

Request for Proposals - REAL ESTATE BROKER OR CONSULTANT Property Maximization Services

The Town of Rye requires a real estate broker, manager or consultant to provide real estate services in connection with the Town of Rye's owned properties. The Town of Rye invites all qualified real estate brokers and/or consultants to draft and submit to the Town of Rye (at the Proponent's expense) proposals in accordance with the requirements outlined in the Request For Proposal ("RFP"). The selected broker or consultant will be performing services solely on behalf of the Town Council.

PROJECT OVERVIEW

The Town of Rye requests the services of a real estate broker, manager and/or consultant in connection with Town of Rye's owned properties:

- Valuation estimates of Town owned properties or a specified portion thereof
- Creation of a management plan to maximize value for the Town of Rye
- Analysis of the potential to lease or sell all or a portion of the properties listed
- Develop strategic alternatives concerning the lease or sale of the Properties

Specifically, the Town of Rye requests the Awardee to provide the following services:

1. Provide a plan for the Town of Rye to monetize these properties to effectively realize maximum value which may include operating and renting properties, sale of properties, auction of properties, and/or repurposing properties for improved future value.
2. Provide a management operating plan to protect and preserve the inherent value for each property as well as options for income streams while awaiting disposition

Proposals must be sent via mail, overnight courier or hand delivery to:

Hope Vespia – Town Clerk
Town of Rye
10 Pearl Street
Port Chester, New York 10573

Proposals must be received no later than 3:00 p.m., EST, on September 14, 2012, unless such deadline is extended in writing by, and at the sole discretion of, the Town of Rye. Late Proposals will be disqualified from consideration. **Proponents may submit written questions, via e-mail only,** to Director of Purchasing, Bishop Nowotnik, **no later than 4:00 p.m., EST, on September 6, 2012,** to bnowotnik@townofryeny.com.

Proposals will remain under seal and will be opened at a closed meeting on **September, 18 2012 at 10:00 a.m.** Except as provided in this RFP and as otherwise necessary for conducting business operations previously established with the Town of Rye, Proponents may not communicate with the Town of Rye personnel who are involved in the review, evaluation or selection of Proponents. The Town of Rye will disqualify Proponents who engage in prohibited communications of a material nature, as determined by the Town of Rye.

A complete copy of the RFP and a list of these properties is available from Hope Vespia, Town Clerk, 10 Pearl Street, Port Chester, New York 10573, 914-939-3075