

REQUEST FOR QUALIFICATIONS (RFQ)



COMMERCIAL REAL ESTATE BROKERAGE SERVICES

FOR THE SALE AND REDEVELOPMENT OF RIVERVIEW SCHOOL PROPERTY

Wautoma Area School District

1. INTRODUCTION

The Wautoma Area School District ("District") is soliciting Statements of Qualifications from qualified commercial real estate brokers or firms interested in providing brokerage and advisory services related to the potential sale and redevelopment of the former Riverview School property located at:

Riverview Elementary School

525 S. Water Street
Wautoma, WI 54982

The Board of Education has declared the property no longer necessary for school purposes and has authorized administration to proceed with the sale process. The District seeks a qualified commercial real estate professional or firm with experience in marketing and facilitating the sale and redevelopment of institutional, educational, municipal, or commercial properties.

2. PROJECT OVERVIEW

The District intends to market the Riverview School property for sale and redevelopment through a public Request for Proposals (RFP) process and/or commercial listing process.

The selected broker or firm may assist the District with:

- property valuation guidance,
- marketing strategy,
- property listing services,
- developer outreach,
- coordination of property tours,
- proposal solicitation assistance,
- buyer communications,
- negotiation support,
- and transaction coordination.

The District reserves the right to determine the final scope of services.

3. REQUESTED SERVICES

Interested firms should describe their qualifications and ability to provide services including:

- Commercial real estate brokerage services
- Institutional/public property marketing

- School or municipal property sales
- Redevelopment and developer outreach
- Market analysis and valuation assistance
- Property marketing strategy
- Coordination of tours and inspections
- Assistance reviewing proposals/offers
- Transaction management and closing coordination

4. SUBMISSION REQUIREMENTS

Statements of Qualifications shall include the following information:

A. Firm Information

- Firm name
- Primary office location
- Contact person
- Phone number
- Email address
- Website

B. Firm Qualifications and Experience

Provide information regarding:

- Years in business
- Commercial real estate experience
- Experience with school, municipal, or institutional property sales
- Experience in Wisconsin public-sector transactions

C. Project Team

Identify personnel who would be assigned to the project, including:

- lead broker,
- project manager,
- support staff,
- and relevant experience.

D. Relevant Project Examples

Provide examples of similar projects completed within the past five (5) years, including:

- project description,
- client,
- property type,
- sale price if publicly available,
- and project outcome.

E. Marketing Strategy

Describe the proposed approach for:

- marketing the property, reaching developers/investors, advertising methods, and listing platforms.

F. Compensation Proposal

Provide proposed compensation structure, including:

- commission rates, fees, reimbursable expenses, and any alternative compensation options.

G. References

Provide at least three (2) professional references for similar projects.

5. EVALUATION CRITERIA

The District may evaluate submissions based on:

- Experience with similar properties
- Qualifications of assigned personnel
- Public-sector experience
- Marketing strategy
- References
- Compensation structure
- Overall responsiveness and quality of submission

6. RFQ TIMELINE

Event	Date
RFQ Issued	October 14, 2026
Deadline for Questions	October 28, 2026
District Responses/Addendum Issued	November 6, 2026
Submission Deadline	November 16, 2026
Board Review / Approval	TBD

The District reserves the right to modify the dates and deadlines identified in this timeline as necessary. Any changes to the RFQ timeline will be communicated through an addendum or other official notice issued by the District.

7. SUBMISSION INSTRUCTIONS

All submissions shall be clearly marked:

“RFQ – Commercial Real Estate Brokerage Services”

Submissions shall be delivered to:

Wautoma Area School District

Attn: Business Manager
PO Box 870
514 S. Cambridge Street
Wautoma, WI 54982

Electronic submissions may also be sent to:

highlandere@wautoma.k12.wi.us

Submissions must be received no later than: **November 16 at 2:00 PM CST**

Late submissions may not be considered.

8. DISTRICT RIGHTS

The District reserves the right to:

- reject any or all submissions,
- request additional information,
- waive informalities,
- negotiate terms,
- discontinue the process,
- or select the firm determined to best meet the needs of the District.

The District is not obligated to select the lowest-cost proposal. Selection shall be based on qualifications, experience, and overall value to the District.

9. PUBLIC RECORDS

Submissions may constitute public records subject to disclosure under Wisconsin Public Records Law. Final approval of any brokerage agreement shall occur through action of the Board of Education.

10. QUESTIONS

Questions regarding this RFQ shall be directed to:

Business Manager

Wautoma Area School District
PO Box 870
514 S. Cambridge Street
Wautoma, WI 54982
highlandere@wautoma.k12.wi.us

11. DISCLAIMER

The District makes no guarantees regarding the sale of the property or compensation associated with brokerage services. The District reserves the right to modify the process or scope of services at any time in the best interests of the District.