



REQUEST FOR PROPOSALS (RFP)

Real Estate Brokerage Services for Leasing of Town-Owned Property (Connecticut)

Town: Windsor Locks, Connecticut

RFP No.: 2026-003

Issue Date: June 9, 2026

Proposal Due: July 6, 2026 at 11:00 AM

Submission Method: Email PDF format

Email Address: Yana Abramovich, Finance

Director: yabramovich@wlocks.com



This RFP is issued by the Town for the purpose of selecting a qualified Connecticut-licensed real estate brokerage firm (the “Broker”) to provide professional services to market and secure a tenant for a Town-owned property, and to assist the Town in negotiating and closing a lease transaction. The Town reserves the right to reject any and all proposals, to waive informalities, and to award in the best interest of the Town.

1. Overview and Objectives

The Town seeks proposals from qualified real estate brokerage firms to act as the Town’s representative for the leasing of a Town-owned property located at 225 Main Street in Windsor Locks, Connecticut (the “Property”). The selected Broker will advise the Town on market positioning and lease terms, develop and execute a marketing strategy, identify and qualify prospective tenants, and assist in negotiating a lease that meets the Town’s objectives.

- Secure a qualified tenant and negotiate commercially reasonable lease terms that protect the Town’s interests.
- Ensure the leasing process is fair, transparent, and consistent with applicable Town policies, charter/ordinances, and Connecticut law.
- Maximize long-term value and appropriate use of the Property in alignment with Town goals (e.g., economic development, tax base, community benefit, compatible land use).

2. Property Information

Property Name / Identifier	225 Main Street (Town-owned building) Map Block Lot: 029-137-001-00RR https://www.propertyrecordcards.com/PropertyResults.aspx?towncode=165&uniqueid=00259500
Location	225 Main Street, Windsor Locks, CT 06096
Building Size / Area	Approximately 3,300 SF (gross building area)
Zoning	BDRD Zone, and within the Main Street Overlay Zone
Utilities / Site Conditions	Water/Sewer/Gas/Electric
Current Condition / Improvements	The building is vacant and adjacent to the new train station (which is scheduled to open in Autumn of 2026). The building itself was recently renovated, and is largely a shell as of now. Any needed improvements for tenant fit-out would be the responsibility of the lessee.
Known Constraints	The building as a whole is intended to function as a Welcome Center for the new train station. As such, it has public restrooms that will need to be maintained. Additionally, there is no dedicated parking for the site (there is public parking at the new train station, and parallel street parking on the opposite side of Main Street). Proposed uses may need Planning and Zoning Commission and/or Zoning Board of Appeals approval.
Preferred Lease Structure	Building lease; initial term of <u>TBD</u> years with <u>TBD</u> renewal option(s); rent structure: NNN (tenant to pay personal property taxes, insurance, and common area maintenance/operating expenses as defined in the lease); tenant improvements are the sole cost and responsibility of the tenant
Preferred Uses	The Town would prefer non-office commercial uses that promote foot traffic in the area, i.e., ice cream shop, coffee/bakery/café/sandwich shop, specialty retail

Important: Information provided in this RFP is for convenience only. Respondents are responsible for performing their own due diligence. The Town makes no representations or warranties regarding the Property, including environmental conditions, suitability, or fitness for a particular purpose.

3. Scope of Services

The selected Broker will provide, at a minimum, the following services (the Town may modify or refine final duties in the agreement):

1. **Market Analysis and Strategy:** Provide a market rent/lease-rate opinion, comparable lease analysis, recommended positioning, target tenant industries, and suggested lease

structure (e.g., term, escalations, options, CAM if applicable, permitted use, improvements, incentives).

2. **Marketing Plan:** Prepare a written marketing plan and timeline, including listing strategy, broker outreach, signage recommendations, marketing materials, and channels to be used.
3. **Marketing Materials:** Create professional offering materials (flyer/brochure, site plan exhibits if available, photographs, and summary of key terms). Note: Any use of the Town's name/seal requires prior written approval.
4. **Prospect Outreach:** Market the Property to prospective tenants and cooperating brokers; respond to inquiries; coordinate and host property tours/site walks.
5. **Prospect Qualification:** Screen and qualify prospects, including financial capability, experience, intended use, and compatibility with zoning and Town objectives.
6. **Offer Management:** Receive and organize proposals/letters of intent; analyze and present offers to the Town with a recommendation and comparison of key economic and risk terms.
7. **Negotiation Support:** Assist the Town in negotiating the business terms of the lease, subject to direction and approval by the Town and Town Counsel.
8. **Coordination:** Coordinate with Town staff, legal counsel, engineers/surveyors, environmental consultants, and planning/zoning as needed; manage document flow and schedules.
9. **Reporting:** Provide written status updates at least biweekly or as requested, including a pipeline report with documentation of inquiries, tours, proposals, and next steps.
10. **Closing Support:** Assist with execution logistics, commencement checklist, and delivery of final deal summary for Town records.

4. Deliverables

- Market analysis memo and recommended lease parameters.
- Marketing plan and proposed listing narrative.
- Marketing package (PDF) as suitable for distribution.
- Periodic written activity/status reports.
- Offer comparison summary and recommendation when offers are received.
- Closing checklist and final transaction summary.

5. Proposal Submission Requirements

Proposals must be received by the Proposal Due date/time shown on the cover page. Late proposals will be rejected. Respondents are solely responsible for ensuring timely delivery.

5.1 Required Proposal Contents

1. **Cover Letter** signed by an authorized representative.
2. **Firm Profile:** legal name, address, principal contacts, years in business, CT brokerage license information, and office locations.
3. **Team and Staffing:** identify primary broker and backup, resumes, and roles (leasing specialist, marketing support, etc.).
4. **Relevant Experience:** at least 3–5 comparable leasing assignments, preferably including local market area and/or municipal/public-owner leasing. Include property type, location, lease term, and outcome.
5. **Marketing and Leasing Approach:** proposed strategy specific to the Property, target tenants, outreach plan, and proposed schedule.
6. **Opinion of Value / Lease Strategy:** preliminary view of achievable lease economics and recommended structure (may be presented as a range with assumptions).
7. **Compensation Proposal:** Describe the proposed fee/commission structure (see Section 8), including any alternative options and how cooperating brokers are handled.
8. **Conflict Disclosure:** any relationships with potential tenants or other conflicts, and how they will be managed.
9. **Insurance:** evidence that required insurance can be provided upon award.
10. **Required Forms** (if any): see Section 11 and Attachments.

5.2 Questions; Addenda; Communications

Questions must be submitted in writing to the RFP Contact by email (yabramovich@wlocks.com) no later than June 22, 2026 at 11:00 AM ET. Responses, if any, will be issued by written addendum. Oral statements shall not be binding. From the Issue Date until contract award, Respondents shall not contact Town officials, employees, or agents regarding this RFP except through the RFP Contact.

6. Procurement Schedule (Anticipated)

Event	Date/Time (ET)
RFP Issued	June 9, 2026
Questions Due	June 22, 2026 at 11:00 AM
Responses/Addenda Issued (if any)	June 26, 2026
Proposals Due	July 6, 2026 at 11:00 AM
Interviews (if held)	Week of July 13, 2026
Anticipated Selection / Award	July, 2026

7. Minimum Qualifications

- Respondent is a real estate brokerage firm authorized to do business in Connecticut and licensed in Connecticut.
- Primary broker assigned to the engagement holds an active Connecticut real estate broker license.
- Demonstrated experience in commercial leasing transactions comparable in size/complexity to the anticipated lease.
- Ability to provide required insurance.
- No disqualifying conflicts of interest that would impair the Respondent's ability to represent the Town.

8. Evaluation and Selection

The Town will evaluate proposals based on the criteria below. The Town may request additional information, conduct interviews, check references, and negotiate terms with one or more Respondents.

- **Relevant experience and past performance** (e.g., municipal/public-owner leasing, comparable property types) – 25%
- **Proposed approach and marketing plan** – 20%
- **Qualifications of assigned team** – 20%
- **Compensation proposal and overall value** – 20%
- **Responsiveness and quality of proposal** – 15%

9. Compensation Structure (Proposed)

Respondents shall propose compensation clearly and completely. The Town is open to alternative structures that align incentives and reduce upfront cost. Final compensation will be negotiated in the brokerage agreement, subject to Town approvals.

- **Success-based commission:** Commission expressed as a percentage of base rent and/or a percentage of total rent over the initial term, payable upon lease execution or rent commencement (define clearly).
- **Hybrid:** Reduced commission plus modest fixed fees for defined deliverables (e.g., marketing package, valuation memo).
- **Co-brokerage:** State whether and how cooperating broker commissions will be handled and any proposed splits.

10. Terms, Conditions, and Compliance

10.1 Town Reserved Rights

- Reject any or all proposals, or cancel this RFP at any time.
- Waive minor irregularities or informalities.
- Request clarifications or additional information.
- Conduct interviews and/or require best-and-final offers.
- Negotiate with one or more Respondents and make an award deemed to be in the Town's best interest.
- Award without interviews, or to multiple firms (if applicable).

10.2 Public Records (FOIA)

Proposals may be subject to disclosure under the Connecticut Freedom of Information Act. If a Respondent believes portions of its proposal are exempt from disclosure, it must clearly identify such portions and provide the legal basis for the claimed exemption. The Town makes no guarantee that any information will be withheld from disclosure.

10.3 Insurance

The selected Broker will be required to maintain insurance in types and limits acceptable to the Town, which may include (as applicable): Commercial General Liability, Professional Liability (Errors & Omissions), Automobile Liability (if used), and Workers' Compensation. The Town will be named as an additional insured on required policies where appropriate. Provide a certificate of insurance upon request and prior to contract execution.

10.4 Nondiscrimination and Other Legal Requirements

The selected Broker shall comply with all applicable federal and Connecticut laws and Town ordinances/policies, including nondiscrimination and equal opportunity requirements. The Town may require additional certifications (e.g., ethics, gifts, consulting agreements, campaign contribution restrictions) consistent with Town practice and applicable Connecticut requirements.

Note: Requirements for competitive or public bidding for the lease or other disposition of municipal property may arise under Connecticut law and/or local charter/ordinances, depending on the nature of the transaction and the Town's policies. Respondents should be prepared to support a transparent process consistent with applicable requirements.

11. Attachments (Templates)

The Town may include one or more of the following attachments with this RFP. If provided, complete and submit as part of your proposal.

- Attachment A: Property Information
- Attachment B: Proposal Signature Form
- Attachment C: Fee/Compensation Proposal Form
- Attachment D: References Form
- Attachment E: Insurance Requirements (if provided)

Attachment B: Proposal Signature Form

To be included with the respondent's proposal submission.

Respondent Legal Name	[]
Primary Contact	[]
Address	[]
Phone / Email	[]
CT Broker License No. (Firm)	[]
CT Broker License No. (Primary Broker)	[]
Authorized Signature / Title	Signature: _____ Date: _____ Printed Name/Title: _____

Attachment C: Fee/Compensation Proposal Form

Provide your proposed compensation structure below. Clearly define the commission base, timing of payment, treatment of renewals/extensions, and cooperating broker splits.

To be included with the respondent's proposal submission.

Option 1: Success-Based Commission	[Describe percentage(s), basis (base rent/total rent), payment trigger, renewals]
Option 3: Hybrid	[Describe]
Cooperating Broker Policy	[Describe splits, whether paid from your fee or additional]

Attachment D: References Form

Please provide at least three references for comparable commercial leasing assignments, preferably including municipal, public-owner, commercial/retail, or similarly situated clients.

Reference No. 1

Client/Entity:

Contact Name:

Title:

Phone:

Email:

Project Description:

Reference No. 2

Client/Entity:

Contact Name:

Title:

Phone:

Email:

Project Description:

Reference No. 3

Client/Entity:

Contact Name:

Title:

Phone:

Email:

Project Description:

Attachment E: Insurance Requirements

If provided by the Town, respondents should review these requirements carefully and confirm their ability to comply upon award.

- Commercial General Liability: limits as required by the Town.
- Professional Liability (Errors & Omissions): limits as required by the Town.
- Automobile Liability: if vehicles are used in performance of the services.
- Workers' Compensation: as required by Connecticut law.
- Additional insured and certificate requirements: as specified by the Town.

To be included with the respondent's proposal submission only if specifically requested by the Town.