

## **REQUEST FOR PROPOSALS (“RFP”) FOR LICENSED REAL ESTATE BROKER SERVICES FOR THE SALE OF FORMER COLERAINE FIRE HALL**

The City of Coleraine (City) is seeking proposals from licensed real estate brokers and/or firms to sell property owned by the city. It is the intent of the RFP to have the successful broker/firm enter into a Professional Services Contract with the City to supply real estate brokerage services as outlined herein.

The City property to be sold is:

**Part of Parcel ID: 88-410-0910 as shown in the attached map and legal description. Located at 94 Roosevelt Street, Coleraine, MN part of Section 32 56-24.**

The City will accept submissions until 4:00 p.m. on Thursday, April 15, 2021. In order to ensure a fair review and selection process, brokers/firms submitting proposals are prohibited from contacting other City staff, Councilmembers, or Mayor regarding these proposals. All proposals, questions, and correspondence should be directed to: Briana Anderson, City Clerk-Treasurer, PO Box 670, Coleraine, MN 55722, email: [banderson@cityofcoleraine.com](mailto:banderson@cityofcoleraine.com) Phone: 218-245-2112.

Interested brokers/firms are invited to meet at Coleraine City Hall Clerk’s office to attend an inspection of the land on April 8<sup>th</sup> @ 2:00 p.m. or by arranging a time with City Clerk-Treasurer, Briana Anderson. Access to the building is restricted, therefore, City officials must accompany any interested parties.

### **Terms and Conditions:**

1. The successful broker/firm shall agree to contract with the City to complete the following (“Scope of Services”):
  - a. Analyze the market for sale of the property;
  - b. Develop strategies for the sale of the property;
  - c. Negotiate with potential buyers on behalf of the City;
  - d. Coordinate real estate appraisals;
  - e. Coordinate real estate transaction closing with the City Attorney;
  - f. Handle all customary activities and services associated in the normal course of business with real estate transactions;
  - g. Conduct presentations at public meetings if required; and
  - h. Consultation with City staff, including the City Attorney
2. Respondents to the RFP shall have the following qualifications:
  - a. Must be licensed and in good standing with the State of Minnesota;
  - b. Must have excellent reputation in the real estate community;
  - c. Must be knowledgeable in the local real estate market and have experience with commercial property; and
  - d. Must be knowledgeable in the use of all public real estate records.
3. The contract period for the successful broker/firm will be six months from the date of the award. The contract may be renewed for additional term(s) upon satisfactory

- performance by the broker/firm at a rate agreed to in writing by both the broker/firm and the City.
4. Issuance of the RFP and receipt of proposals does not commit the City to award a contract. The City reserves the right to postpone receipt date, accept or reject any or all proposals received in response to this RFP, or to negotiate with any of the brokers/firms submitting an RFP, or to cancel all or part of the RFP. The City also reserves the right to reject any offer for the purchase of a respective property if deemed unreasonable.
  5. By submitting a proposal, a firm/broker represents that they have thoroughly examined and become familiar with the Scope of Services outlined in the RFP and can perform quality work to achieve the City's objectives. The following information must accompany all proposals:
    - a. List number of years in the real estate business and previous names of the firm, if any;
    - b. Description of your firm including size, location, number and nature of professional staff employed;
    - c. Brief resume for each key person to be assigned to the City;
    - d. Description of experience assisting similar size entities, including any and all services for government agencies;
    - e. List of three references where and when your firm provided similar services:
      - i. Please provide names and telephone numbers of contact persons for each reference.
    - f. Additional services offered through your firm; and
    - g. Fee schedule:
      - i. Commission rate for the listing and selling of the identified property;
      - ii. Proposed method of compensation for representing the City in negotiations for selling the property; and
      - iii. State any other costs the City may anticipate relating to the real estate services to be provided.
  6. Proposals will be reviewed by City staff. It is anticipated staff will recommend contract award/acceptance of a proposal to the City of Coleraine City Council at the regularly scheduled Council meeting on April 26<sup>th</sup>, 2021.

### **Evaluation Criteria**

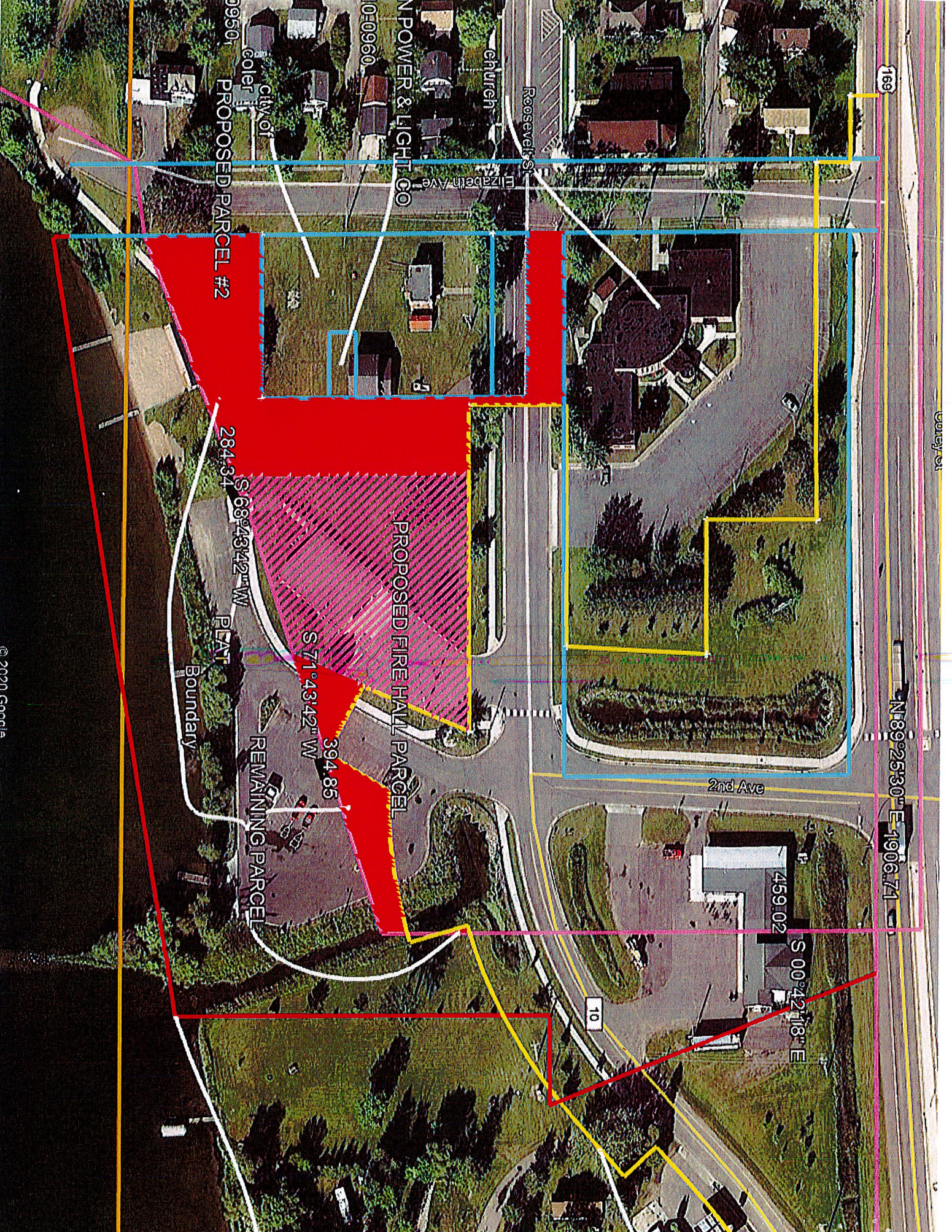
The proposals will be evaluated relative to the following criteria:

- a. Qualifications of individuals assigned to the project;
- b. Familiarity with local and regional markets;
- c. Performance on past projects;
- d. Ability to meet time and budget constraints;
- e. Project experience and approach; and
- f. Fees associated with the project.

### **Selection**

The City will review each submittal and score each proposal to determine top candidates. Candidates may be interviewed as deemed necessary to determine successful representation.









Building a Better World  
for All of Us®


### DESCRIPTION OF PROPOSED PARCEL

That part of Cotton Park, PLAT OF COLERAINE, according to the recorded plat thereof on file and of record in the Office of the County Recorder, Itasca County, Minnesota, lying southerly of Roosevelt Avenue, depicted as part of parcel 44 upon Minnesota Department of Transportation Trunk Highway No. 169 map 200-77; easterly of a line parallel with and 220 feet easterly of the east line of 66 foot wide Elizabeth Avenue, as originally depicted upon said PLAT OF COLERAINE; westerly of the west line and southwesterly extension thereof of Second Avenue, a.k.a. Cotton Park Drive, as depicted upon said Minnesota Department of Transportation Trunk Highway No. 169 map 200-77; and northerly of the following line: Commencing at the West Quarter Corner of Section 32, Township 56 North, Range 24 West, thence North 89 degrees 25 minutes 30 seconds East along the east-west quarter line of said Section 32 a distance of 1906.71 feet to the east line of said Cotton Park, thence South 00 degrees 42 minutes 18 seconds East, along said east line a distance of 459.02 feet to the POINT OF BEGINNING; thence South 71 degrees 43 minutes 42 seconds West a distance of 394.85 feet; thence South 68 degrees 43 minutes 42 seconds West a distance of 284.34 feet to the said east line of platted Elizabeth Avenue and there terminating.

Subject to restrictions, reservations, and easements of record.

### CERTIFICATION

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

  
\_\_\_\_\_  
Theodore S Brown, LS  
Minnesota License No. 51678

4/29/2020  
Date

X:\AE\C\COLER\154140\9-survey\93-doc\15-proposed-desc\COLER Firehall Desc-tb.docx

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 21 NE 5th Street, Suite 200, Grand Rapids, MN 55744-2601

SEH is 100% employee-owned | [sehinc.com](http://sehinc.com) | 218.322.4500 | 888.908.8166 fax