

## **LEGAL NOTICE**

SEEM Collaborative

### **REQUEST FOR PROPOSAL**

“On-Call” and “As Needed” Consultant for Real Estate and Related Services

#### **RFP # 20197**

The SEEM Collaborative is seeking proposals for an “On-Call” and “As Needed” Consultant for Real Estate and Related Services. If awarded, the contract will be awarded for September 1, 2019 through August 31, 2022 with an option to renew for an additional two (2) years at the sole discretion of SEEM Collaborative.

The selected firm shall have demonstrated previous experience in providing specified services. The “On-Call” and “As Needed” Consultant for Real Estate and Related Services Company will provide administrative and technical direction for real estate and related services such as, but not limited to assisting and advising with/on assessment needs, development of request for proposals, leasing and purchase agreements, project management, financing options, and move coordination.

A complete RFP may be obtained, without charge, by contacting Greg Zammuto by e-mail at [gzammuto@seemcollaborative.org](mailto:gzammuto@seemcollaborative.org) from 9:00am on May 30, 2019 through 11:00am on Thursday, July 18, 2019.

The deadline for submitting proposals to the SEEM Collaborative, 92 Montvale Avenue, Suite 3500, Stoneham, MA 02180 is 11:00am Thursday, July 18, 2019.

It is the intent of the Awarding Authority to award a contract within sixty (60) business days after receiving the proposals. The SEEM Collaborative reserves the right to reject any and all proposals.