



Request for Proposal {RFP}

Professional Real Estate Services

For the

Marketing and Sale of

BUILDING "D," ENERGY BUILDING AND SHOP
811 WEST LAUREL STREET
&
901 WEST LAUREL STREET

Issued by:

City of Independence
811 W. Laurel Street
Independence, Kansas 67301

Mailing Address:

City of Independence
Attn: Kelly Passauer, City Manager
811 W. Laurel Street
Independence, Kansas 67301

Proposals must be submitted

No later than 2:00 p.m. on March 04, 2021

There will not be a public opening for this RFP

Further information regarding this RFP Contact

David Cowan, Assistant City Manager
620.332.2528

davide@independenceks.gov

Issued: February 11, 2021



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CITY OF INDEPENDENCE REQUEST FOR PROPOSALS

The City of Independence 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 Independence.

I. BACKGROUND ON LAND OWNED BY THE CITY OF INDEPENDENCE

The City of Independence owns the building at 811 W. Laurel & 901 W. Laurel, previously Mercy Hospital. The City of Independence received the property in 2016 after the closing of the hospital. The building is currently being utilized as a temporary City Hall while City Hall's remodeling is occurring.



II. SCOPE OF SERVICES

The responsibilities of the selected entity will include, but not limited to, providing the professional services, advice and technical assistance for the marketing and possible sale of the City owned property.

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 offer or whose Proposal and qualifications are determined to be the most advantageous to the City, based upon the evaluation of information received from applicants.



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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 listing on an annual basis.

VI. GENERAL INFORMATION

- a. The RFP is not 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 the selected respondents and may require the respondents to participate in negotiations.
- d. The City reserves the right to reject any/or all responses, modify the scope with one or more of the respondents, and waive any/all requirements that the City deems to be in its best interest.
- e. By submitting this information, the firm has examined and understood this RFP and has become fully informed of all the RFP requirements. All terms and conditions set forth in this document are accepted and must be incorporated in the submission unless an 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 Independence for further information or questions concerning this RFP.

After evaluating the responses, the City will make a selection based on the responses that best meet the City's needs, at the sole discretion of the City.



VII. SUBMISSION REQUIREMENTS

Proposals will be received until March 04, 2021, at the City of Independence, 811 West Laurel Street, Independence, Kansas, 67301, until 2:00 p.m.

Please submit proposals in a sealed envelope clearly marked "Professional Real Estate Services."

PROPERTY LOCATION INFORMATION

Property 1:

Address:

811 West Laruel Street

Legal Description:

CONCANNONS ADD, S36, T32, R15,
BLOCK 2, ACRES 3.92, ALL BLK 2 &
E/2 VAC 15TH ST & ALL VAC ALLEY;
BLOCK 3 LOTS 1-5 & LOTS 9-12; Lot
Width: 560.0 Lot Depth: 300.0

Area: 170896 Square Feet
Perimeter: 2239.3 Feet

Date of Purchase:

2016

Property 2:

Address:

901 West Laurel Street

Legal Description

As described above

Date of Purchase

2016

*Legal description subject to change pending final survey.



The City intends to retain the current fire station garage at 900 West Myrtle and will be building living quarters on the East side of the garage and therefore keeping property on the southside of 811 and 901 W. Laurel Street.



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 Independence.

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:



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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 FOR EACH PERSON INVOLVED.

a. Name and Title: _____

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

c. Name of firm with which associated:

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

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



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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 LUM 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 compensation/property _____



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

DATE: _____

SIGNATURE: _____

NAME AND TITLE: _____
