



COMMUNITY DEVELOPMENT

Request for Proposal (RFP)

Professional Real Estate Services

for the

Marketing and Sale of the City of Indianola

Dangerous and Dilapidated Vacant Lots

Issued by:

City of Indianola
Community Development Department
110 North 1st Street
Indianola, Iowa 50125

Mailing Address:

City of Indianola
Community Development
P.O. Box 299
Indianola, Iowa 50125

Proposals must be submitted

No later than 10:00 a.m. on April 23, 2018

There will not be a public opening for this RFP

For further information regarding this RFP Contact

Chuck Burgin
515-961-9430
cburgin@indianolaiowa.gov

Issued: April 5, 2018



COMMUNITY DEVELOPMENT

CITY OF INDIANOLA REQUEST FOR PROPOSALS

The City of Indianola is soliciting proposals from real estate agents/firms for the provision of professional services, advice and technical assistance in the marketing and selling of property owned by the City of Indianola.

I. BACKGROUND ON LANDS OWNED BY THE CITY OF INDIANOLA TARGETED FOR THIS PROPOSAL

The City of Indianola owns five (5) parcels of vacant land at various locations. (See attached location information.) The listing price of each property will be determined by a development agreement between the City and the purchaser. The final sale price is subject to several factors such as amount of value of new improvement, the completion time of the improvement and the original cost of the purchase of the property.

II. SCOPE OF SERVICES

The responsibilities of the selected entity will include, but not be limited to, providing professional services, advice and technical assistance for the marketing and possible sale of City owned properties. The City, at its discretion, will decide which properties will be listed for sale by the selected entity.

III. INFORMATION REQUIRED FROM INTERESTED FIRMS

The City is pleased to invite your firm to submit a written proposal for the activities outlined above. Attached hereto is Form PSQ-Real Estate Services, "Professional Service Questionnaire," for use in preparing your Proposal. All information should be included solely on the attached forms.

IV. COMPENSATION

The City intends to negotiate either a percentage or flat fee for service with the responsible offeror whose proposal and qualifications are determined to be the most advantageous to the City, based upon the evaluation of information received from applicants.



COMMUNITY DEVELOPMENT

V. TIME OF PERFORMANCE

The services of the firm will be for one (1) year from the award date. The City reserves the right to review listings on an annual basis.





COMMUNITY DEVELOPMENT

VI. GENERAL INFORMATION

- A. The RFP is not to be construed as creating a contractual relationship between the City and any firm submitting a response to this RFP.
- B. The City shall have no obligation or liability to any firm responding to this RFP. All costs associated with responding to this RFP are borne solely by the respondent.
- C. The City may require follow-up oral interviews with selected respondents and may require the respondents to participate in negotiations.
- D. The City reserves the right to reject any/or all responses, to modify the scope with one or more of the respondents, and to waive any/all requirements which the City deems to be in its best interest.
- E. By submitting this information the firm represents that it has examined and understands this RFP and has become fully informed of all the requirements of the RFP. All terms and conditions set forth in this document are accepted and must be incorporated in the submission unless explicit exception is made to individual items and accepted by the City.
- F. By submitting a response, the firm represents that it has the ability to meet the requirements outlined herein.
- G. Firms should contact the City of Indianola's Community Development Department for information or questions concerning this RFP.

After evaluation of the responses, the City will make a selection based on the response which best meets the needs of the City, in the sole discretion of the City.

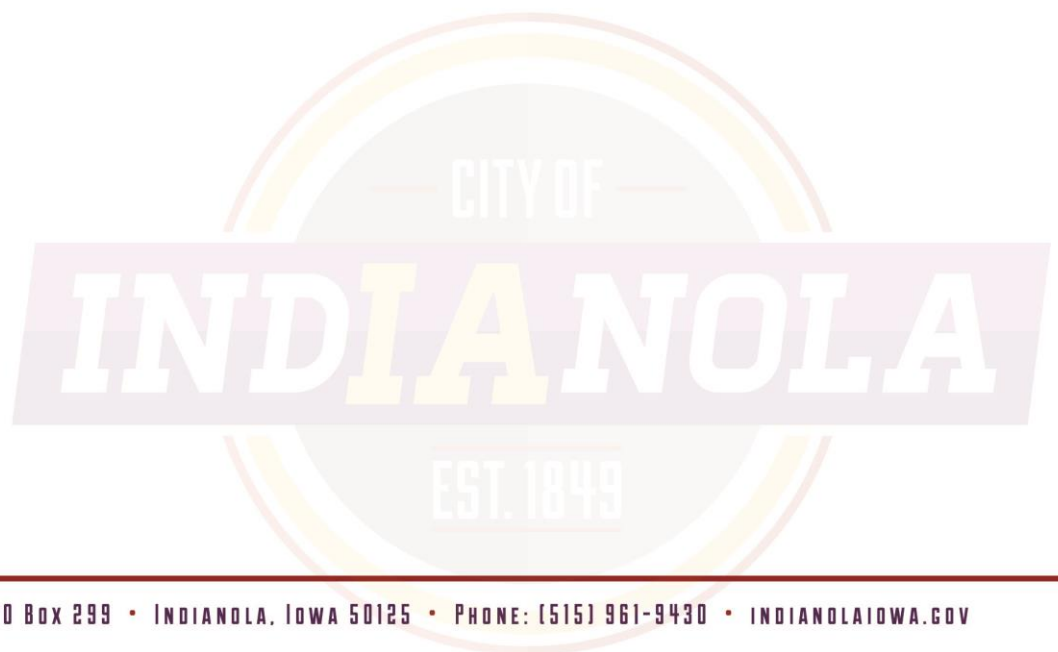


COMMUNITY DEVELOPMENT

VII. SUBMISSION REQUIREMENTS

Proposals will be received until April 23, 2018, at the Office of Community Development, 110 North 1st Street, Indianola, Iowa, 50125, until 10:00 a.m.

Please submit proposals in a sealed envelopment clearly marked “Professional Real Estate Services”.





COMMUNITY DEVELOPMENT

PROPERTY LOCATION INFORMATION

Property 1:

| | |
|-----------------------|---|
| Address: | 204 North Jefferson Way |
| Legal Description: | The North ½ Lot 7 and the West 40' of the North ½ Lot 8, Block 4, Except the West 5.5' of Lot 7, East Indianola, Indianola, Iowa. |
| Current Zoning: | C-2 (Highway Commercial) |
| Lot Size: | 74' x 84.5' |
| Date of City Purchase | 2010 |

Property 2:

| | |
|-----------------------|---|
| Address: | 506 West 2 nd Avenue |
| Legal Description: | Lot 9, Block 18, Jones and Windles Addition, Indianola, Iowa. |
| Current Zoning: | R-2 (Single and Two Family Residential) |
| Lot Size: | 50' x 120' |
| Date of City Purchase | 2011 |

Property 3:

| | |
|-----------------------|--|
| Address: | 203 West 2 nd Avenue |
| Legal Description: | North 95' of Lots 1 & 2 AND Lot 3 & Alley on South, Block 4, South Indianola, Indianola, Iowa. |
| Current Zoning: | C-2 (Highway Commercial) |
| Lot Size: | 95' x 100' + 50' x 160' |
| Date of City Purchase | 2013 |



COMMUNITY DEVELOPMENT

PROPERTY LOCATION INFORMATION (Continued)

Property 4:

| | |
|-----------------------|--|
| Address: | 910 East 2 nd Avenue |
| Legal Description: | South ½ East 156' Lot 28, Auditors Outlots, Indianola, Iowa. |
| Current Zoning: | C-2 (Highway Commercial) |
| Lot Size: | 156' x 159' |
| Date of City Purchase | 2014 |

Property 5:

| | |
|-----------------------|---|
| Address: | 410 South Jefferson Way |
| Legal Description: | South 35' Lot 10 and All of Lot 11, Block 4, Haworth's Addition, Indianola, Iowa. |
| Current Zoning: | C-2 (Highway Commercial) |
| Lot Size: | 85' x 150' |
| Date of City Purchase | 2015 |





Form PSQ – Real Estate Services (Pg.1)

COMMUNITY DEVELOPMENT

PROFESSIONAL SERVICES QUESTIONNAIRE

The purpose of this form is to provide information regarding the qualifications of firms interested in serving as Realtor to the City of Indianola.

1. FIRM NAME AND ADDRESS:

INTERNET ADDRESS: _____

YEAR FIRM ESTABLISHED: _____

2. NAME OF PRINCIPAL TO CONTACT: _____

TITLE: _____

EMAIL: _____

TELEPHONE: _____

3. ADDRESS OF OFFICE TO PERFORM WORK, IF DIFFERENT FROM ITEM 1:

4. LIST ANY OUTSIDE KEY CONSULTANTS/ASSOCIATES ANTICIPATED FOR THE PROJECT: _____



Form PSQ – Real Estate Services (Pg.2)
COMMUNITY DEVELOPMENT

QUALIFICATIONS/EXPERIENCE

5. PROVIDE THE FOLLOWING INFORMATION FOR KEY PERSONS, SPECIALISTS, AND INDIVIDUAL CONSULTANTS WHO WILL BE INVOLVED IN PROVISION OF CONSULTING SERVICES FOR THIS PROPOSAL. COPY AND COMPLETE A SEPARATE PAGE FOR EACH PERSON INVOLVED.

a. Name and Title: _____

b. Project Assignment/Role in Provision of services requested (i.e. marketing of land tracts, appraisals of land and improvements, project management; etc.):

c. Name of firm with which associated: _____

d. Years experience with this firm: _____, with other firm(s): _____

e. Other experience or qualifications relevant to the proposed project:



Form PSQ – Real Estate Services (Pg.3)
COMMUNITY DEVELOPMENT

QUALIFICATIONS/EXPERIENCE (Continued)

6. PROVIDE BELOW ANY ADDITIONAL INFORMATION THAT WOULD SUPPORT YOUR QUALIFICATIONS FOR THE PROPOSED PROJECT, INCLUDING HOW YOU INTEND TO MARKET THE PROPERTIES AND ANY INNOVATIVE OR UNIQUE PROJECTS/PROGRAMS RESULTING FROM YOUR SERVICES:

BASIS OF COMPENSATION

7. USE THIS SPACE TO PROVIDE A LUMP SUM RANGE OF FEES, ON A NOT TO EXCEED BASIS, FOR SERVICES REQUESTED IN THIS RFP. ALL ADDITIONAL ITEMS OF COMPENSATION SHOULD ALSO BE IDENTIFIED. PLEASE NOTE THIS IS NOT A BID, IT IS MERELY AN INDICATOR OF YOUR COMPENSATORY EXPECTATIONS. COMPENSATION FOR PERFORMANCE OF SERVICES WILL BE NEGOTIATED UPON SELECTION OF THE MOST ADVANTAGEOUS PROPOSAL.

- a. Percentage of compensation/property _____

- b. Flat fee of compensation/property _____



Form PSQ – Real Estate Services (Pg.4)

COMMUNITY DEVELOPMENT

The foregoing information provided in the Professional Advice Questionnaire is true and correct, to the best of my knowledge.

DATE: _____

SIGNATURE: _____

NAME AND TITLE: _____

