type="button" value="GO"/>
Predirectional	<input type="text"/>	
Name	Hamlin	
Suffix	<input type="text"/>	
Searching:	Dutchess County	

PARCEL IDENTITY (INTERNET) TENTATIVE ROLL

**Parcel Number:**  
134689-6158-01-030743-0000

**Parcel Address -**  
Hamlin Rd  
Poughkeepsie 125900000

**Owner Name:**  
Town Of Poughkeepsie , (Primary)

**Primary (P) Owner Mailing Address**  
1 Overocker Rd  
Poughkeepsie NY 126030000

**Lot Size | Land Use (Land Use Code):**  
0.59 Ac | Res vac land ( 311)

**Assessment Information:**  
Land = \$70500 | Total = \$70500

**Market Value:**  
\$70500

**School District:**  
Wappingers CSD

**Agricultural District:**

**Roll Section:**  
8  
(Wholly Exempt)

**Tax Code:**  
H (Homestead)

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Historical Aerials (1936 to present): [AerialAccess](#)



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## Backgrounds



## Parcel Address Lists (Primary Owner)



Buffer(ft): 100

## Coordinates

N: Lat:  
E: Long:Labels  Parcels  Roads  Address

Parcel	Owner	Address
Number	19	<input type="button" value="GO"/>
Predirectional	<input type="text"/>	
Name	Hamlin	
Suffix	<input type="text"/>	
Searching:	Dutchess County	

PARCEL IDENTITY  
(INTERNET)  
TENTATIVE ROLL

**Parcel Number:**  
134689-6158-01-035752-0000

**Parcel Address -**  
Hamlin Rd  
Poughkeepsie 125900000

**Owner Name:**  
Town Of Poughkeepsie , (Primary)

**Primary (P) Owner Mailing Address**  
1 Overocker Rd  
Poughkeepsie NY 126030000

**Lot Size | Land Use (Land Use Code):**  
0.82 Ac (C) | Res vac land ( 311)

**Assessment Information:**  
Land = \$78500 | Total = \$78500

**Market Value:**  
\$78500

**School District:**  
Wappingers CSD

**Agricultural District:**

**Roll Section:**  
8  
(Wholly Exempt)

**Tax Code:**  
H (Homestead)

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- [GeoAccess Link](#)

Historical Aerials (1936 to present):  
[AerialAccess](#)