



HUTCHINSON

A CITY ON PURPOSE.

Request for Proposals (RFP) for Licensed Real Estate Broker Services

General Instructions

Responses submitted must provide complete information as indicated in this request. Please submit eight (8) print copies or one electronic copy by 4:00 p.m. on November 3, 2023 to:

City of Hutchinson
Attn: Matt Jaunich
111 Hassan Street SE
Hutchinson, MN 55350-2522

Questions and inquiries regarding this request should be directed to:

Matt Jaunich
City Administrator
111 Hassan Street SE
Hutchinson, MN 55350-2522
(320) 234-4241
Email to: mjaunich@hutchinsonmn.gov

DO NOT call members of the Hutchinson City Council with questions about this RFP. All inquiries should be directed to the designated staff member.

The City will not reimburse any expenses incurred by Respondent(s) including, but not limited to, expenses associated with the preparation and submission of the response and attendance at meetings.

The City reserves the right to reject any and all responses and to request additional information from any and all brokers/firms.

SCHEDULE (subject to change):

October 13, 2023 – RFP available to interested parties
November 3, 2023 – All proposals are due by 4:00 p.m.
November 14, 2023 – Council Selection

PURPOSE OF RFP

The Hutchinson City Council is accepting formal written proposals from licensed real estate brokers and/or firms to sell property owned by the City. The properties to be sold are located at 44 Washington Avenue West (former Emergency Operations Center), 10 Franklin Street SW (former Police Station), and 28 Franklin Street SW (parking lot south of Police Station) in Hutchinson, MN. It is the intent of this RFP to have the successful broker/firm enter into a professional services contract with the City to supply real estate brokerage services as outlined within this RFP.

BACKGROUND ON PROPERTIES

The City is looking to sell these properties due to the opening of new Police Station and the no longer use of these properties for City operations. All properties are located in downtown Hutchinson and are currently zoned C-3 (Central Commercial). Allowed uses within this district include, but are not limited to, that of trade and service-type businesses, retail stores, cultural facilities, offices, restaurants, theaters and the like. Questions on specific uses, both allowed and conditional, can be directed to the City's Building/Planning and Zoning Director, Dan Jochum at djochum@hutchinsonmn.gov.

Information on Hutchinson's Downtown and its future "Vision Plan" can be found here: rptimaginehutch.pdf (hutchinsonmn.gov)

44 Washington Avenue West (former Emergency Operations Center) – Site #1

County PID #: 23-050-0660

Building Square Footage: Ground Floor – 3,520; Gross Building – 5,290

Lot Size: 44 x 80

The building is a one-story, steel-frame building with brick veneer and stucco exterior. It is a storefront/downtown office type building. The building has three separate mezzanine areas, which are currently used for storage and office space. The north portion of the building is set up as an emergency operations/call center, with a large, tiered open area flanked by restrooms, offices and storage. The south portion of the building is used as office space. The property has no on-site parking. The mezzanines are only accessible via a staircase.

10 Franklin Street SW (former Police Station) – Site #2

County PID #: 23-050-0720

Building Square Footage: Ground Floor – 9,511; Gross Building – 14,078

Lot Size: 132 x 132

The building is a one-story, wood-frame office building with a full basement, an attached heated, two-stall garage, and one detached, unheated one-stall garage. The structure has a brick veneer and stucco exterior and asphalt shingled roof. As the previous police station, the building has greater security measures than is typical for an office/storefront-type building. The site also includes about 15 on-site parking stalls and a generator.

Please note that the generator on the site of 10 Franklin Street SW also provides backup power to the building at 44 Washington Avenue West. Both buildings are also connected by fiber. The City will have a conversation with future buyers of the two sites on whether or not there is a need to eliminate the connection of power and fiber between the two buildings. Also, the six-stall garage/shop located along the alley is being kept by the City and will not be included in the sale of any of these properties.

28 Franklin Street SW (Parking Lot) – Site #3

County PID #: 23-050-0740
Building Square Footage: NA
Lot Size: 66 x 132

This site is the parking lot directly south of the former police station. The current configuration allows for about 10-12 parking stalls.

APPRAISALS

The City conducted appraisals on the buildings located at 44 Washington Avenue West and 10 Franklin Street SW in March/April of 2022. Under Minnesota’s Data Practices Act, this information is not public information. The appraisals will be available to the broker/firm who is selected to represent the City through this RFP process.

INSPECTING OF THE BUILDINGS

Inspection of the buildings at 44 Washington Avenue West and 10 Franklin Street SW can be done by appointment. Please contact Matt Jaunich at (320) 234-4241 or by email at mjaunich@hutchinsonmn.gov to set up a time to inspect the buildings if desired.

SPECIFICATIONS OF THE RFP

Responses to this Request for Proposal (RFP) should provide the City with the information needed to assess, evaluate, and select a broker/firm who will best represent the needs of the City.

SPECIFIC PROPOSAL PREPARATION INSTRUCTIONS

Proposals should be as thorough and detailed as possible so that the City may properly evaluate the capabilities of the broker/firm who may represent the City in selling these properties. The broker/firm shall submit one (1) original and seven (7) copies of their proposal or one (1) electronic copy.

The following information is required and must accompany your proposal:

1. **COVER LETTER:** Provide a cover letter indicating your interest in serving as the City’s real estate broker/firm to sell the property as noted within this RFP.
2. **BACKGROUND INFORMATION:** For example, list years in business with a description of your firm, including size of firm, location, number and nature of the professional staff to be assigned to this contract, with a brief resume for each key person listed.

3. **EXPERIENCE SUMMARY:** Describe your firm's pertinent real estate experience.
4. **MARKETING METHODS:** Describe the methods of identifying target user groups and a description of the marketing materials and the strategy for presenting the property to a regional and/or national marketplace (when appropriate).
5. **ADDITIONAL SERVICES:** Describe additional relevant/unique services offered through your firm.
6. **FEE SCHEDULE:**
 - a. State your commission rate for listing and selling of properties and for advising on miscellaneous real property matters.
 - b. State any other costs the city of Hutchinson should anticipate relating to the real estate services to be provided.
7. **REFERENCES:** Provide at least three applicable references. Include name, title, and contact information for each reference as well as a brief description of the specific services provided.
8. **CONFLICTS OF INTEREST:** In order to avoid a conflict of interest, or the appearance of a conflict of interest, your firm should not engage in any outside activities that are inconsistent, incompatible, or appear to conflict with your ability to exercise independent/objective judgment in the best interest of the City of Hutchinson. Please outline all conflicts of interest that may exist for your firm in relation to providing real estate services for the City.

SCOPE OF SERVICES

The successful broker/firm shall agree to contract with the City to provide the following:

- a. Analyze the market for sale of the property;
- b. Develop strategies for the sale of the property;
- c. Develop marketing materials to advertise the properties for sale;
- d. Participate in site tours of City-owned property that is for sale with potential buyers;
- e. Coordinate real estate appraisals if needed;
- f. Represent the City in negotiations with a prospective buyer from the time of offer until closing;
- g. Analyze offers from potential buyers and advise the City with respect to negotiations;
- h. Coordinate real estate transaction documents with the City Attorney;
- i. Handle all customary activities and services associated in the normal course of business with real estate transactions;
- j. Conduct presentations at public meetings if required; and
- k. Consultation with city staff

TERMS AND CONDITIONS

The contract period for the successful broker/firm will be six (6) months from the date of award. The contract may be renewed for additional terms upon satisfactory performance by the broker/firm and at a negotiated rate agreed to in writing by both the broker/firm and the City. Alternate contract periods may be considered.

EVALUATION CRITERIA

The selection of a broker/firm will be made based on the following criteria:

- Ability of the broker/firm to meet or exceed the requirements defined in the RFP;
- Experience, qualifications, references
- Knowledge of regional real estate market and ability to market to prospects;
- Experience with sales of municipal buildings
- Regional reputation and local presence/experience
- Fee schedule

PUBLIC RECORD

Proposals received will become the property of the City. All responses are subject to public disclosure under Minnesota's Government Data Practices Act. Any information provided to the City will be disclosed to the public in accordance with Minnesota's Government Data Practices Act.

RFP ADDENDA

The City may determine it is necessary to revise any part of this RFP. Revisions will be made by written addenda and it is the respondent's responsibility to understand and comply with any addenda to this RFP. Addenda's may be posted on the City's website, www.hutchinsonmn.gov, or respondents will be notified of any in advance of the RFP deadline.

MISCELLANEOUS

Deadline for receipt of the proposals by the City Administrator's office is 4:00 p.m. on November 3, 2023. The Hutchinson City Council will have final decision on the selection of a broker/firm to represent the City.