

Agenda
Economic Planning and Development Committee
Tuesday, September 11, 2018
8:00 AM Pomfret Senior Center/Grange

Present:

Call to Order:

Approval of Minutes:

Citizens Statements and Petitions:

Additions to the Agenda:

Old Business:

- 1) Murdock Property/Forestry Plan
- 2) QV Tech Park
- 3) NECCOG/Branding
- 4) Sustainable CT

New Business:

Other:

Citizens Statements and Petitions:

Adjournment

**TOWN OF PUTNAM
OFFICE OF ECONOMIC & COMMUNITY DEVELOPMENT
156 MAIN STREET
PUTNAM, CT 06260
REQUESTS FOR PROPOSALS FOR
EXCLUSIVE AGENCY AGREEMENT FOR
THE QUINEBAUG REGIONAL TECHNICAL PARK (The Q)**

The Town of Putnam's Economic & Community Development Commission (the "Commission") requests proposals for real estate brokers licensed in the State of Connecticut to market The Quinebaug Regional Technology Park (The Q) and to represent the Commission in the sale of lots within The Q. The Commission, on behalf of the Town of Putnam intends to enter into an Exclusive Agency Agreement (copy attached) with one broker for the period of October 2018 to October 2019, with a renewal term of one year, if it determines that such an agreement would be advantageous to the Commission.

Written Proposals are due by Thursday, September 27, 2018 by 4:00 p.m.

By Mail or In Person:

Putnam Economic & Community Development Commission
156 Main Street
Putnam, CT 06260

Proposal Requirements:

1. Brokers must fully complete and sign a submittal form and include required attachments with their proposal. Submittal Form and information on The Q lots is available by request via email to Jackie.lefevre@putnamct.us.
2. Within 10 working days of selection and notice of award, the selected Broker shall complete and submit an executed copy of the Commission's Exclusive Agency Agreement for approval and execution by the Commission (a substitute agreement form will not be accepted).
3. The selected Broker shall commence services within 10 work days of the Commission's return of a fully executed Exclusive Agency Agreement.
4. "Exhibit A"- Exclusive Broker's Marketing Plan for The Q. This exhibit should describe in detail the Exclusive Broker's plans to market The Q during the term of the Agreement. Please be as specific as possible in your description of marketing activities and creativity in marketing efforts.
5. "Exhibit B"- Exclusive Broker's Proposed Sample Quarterly Report to the Putnam Economic & Community Development Commission". This exhibit must illustrate the scope and level of reporting detail to be provided in describing the Exclusive Broker's activities in marketing The Q.

August 28, 2018