



## Request for Proposal: Real Estate Agent

### Scope of Work

The Hartford Land Bank seeks the services of a qualified and licensed real estate agent in the State of Connecticut to assist in the sale of qualified homeownership properties identified by HLB. Upon transferring its property to local developers, hereinafter known as the “Purchaser”, the Purchaser has to complete all of the improvements required by HLB standards and per the requirements and standards of the Authorities Having Jurisdiction. Upon completion, the Purchaser must sell the property to prospective buyers who shall reside in the property for a minimum of five years. The sale of these properties will be managed by the HLB Real Estate Agent at no cost to the Purchaser.

In accordance with State law, the Real Estate Agent is duly qualified to solicit real estate as a service to the general public. The Parties agree that the services provided by the Real Estate Agent are like an Independent Contractor and no other legal relationship exists or is implied. Nothing in this Agreement shall constitute an offer of employment, a partnership, a joint venture, or any other form of relationship other than the Real Estate Agent’s relationship with the Agency.

The Real Estate Agent must keep in mind the neighborhoods and the community’s priorities and best interests. As such, specific services may include the following:

- Stage and photograph each property(s)
- Display and market real property to potential buyers
- Perform comparative market analysis to estimate all HLB, homeownership and investment properties’ value
- Provide guidance and assist sellers and buyers in marketing and purchasing property for the right price under the best terms
- Prepare required documents (contracts, leases, deeds, closing statements etc.)
- Determine HLB’s needs and financial abilities to propose solutions consistent with HLB’s mission
- Mediate negotiation process, consult clients on market conditions, price, mortgage, legal requirements and related matters
- Coordinate with appraisers, escrow companies, lenders and home inspectors
- Promote sales through advertisements, open houses and listings

The Real Estate Agent will work closely with and advise the Finance and Program Officer as needed given market changes. The Real Estate Agent may be asked to present to the Board of Directors, or selected committees thereof, or other meetings where members of the public are present.

### Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Suitability of the proposal—how well the proposal meets the needs and criteria detailed in this RFP
- Experience— attach resume(s)
- Fee—including any other cost associated with your services



- Capability of Staff—sufficient staff experience and capacity to deliver services in the timeframe established
- Proposal Presentation—clear, professional proposals are desired
- Proven track of successful sales record
- Real Estate Agent’s or broker’s license

### **Proposal Format**

Please use the following guidelines when formatting your proposals:

#### **Cover Letter**

Please include a cover letter signed by the person or persons authorized to sign on behalf of the company.

#### **Proposal**

The proposal should discuss the services provided by your entity and their benefits. Please discuss your ability to deliver on the criteria outlined in the Scope(s) of Work section of this RFP, and please indicate who will deliver the requested services and include his or her or their background/experience. Finally, please explain why you are interested in becoming the Hartford Land Bank’s Real Estate Agent.

#### **Budget & Fees**

Please indicate your proposed fee for the services as described in the RFP. Please provide an additional estimate for any expenditures related to travel, copies, and other incidentals. Please detail hourly rates and assigned personnel, if applicable.

#### **Prior Sales/References**

Please describe the sale of your most recent 3-4 recent properties in areas with similar socioeconomic and demographics to the City of Hartford. You may include up to two references.

### **Guidelines, Timeline, and Requirements**

This is an open and competitive process. **Proposals will be accepted until 5:00 PM on Friday, March 17, 2023.** Proposals received after that deadline may not be considered.

Please send one electronic copy of your proposal to Yahaira Escibano, Finance and Program Officer, at [Yahaira@hartfordlandbank.org](mailto:Yahaira@hartfordlandbank.org). Principals only.

The selected respondent(s) will be notified no later than **Monday, April 14, 2023**. The project will be initiated on a date to be agreed to by the Land Bank and the selected respondent(s), contingent upon funding, with a goal of starting by **Wednesday, April 19, 2023**. The Land Bank anticipates a one-year contract with options to amend based on the need and quality of services provided.

If you have questions specific to this RFP, please feel free to contact Yahaira Escibano at [Yahaira@hartfordlandbank.org](mailto:Yahaira@hartfordlandbank.org). No phone calls, please.



The mission of the Hartford Land Bank (the “Land Bank”) is to identify, acquire, and redevelop – directly or through partnership with government, nonprofit, and private sector partners – vacant, abandoned, tax-delinquent and/or distressed properties in the City of Hartford, where such redevelopment will: improve community and economic vitality of Hartford neighborhoods, ensure long-term sustainability of impacted properties, and enhance the quality of life for residents and businesses. Hartford Land Bank coordinates its activities with other community, regional and neighborhood partners that pursue objectives and goals complementary to that of Hartford Land Bank. The City of Hartford is a key partner, and the Hartford Land Bank Executive Director will be the primary liaison to the City of Hartford.

**It is the policy of Hartford Land Bank, Inc. to ensure nondiscrimination and equal opportunity for all applicants and contractors and will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, and the Land Bank shall comply with all applicable state and federal equal opportunity and nondiscrimination laws and regulations, including regulations adopted by the Connecticut Commission on Human Rights and Opportunities.**