

**RFP 13-05**  
**REQUEST FOR PROPOSALS**  
**PROPERTY MANAGER/REAL ESTATE BROKER**

The City of Norwich is seeking proposals from qualified property managers and/or real estate brokers to maintain and market various properties acquired by the City, primarily through tax foreclosures. The firm or firms selected would be required to perform a variety of duties that are usual and customary to property management and real estate brokerage.

Specifications, including information for applicants, may be obtained at the Office of the Purchasing Agent or online at the State of Connecticut DAS Web Portal or at the City of Norwich web site [www.norwichct.org](http://www.norwichct.org) by clicking on Public Bids/Proposals.

Ten hard copies and one electronic copy of the proposal shall be submitted by:  
November 20, 2013 @ 3:00 P.M. To:

William Block, Purchasing Agent  
City of Norwich  
100 Broadway  
Norwich, CT 06360

Responses will be publicly opened and read in Room 319, City Hall, 100 Broadway, Norwich, CT. The information to be provided in the proposal is described in the "Scope of Services" section of this package. Following receipt of qualified proposals, the Review Committee or its designated agents, may schedule oral interviews with selected respondents. The interview format will be presented to the firms at the time of official notification of any interview.

The City will select a firm based on the qualifications and experience of the respondent, the respondent's experience performing these services in Norwich, and the fee schedule. The City further reserves the right to reject any and all or any part of any and all proposals if such action is deemed in the best interest of the City. The selected firm will be required to comply with **Ordinance # 1235, adopted 12/3/91.**

**William Block**  
**City Purchasing Agent**

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**SCOPE OF WORK**

The City of Norwich is seeking proposals from qualified property managers to administer and maintain various properties acquired by the City, primarily through tax foreclosures.

The firm selected would be required to perform a variety of duties, including, but not limited to:

- Do minor repairs on the properties.
- Maintain utility services.
- Maintain property grounds, including lawn mowing, snow plowing, trash removal.
- Collect rents from properties possessing paying tenants at time of foreclosure.
- Securing unoccupied properties.

Real estate broker duties would include:

- Marketing the properties at a price approved by the City.
- Vacating occupied buildings to place on the market or marketing them with tenants, depending on what is in the City's best interests.
- Advise the City on pricing the properties for auction.

Firms responding to this RFP must include the following information in their proposal:

- Name and address of the principal(s) of the firm.
- A list of clients that they perform property management services for.
- Copies of applicable licenses.
- A list of the services they intend to perform under this agreement.
- A list of the fees and other costs of those services.

The City is unable to forecast the number of properties that would require these services in any given year. This agreement will be in effect from December 20, 2013 to November 20, 2014. The agreement may be extended upon mutual written consent on an annual basis thereafter.

The City and the contracting party each reserve the right to terminate this agreement for cause or convenience upon thirty (30) days written notice. The City further reserves the right to inspect any acquired properties managed by the contractor as well as any and all records maintained by the contractor on such properties.

Fees for services submitted by the contractor and approved by the City will be paid within thirty (30) days.

Insurance requirements for the firm selected are at the end of this document.

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**ADDITIONAL INFORMATION**

Questions regarding maintenance of foreclosed properties should be addressed to:

**Barry Ellison  
Director of Public Works  
860-823-3798  
[bellison@cityofnorwich.org](mailto:bellison@cityofnorwich.org)**

Questions regarding property auctions and related issues should be addressed to:

**Kathy Daley  
Norwich Tax Collector  
860-823-3761  
[kdaley@cityofnorwich.org](mailto:kdaley@cityofnorwich.org)**

Responses to this RFP will be evaluated by the Director of Public Works, the Tax Collector, and the City Purchasing Agent.



***Umbrella/Excess Liability (following form of general liability, auto liability and employer liability):***

Each Occurrence:	\$1,000,000
General Aggregate:	\$2,000,000
Product/Completed Operations Aggregate:	\$2,000,000

***Real Estate Agent Errors & Omissions (aka Professional Liability)***

Each Claim:	\$1,000,000
Annual Aggregate	\$1,000,000