

1. Introduction & Project Overview

The New Castle Fire District is seeking proposals from qualified, licensed New York State Real Estate Brokers to provide professional services for the marketing and sale of the property located at 11 Senter Street Chappaqua, NY. The District has determined this property is no longer required for fire protection purposes and intends to dispose of the asset.

2. Scope of Services

The selected Broker will be expected to:

- Perform a comprehensive market analysis and recommend an initial listing price.
- Describe in detail the resources and marketing plan targeting both local and regional buyers that your firm intends to commit.
- Coordinate all property showings and "open house" events for potential bidders.
- Assist the Board in evaluating offers to ensure "best value" for the taxpayers.
- Work closely with the District's legal counsel to facilitate the closing process.
- Acknowledge that any sale is subject to a **Mandatory Referendum** and Board approval.

3. Submission Requirements

Interested brokers should submit a proposal containing the following:

- **Company Profile:** A brief history of your firm and your experience with municipal or "special use" properties.
- **Proposed Listing Price:** A Broker Price Opinion (BPO) based on recent comparable sales in the Chappaqua area.
- **Marketing Plan:** A specific strategy for this firehouse (e.g., online platforms, signage, direct outreach to developers).
- **Commission Structure:** Your proposed commission percentage for the sale (including any co-brokerage splits).
- **References:** Contact information for at least three (3) clients for whom you have sold commercial or unique properties.

4. Evaluation Criteria

Proposals will be evaluated based on:

1. **Experience:** History of successful sales of municipal or complex commercial assets.
2. **Market Knowledge:** Demonstrated understanding of local zoning and the potential for adaptive reuse of firehouses.
3. **Strategy:** The depth and breadth of the proposed marketing plan.
4. **Cost:** Competitiveness of the commission rate.
5. **Professionalism:** Compliance with all RFQ requirements and overall quality of the submission.
6. **Presentation:** The Board may ask the finalists to make an in-person presentation to the Fire Commissioners.

5. Submission Instructions

Please submit 1 copy of your proposal in a sealed envelope marked "**RFQ: Firehouse Sale**" by April 10th, 2026. Send either by Mail or delivered to the dropbox as described below.

By Mail to:

**New Castle Fire District No. 1 Attn: Board of Fire Commissioners PO Box 64
Chappaqua, NY 10514**

OR

Physically dropped off at the NCFD1 Board of Fire Commissioners dropbox at 491 King Street near the door adjacent to the flagpole.