



CITY OF
MILACA *Minnesota*

255 First Street East, Milaca, MN 56353

(320)983-3141 | (320)983-3142 fax

REQUEST FOR PROPOSAL

REALTOR SERVICES

TO

CITY OF MILACA ECONOMIC DEVELOPMENT AUTHORITY

AND CITY OF MILACA

FOR REALTY SERVICES LOCATED IN MILACA, MN

FEBRUARY 2025



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MILACA *Minnesota*

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REQUEST FOR PROPOSALS DUE

BY 12:00 P.M.

FEBRUARY 7, 2025

MAIL TO:

**City of Milaca
City Manager Tammy Pfaff
255 1st St E
Milaca MN 56353**

Email:

tpfaff@milacacity.com

Contact Information:

**City Manager Tammy Pfaff
320-983-3141**

1. SUMMARY

The City of Milaca Economic Development Authority (EDA) and City of Milaca are accepting proposals for realtor services to sell approximately 13.52 acres in City of Milaca, MN. The purpose of this RFP is to provide an equitable basis for all candidates as well as the evaluation criteria. This property is currently unplatted and available to develop for all potential buyer's plans. Infrastructure such as road and water and sewer lines will be installed in the near future. Property is located just east of Hwy. 169 and at the intersection of Hwy. 23.

This property is Zoned B-2 General Business District. A survey has been completed and will be available upon request.

For reference, copies of site maps are included in this RFP.

2. PROPOSAL GUIDELINES AND REQUIREMENTS

This is an open and competitive process. Proposals are due to the City of Milaca by 12:00 pm February 7, 2025. Questions can be directed to City Manager Tammy Pfaff at tpfaff@milacacity.com or by telephone at 320-983-3141. Electronic PDF files of proposals can be emailed to tpfaff@milacacity.com and must arrive by 12:00 pm, February 7, 2025. The proposal must contain the signature of a duly authorized officer or agent of the company submitting the proposal.

The commission quoted must be inclusive. If the commission excludes certain fees or costs, provide a detailed list of excluded fees and costs with a complete explanation of the nature of those costs.

If the execution of work to be performed requires the hiring of subcontractors, clearly state this in your proposal. Subcontractors must be identified and the work they will perform must be defined.

Provisions of this RFP and the contents of the successful responses are considered available for inclusion in final contractual obligations.

3. CONTRACT TERMS

The EDA and City of Milaca will negotiate contract terms upon selection. All contracts are subject to review by legal counsel, and a project will be awarded upon signing of an agreement or contract, which outlines terms, scope, commission, and other necessary items.

4. OBJECTIVE

The objective of engaging the services of a realtor is to leverage their knowledge, expertise, resources and professional networks to successfully market and sell moderately priced land for development for City of Milaca.

5. TIMELINE

- Proposals are due no later than 12:00 pm CST, Friday, February 7, 2025.
- Proposals will be evaluated beginning Monday, February 10, 2025. During the evaluation process we may request interviews with the top candidates. If you are chosen for an interview, you will be contacted by our office. It is expected that interviews will take place the week of February 10, 2025.
- A decision will be made on February 11, 2025 with EDA and City Council approval by

February 20, 2025.

- All other candidates will be notified on or about February 21, 2025.
- All lots that will not be developed will be listed for sale as soon as the plat process has been completed.

6. PROPOSAL SCOPE

Required Proposal Content:

1. Cover Page
2. Index
3. Letter of introduction by realtor
4. Realtor qualifications, license, etc. (include any unique qualifications you feel you have for this project)
5. List of local references (3-5), for realtor's sales in the last 6 months (with contact information)
6. Proposal
 - List of services to be provided
 - Outline of plan to market and sell the properties
 - Experience with selling Commercial property
 - Description of resources available through your brokerage
 - Commissions/Costs/Fees to Seller
 - Initial proposed listing price for the undeveloped parcels to be sold
7. Answer to the Following Question – “What is the **single** service, qualification, or ability that you will bring to this project that would motivate the EDA and City of Milaca to select you over your peers?”
8. Additional pertinent information or attachments

7. EVALUATION CRITERIA

The following criteria will form the basis upon which the EDA and City of Milaca will evaluate proposals. The mandatory criteria must be met and include:

An electronic copy of your proposal must be received no later than 12:00 pm CST, Friday, February 7, 2025. Your proposal must include all the required content as described in Section 6.

Proposals that meet the mandatory requirements, as stated above, will be initially evaluated on the following criteria, and will provide the basis for selecting the realtors for the interview phase (ranked in order of importance):

- Suitability/Viability of the proposed plan as described in Section 6, item 6 (20 points)
- Realtor qualifications (20 points)
- Commission percentage & other seller costs (15 points)
- Feedback from references (15 points)

