

City of Beacon
County of Dutchess, New York

***REQUEST FOR PROPOSALS
FOR
REAL ESTATE BROKER SERVICES***

COB RFP No. 2024-015
COB Contract No. 2024-XXX

1. **OVERVIEW**

The City of Beacon, New York, (the “City”) issues this request for proposals (“RFP”) seeking qualified real estate brokers to assist with the sale of two City-owned former firehouse properties, the **MASE HOOK & LADDER** (“Mase Hook & Ladder”) property located at 425 Main Street, Beacon, and the **BEACON ENGINE Co. #1** (“Beacon Engine”) property located at 57 East Main Street, Beacon (collectively referred to as the “Properties”). It is the intent of this RFP to have the selected broker enter into a professional services agreement with the City to provide real estate services as set forth herein.

The City is seeking brokers with exceptional experience and qualifications in marketing and selling historical buildings for adaptive reuse within the Hudson Valley region, and who possess a knowledge of the City of Beacon. Prospective brokers shall meet the minimum qualifications and are encouraged to supplement their proposal with any additional information they deem important and necessary to the City for the marketing and sale of the Properties. Prospective brokers should have some familiarity with the laws and practices applicable to municipal real estate matters, including relevant local land use and zoning laws and regulations for properties governed by the City of Beacon Code, which is available at <https://ecode360.com/BE0803>.

There will be a mandatory site visit for Mase Hook & Ladder on **Wednesday December 11, 2024 at 2:00 p.m.** Followed by a mandatory site visit for Beacon Engine on the same day, immediately thereafter. Please register for the site visit by emailing Ben Swanson at bswanson@beaconny.gov.

2. **SCOPE OF WORK**

The selected real estate broker will be responsible for assisting the City with brokerage services, representing the City’s interest in marketing, and negotiating the sale of the two City-owned Properties (descriptions of the Properties in Section 4 below and in Attachments “A” and “B”).

The selected real estate broker shall agree to contract with the City to provide the following:

- Advice regarding pricing and market valuation;
- Strategic planning for marketing; and
- Progress updates and maintain timely telephone and e-mail contact with the assigned City staff, City Attorney, and other City consultants when there are active interests and transactions.

Additionally, the selected real estate broker may be required to:

- Make presentations at public meetings and/or to City officials and staff;
- Consult with the City Attorney on real property deed restrictions and/or terms of sale (e.g., easements, covenants, etc.);
- Handle all other customary activities and services associated with real estate brokerage services and real property transactions; and
- Deliverables may include valuations, marketing, and strategic planning reports as specified in each task order that may be issued during the term of the agreement.

3. **SCHEDULE OF WORK**

The City of Beacon is prepared to issue a Notice to Proceed upon acceptance of the best-qualified proposal which is in the best interest of the City of Beacon and its residents. The City desires to list the Properties for sale no later than thirty (30) calendar days after the issuance of the Notice to Proceed.

4. **DESCRIPTION OF PROPERTIES**

A. **Mase Hook & Ladder - 425 Main Street, Beacon**

Originally constructed in 1911, Mase Hook & Ladder, located at 425 Main Street, is a three-story brick building. Mase Hook & Ladder is located within the Central Main Street (CMS) zoning district as well as the Historic District and Landmark Overlay Zone. Permitted uses for the CMS Zoning District are provided in Attachment “H.” The property is located in the heart of the City’s downtown. It is a brief walking distance to the Metro-North Hudson train station located in Beacon.

The building has a flat roof, with bracketed cornice beneath the roofline. The façade contains a stone belt course between the third and second stories. Mase Hook & Ladder was

built in the Renaissance Revival style and is one of two such styled buildings in the City. The front of the building, facing Main Street, has two arched former fire-cart doors that have been closed, with one now being the main entrance door and both have arched glass-paneled doors and arched stone labels with keystones. All third story windows are recessed by vertical brick panels. Mase Hook & Ladder is serviced by public utilities including electric, gas, telephone, and utilizes City of Beacon water and sewer services.

Existing Rooftop Lease. Verizon Wireless has a Lease for rooftop space for its wireless antenna installation and an approximately 240 square foot fenced area on the ground at the base of the building for its equipment cabinets. Verizon has installed a generator which the Landlord has access to use. A copy of the Lease with Verizon is annexed hereto as Attachment “E.” The City anticipates assigning the Lease to the new owner and the value of the Lease should be factored into any valuation of the property. The annual lease payment in 2024 was \$23,380.53, with an annual 2% increase.

B. Beacon Engine - 57 East Main Street, Beacon

Originally constructed in the early 1920’s and subsequently expanded (date unknown) Beacon Engine, located at 57 East Main Street, is a 0.11 acre parcel with 50± feet of frontage on the southwest side of the street. Beacon Engine is listed on the National Register of Historic Places ([National Register Reference No. 04001341](#)) and located in the residential R-4 Zoning District and within the Historic District and Landmark Overlay Zone. Permitted uses for the R1-5 Zoning District are provided in Attachment “H” and additional uses permitted by Special Use Permit are set forth in Attachment “I.” The parcel is largely at grade and slightly sloping in a southerly direction to the rear of the property. At that point, the site is steep wooded terrain. Beacon Engine is serviced by public utilities including electric, gas, telephone, and utilizes City of Beacon water and sewer services.

Structural improvements on the site consist of a two-and-a-half story masonry, steel and wood frame fire station with single garage bay. The exterior is brick with some lintel, mixed roof with slate, asphalt shingle and roll composition, double hung or fixed casement wood windows, and wood or steel doors. There is a wood sided addition off the rear of the structure with a slanted roof. There are two front wood entry doors, one rear steel door from the basement to a pressure treated deck, and one second floor steel door to a fire escape. The interior walls are paneled, plaster, or drywall, ceilings are plaster or acoustical tiled, and floors are hardwood, carpeted or tiled. Tiling consists of vinyl, ceramic (bathrooms) or clay (second floor kitchen area). Heat is provided by a gas fired “Hydrotherm” boiler and there is a 40 gallon “American Standard” hot water heater. There is 200-amp electrical service and a back-up generator. Lighting is fluorescent and incandescent. Beacon Engine is serviced by public utilities including electric, gas, telephone, and utilizes City of Beacon water and sewer services.

The first floor has a main entry and open meeting area, a radio room, small offices, lavatory, and the one-bay garage. The second level has a large meeting room, lavatory, smaller open meeting area, and a full kitchen. The half-story can be characterized as “finished” attic

space previously utilized for storage. There is also a basement with a finished bar area, small kitchenette, a pool table room, storage room, and also contains the boiler.

5. GENERAL PROVISIONS

This RFP, including any attachments, exhibits, and any amendments or addenda (collectively, the RFP) is subject to the rights reserved by the City, including, but not limited to the City's right to:

- Withdraw and/or cancel this RFP at any time and without prior notice before the final award of the contract;
- Request clarification of any term or requirement of this RFP at any time before the award of the contract (Proposers may amend their proposals, as directed by the City, only if the City materially alters or amends this RFP after submission of proposals);
- Extend any key dates or deadlines related to this RFP;
- To award the contract with or without interviews or negotiations;
- Reject any proposal that does not strictly conform to the requirements of this RFP, is incomplete, non-responsive, or fails to meet the minimum qualifications herein, except that the City may, in its sole discretion, waive what it deems to be informalities or non-material errors.
- To conduct an interview(s) with any, all, or none of the proposers to aid in the evaluation process; and
- Negotiate potential contract terms and conditions with any proposer.

The City of Beacon shall not be liable or responsible in any way for any expenses incurred in the preparation of a proposal in response to this RFP. All information submitted in response to this RFP is subject to the Freedom of Information Law, Article 6 of the New York State Public Officers Law ("FOIL"), unless an exemption applies. Proposers are responsible for identifying any information in their respective proposal considered to be confidential and exempt from FOIL provided that the City shall have the final determination as to whether an exemption actually applies to the information. Please be advised, the City, however, is obligated to disclose information consistent with the requirements of FOIL per Public Officers Law § 87.

6. TIMELINE & DESIGNATED CONTACT

A. **Key Dates**

Subject to change at the City's discretion, the following are key dates for this RFP.

- RFP issued: December 2, 2024
- Deadline for Questions to be Submitted: December 9, 2024 by 3:00 p.m. (email only).
- Mandatory site visit to be held: December 11, 2024 at 2 p.m. Please register for the site visit by emailing Ben Swanson at bswanson@beaconny.gov.

B. **Designated Contact**

All questions regarding this RFP shall be submitted in writing via email to the "Designated Contact": Ben Swanson, at bswanson@beaconny.gov with a copy to the City Attorney, Nicholas M. Ward-Willis at nward-willis@kblaw.com.

Questions submitted verbally or by other means shall not be considered.

- The City's response to questions shall be in writing and provided to interested proposers no more than three (3) business days after the deadline for question submission has expired. The City's responses will be provided to all of those who attend the mandatory site visit.

7. PROPOSAL DUE DATE

Proposals shall be accepted until **Thursday, 3:00 p.m. on December 19, 2024**, in the City of Beacon Clerk's office, City Hall, One Municipal Plaza, Beacon 12508.

All proposals **must** be mailed or delivered in-person in a sealed envelope to the attention of Chris White, City Administrator. Proposers must mark their proposal response envelope as "RFP Response – Real Estate Broker Services" on the outside of the response package. Proposers must provide one (1) original and three (3) copies of the proposal response.

Each proposer is responsible for the successful delivery and receipt of their proposal response. Proposals must arrive at the time and place specified herein. Please leave ample time for submission. Late proposals, no matter the cause of their lateness, will NOT be accepted. Electronic or faxed proposals will NOT be accepted. A proposer may, after submitting a proposal, amend its proposal by submitting an amended proposal, clearly labeled "Amended RFP Response – Real Estate Broker Services," as long as the amended proposals is submitted on or before the due date and time.

8. **PROPOSAL OVERVIEW**

The following information is required and must accompany your proposal response:

- A. **Cover Letter:** Provide a cover letter indicating your interest in serving as the City's real estate broker to sell the Properties. Include relevant information as necessary for the City to make an informed award of the contract and related to the sale of municipal/historical properties for adaptive reuse, including what potential uses of the Properties appear to be most viable. Please propose a process and anticipated timeline that includes a discussion of how and to whom you intend to market the Properties, inform and update City Staff, how your proposed process addresses potential issues, or other challenges in selling the Properties. Proposers are recommended to include an estimated value of each of the Properties and terms of sale that they would recommend the City require.
- B. **Background Information:** For example, list years in business with a description of services offered, including size of firm, location, number and nature of professional staff to be assigned to the contract, with a brief resume for each key person listed which outlines experience with the marketing and sale of similarly situated properties.
- C. **Experience Summary:** Describe your firm's pertinent real estate experience in the marketing and sale of historic properties, municipal property, and properties for adaptive reuse. A minimum of five (5) years of experience of relevant experience is required. Identify general experience in marketing and selling/leasing commercial properties, and specifically identify commercial properties you, and your team to be assigned to the contract, have sold in the Hudson Valley over the past five (5) years. List general experience in the City of Beacon, and specifically identify commercial properties sold or leased in the City of Beacon.
- D. **Marketing Methods:** Describe your marketing plan including methods of identifying target buyers and groups, and a description of the materials and strategy for presenting the Properties to the market.
- E. **Additional Services:** Identify and describe the other professionals, if any, who would be engaged in developing marketing materials for the Properties and/or the sale of the Properties.
- F. **Fee Schedule:**
 - i. Required – State your commission rate for selling the Properties.
 - ii. Optional – In addition to the commission rate above, proposers may also submit an alternative fee arrangement, which in the opinion of the

proposer, would be beneficial to the City, along with an explanation as to why the proposer believes such alternate fee arrangement would be favorable.

- iii. State any other costs the City of Beacon should anticipate relating to the real estate brokerage services to be provided.

NOTE: By submitting a proposal, proposers hereby agree their quoted fees shall remain valid for a minimum of ninety (90) days after the submission due date.

- G. **References:** Provide a list of three (3) applicable references. Include name, title, and contact information for each reference as well as a brief description of the specific services provided.
- H. **Conflict of Interest Statement:** In order to avoid a conflict of interest, or the appearance of a conflict of interest, your firm shall not engage in any outside activities that are inconsistent, incompatible, or appear to conflict with your ability to exercise independent and objective judgment in the best interest of the City of Beacon. Please outline all conflicts of interests, including potential conflicts, that exist for your firm in relation to providing real estate brokerage services for the City of Beacon.
- I. **Sample Form of Contract:** Please provide a copy of your form of contract.
- J. **Good Standing:** Submit proof of real estate brokerage license issued by New York State and any licenses of any real estate salespersons who would be assigned to this contract.

9. **QUALIFICATIONS**

- A. Be a licensed real estate broker in the State of New York, and if a corporate entity, licensed/permitted to do business in the State. Memberships with major real estate listing services (e.g., MLS) are mandatory.
- B. At least five (5) years of relevant experience in the Hudson Valley, New York.
- C. Attendance at the mandatory site visits.
- D. Timely submission of proposal response.
- E. Submission of a complete proposal response, including all materials set forth in Section 8 above.

10. SELECTION PROCESS

A. Evaluation

Each timely submitted proposal response will be reviewed for compliance with the form and content requirements of this RFP. The City will review complete proposal responses and evaluate each proposal in accordance with the evaluation criteria set forth in Section 10(C) below.

B. Interviews

The City of Beacon reserves the right to interview any, all, or none of the proposers. In the interview, if conducted, the City will be represented by the Mayor, City Administrator, City Planner, City Engineer, Director of Finance and City Attorney, and any other persons designated by the Mayor. Interviews may be conducted before or after the opening of sealed proposal responses. The purpose of the interview is to further assess the proposer’s ability to perform the Scope of Work, or to seek other information related to any other evaluation criteria. The proposer’s lead broker, as well as all other key personnel to be assigned by the proposer shall attend and are expected to participate in the interview.

C. Evaluation Criteria for Selection

Selection will be based upon the following criteria:

- i. Relevant experience and qualifications.....20%
- ii. Overall quality of the proposal and detail.....25%
- iii. Marketing plan.....20%
- iv. Depth of firm resources.....10%
- v. Cost proposal.....25%

11. SPECIAL CONDITIONS OF THE PROPERTIES

- A. Both Properties shall be conveyed to purchasers with restrictive covenants. For example, the purchaser shall be precluded from renaming the Properties and removing, altering, or defacing any historical architectural features (placards, medallions, substantial alterations to the facades).
- B. Neither of the Properties will have dedicated parking upon sale.
- C. Both Properties are located within the City’s Historical Overlay District (HDLO). Any alterations to the façade of either of the Properties will require approval from the Beacon Planning Board.

- D. Beacon Engine is listed on the National Register of Historic Places, [Reference No. 04001341](#). See link or Attachment “C.”
- E. Mase Hook & Ladder is currently listed as eligible for historic preservation status. See e.g., Attachment “D.”
- F. Please include any terms of sale you would recommend in your proposal.
- G. The Properties are being sold as-is. Title searches have already been completed and the City is the fee owner of the Properties.
- H. Mase Hook & Ladder currently houses a cell tower per lease agreement with the Verizon Wireless (see Attachments “E” and “F”). The City anticipates assigning its rights to the lease and income therefrom upon sale. More details will be provided to the successful broker.
- I. Both Properties also house various public equipment and appurtenances on the roof and exterior of the structures, which shall remain the City’s property and will be subject to rights of access in favor of the City. More details will be provided to the successful broker.

12. DOCUMENTS ATTACHED TO THIS RFP

- A. Survey of Mase Hook & Ladder.
- B. Survey of Beacon Engine.
- C. Copy of Beacon Engine’s listing on the National Register of Historic Places.
- D. Copy of Mase Hook & Ladder Building Inventory Submission Form to the New York State Office for Historic Preservation (1979).
- E. Copy Mase Hook & Ladder Verizon Wireless Lease for Rooftop Cellular Antenna installation.
- F. Copy of Sketches for Mase Hook & Ladder Verizon Wireless Rooftop Cellular Antenna (as-built schematics to be provided to the successful proposer).
- G. City of Beacon Historic District and Landmark Overlay Zone, Chapter 134 of the Beacon City Code.
- H. Schedule of Permitted Uses.
- I. Uses allowed by Special Use Permit in the Historic District and Landmark Overlay Zone.