

REQUEST FOR PROPOSAL FOR REALTOR SERVICES

TO

CITY OF WADENA ECONOMIC DEVELOPMENT AUTHORITY

AND CITY OF WADENA

FOR REALTY SERVICES LOCATED IN WADENA, MN

AUGUST 2026

REQUEST FOR PROPOSALS DUE

BY 4:00 P.M.

SEPTEMBER 30, 2026

MAIL SEALED TO:
City of Wadena
City Administrator
PO Box 30
Wadena, MN 56482

Email:
cityadmin@wadena.org

Contact Information:

Wadena Development Director, Dean Uselman
218-371-0072

1. SUMMARY

The City of Wadena Economic Development Authority (WDA) and City of Wadena are accepting proposals to provide realtor services to sell a combination of properties in City of Wadena, MN. The purpose of this RFP is to provide an equitable basis for all candidates as well as the evaluation criteria.

2. PROPOSAL GUIDELINES AND REQUIREMENTS

This is an open and competitive process. Proposals are due to the City of Wadena by 4:00 pm September 30, 2026. Questions can be directed to Wadena Development Director Dean Uselman at wda@wadena.org or by telephone 218-371-0072.

Electronic PDF files of proposals are allowed to be emailed but must arrive by 4:00 pm, September 30, 2026. 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.

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

3. CONTRACT TERMS

The WDA and City of Wadena 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.
Note: Request for proposals is not a guarantee of awarded contract with the City of Wadena. The City of Wadena reserves the right to reject, pursue, or take no action, on any and all requests for proposals received.

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 and buildings now owned or acquired for development for City of Wadena.

Using market analysis available, to inform the City of approximate value of the properties, so the City may balance the goals of promoting growth and development of jobs and tax base, while maintaining a fair market value.

5. TIMELINE

- Proposals are due no later than 4:00 pm CST, Wednesday, September 30, 2026.
- Proposals will be evaluated beginning Thursday, October 1, 2026. 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 during the next available Planning/WDA meeting and/or regular Council meeting.

- Depending on qualifications and proposals received, a decision can be made at the November 10, 2026, regular Council meeting with WDA and City Council approval .
- All other candidates will be notified on or about November 12, 2026.
- All properties approved for listing, will be posted for sale.

6. PROPOSAL SCOPE

Required Proposal Content:

1. Cover Page
2. Index
3. Letter of introduction by realtor
4. Realtor Commercial 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
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 WDA and City of Wadena 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 Wadena will evaluate proposals. The mandatory criteria must be met and include:

A sealed paper copy or electronic copy of your proposal must be received no later than 4:00 pm CST, Wednesday, September 30, 2026. 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 (15 points)
- Commission percentage & other seller costs (25 points)
- Feedback from references (10 points)
- Final 0-30 points will be determined by quality of interview

8. Parcel Locations

Parcel List Summary is below. For a full listing with detail, see attachment A.

Buildings:

PID#: R223002500 (Old Library)

Open Lots:

PID#: R228770010 R228770200 R228500220 R228500210 Part of Parcel R220181020

Business Park Lots:

PID# : R228920160 R228920150 R228920140 R228920080 R228920020 R228920010

Pinewood Estates Residential Lots: 7th St SE Wadena

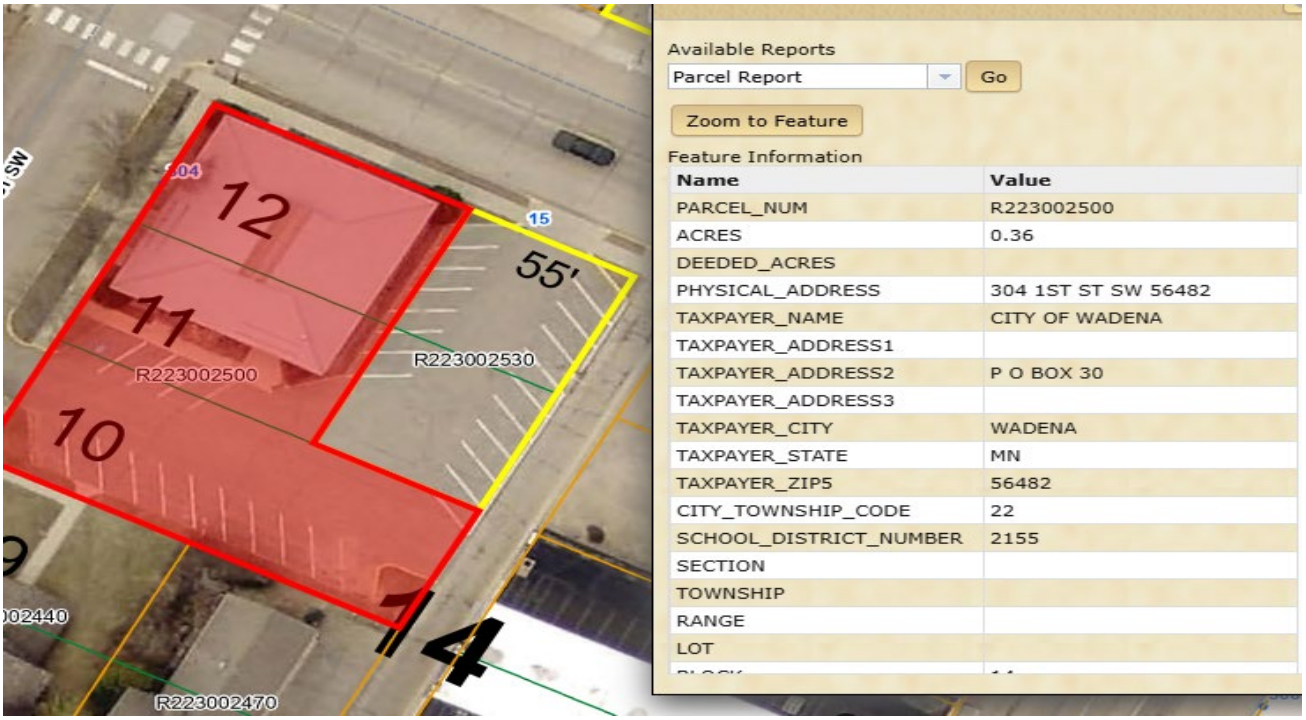
PID# :

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R227800750	R227800740	R227800250	R227800260	R227800270	R227800170
R227800180	R227800190	R227801010	R227801000	R227800990	R227800980
R227800970	R227800920	R227800930	R227800890	R227800880	R227800870
R227800860	R227800850				

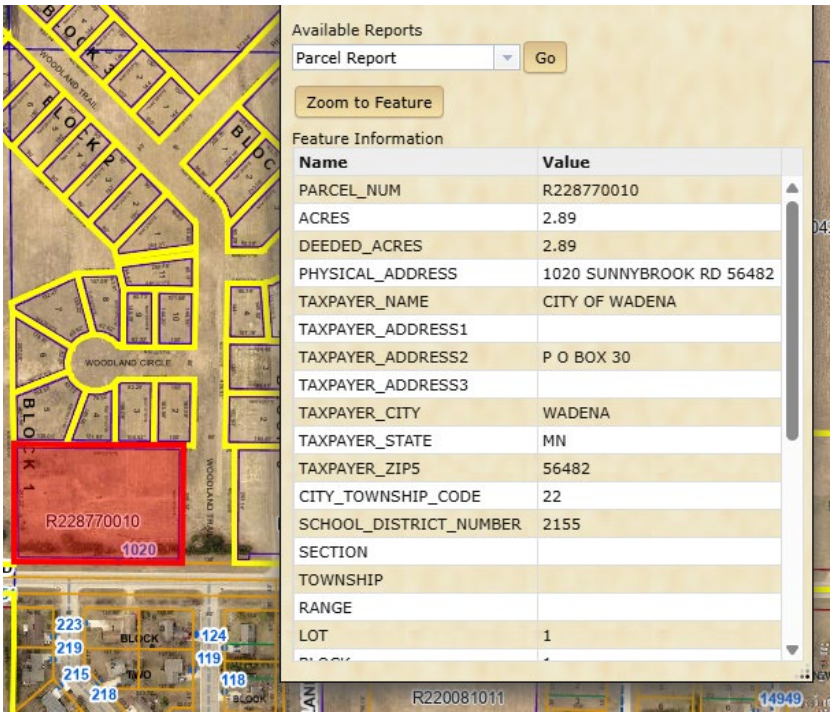
Attachment A – Parcel List by Category

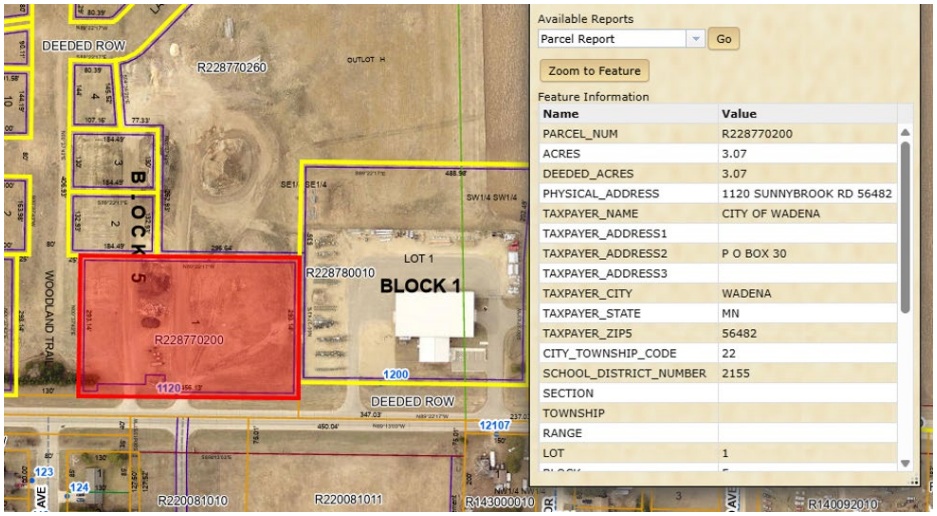
Buildings:

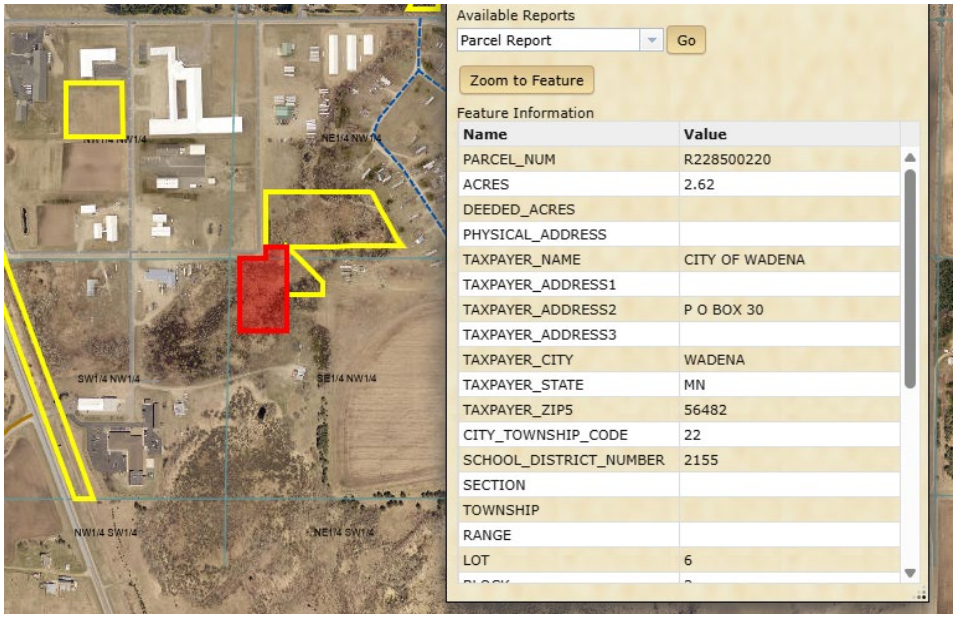
Wadena Library: 304 1st Street SW

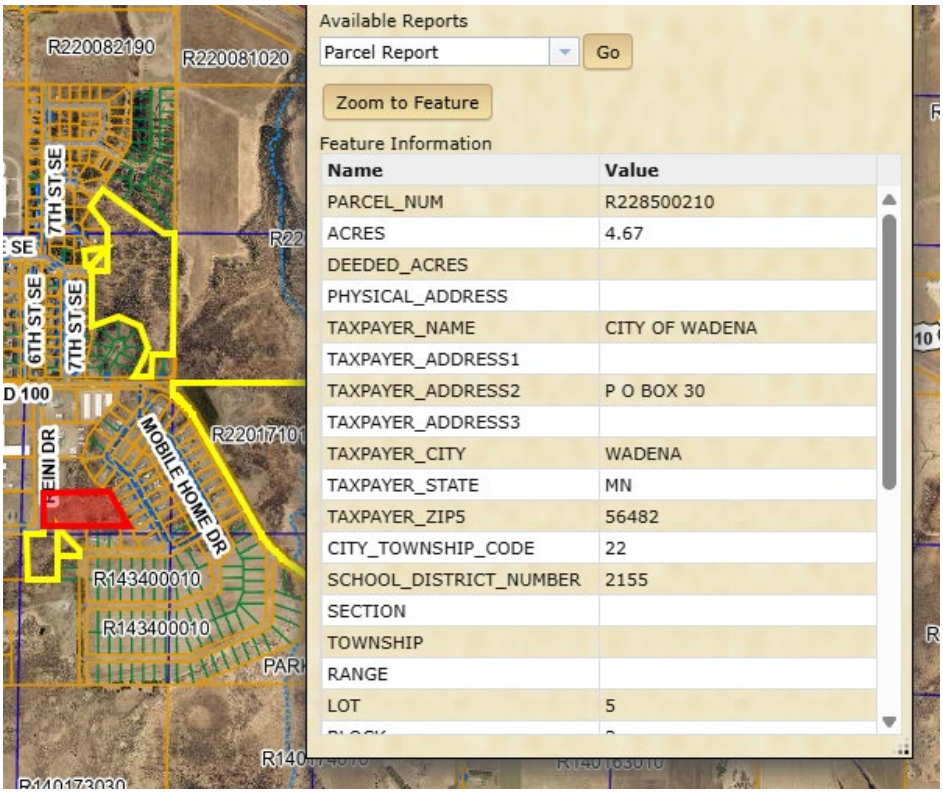


Industrial Lots:





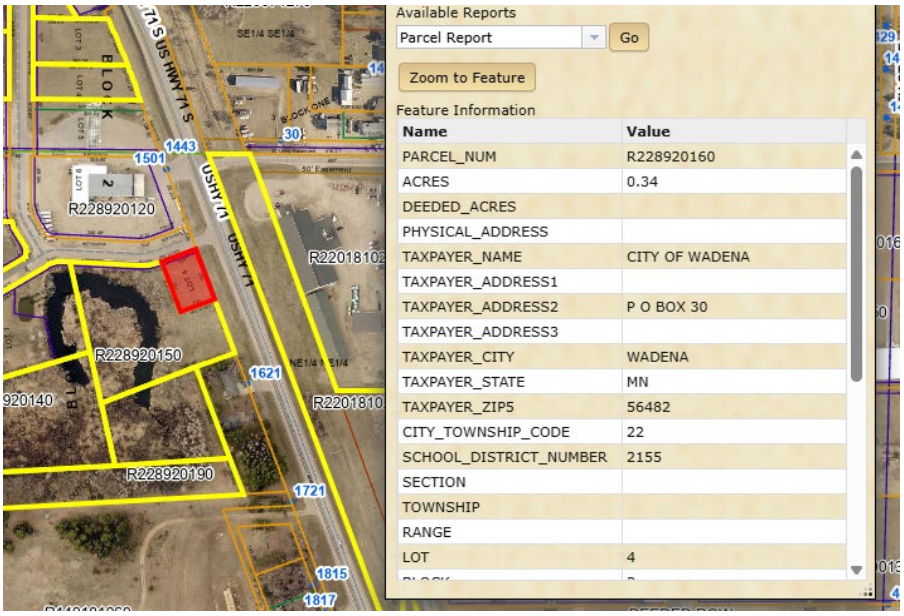

Available Reports
Parcel Report
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Zoom to Feature
Feature Information
Name
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PARCEL_NUM
R228500220
ACRES
2.62
DEEDED_ACRES
PHYSICAL_ADDRESS
TAXPAYER_NAME
CITY OF WADENA
TAXPAYER_ADDRESS1
TAXPAYER_ADDRESS2
P O BOX 30
TAXPAYER_ADDRESS3
TAXPAYER_CITY
WADENA
TAXPAYER_STATE
MN
TAXPAYER_ZIP5
56482
CITY_TOWNSHIP_CODE
22
SCHOOL_DISTRICT_NUMBER
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SECTION
TOWNSHIP
RANGE
LOT
6

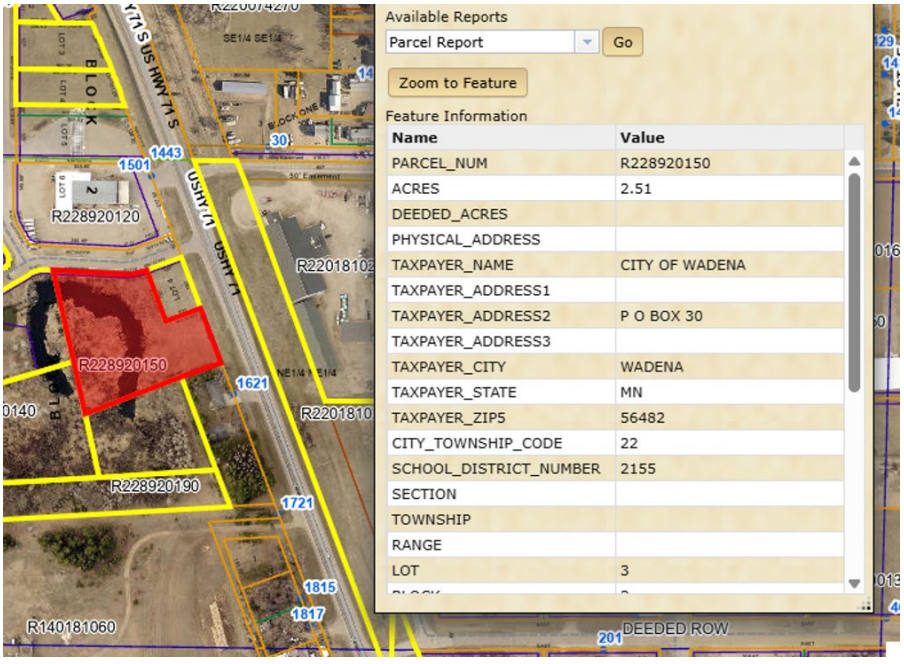

R220082190
R220081020
7TH ST SE
6TH ST SE
MOBILE HOME DR
R143400010
R143400010
Available Reports
Parcel Report
Go
Zoom to Feature
Feature Information
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Value
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ACRES
4.67
DEEDED_ACRES
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TAXPAYER_NAME
CITY OF WADENA
TAXPAYER_ADDRESS1
TAXPAYER_ADDRESS2
P O BOX 30
TAXPAYER_ADDRESS3
TAXPAYER_CITY
WADENA
TAXPAYER_STATE
MN
TAXPAYER_ZIP5
56482
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SECTION
TOWNSHIP
RANGE
LOT
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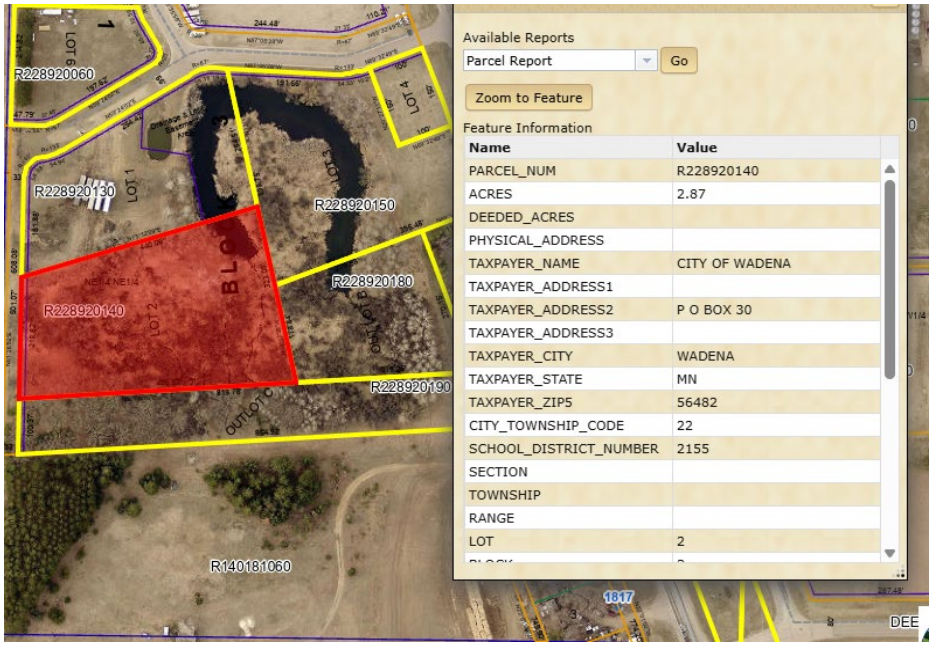
Part of Parcel – R220181020

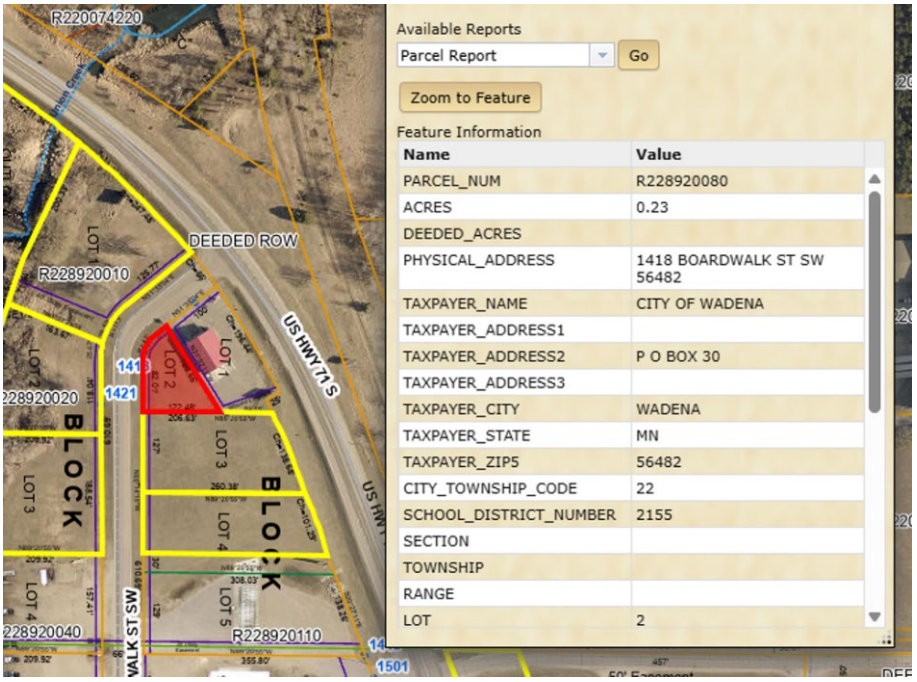


Business Park Lots:








Available Reports
Parcel Report
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Zoom to Feature
Feature Information
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Value
PARCEL_NUM
R228920080
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0.23
DEEDED_ACRES
PHYSICAL_ADDRESS
1418 BOARDWALK ST SW 56482
TAXPAYER_NAME
CITY OF WADENA
TAXPAYER_ADDRESS1
TAXPAYER_ADDRESS2
P O BOX 30
TAXPAYER_ADDRESS3
TAXPAYER_CITY
WADENA
TAXPAYER_STATE
MN
TAXPAYER_ZIP5
56482
CITY_TOWNSHIP_CODE
22
SCHOOL_DISTRICT_NUMBER
2155
SECTION
TOWNSHIP
RANGE
LOT
2
R220074220
DEEDED ROW
R228920010
US HWY 71 S
R228920020
R228920040
R228920110
BOARDWALK ST SW
1421
1501


Available Reports
Parcel Report
Go
Zoom to Feature
Feature Information
Name
Value
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0.75
DEEDED_ACRES
PHYSICAL_ADDRESS
1421 BOARDWALK ST SW 56482
TAXPAYER_NAME
CITY OF WADENA
TAXPAYER_ADDRESS1
TAXPAYER_ADDRESS2
P O BOX 30
TAXPAYER_ADDRESS3
TAXPAYER_CITY
WADENA
TAXPAYER_STATE
MN
TAXPAYER_ZIP5
56482
CITY_TOWNSHIP_CODE
22
SCHOOL_DISTRICT_NUMBER
2155
SECTION
TOWNSHIP
RANGE
LOT
2
DEEDED ROW
R220074310
R220074270
R227600030
R227600020
BOARDWALK ST SW
US HWY 71 S
BLOCK ONE
1421


Available Reports
Parcel Report
Go
Zoom to Feature
Feature Information
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Value
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ACRES
1.1
DEEDED_ACRES
PHYSICAL_ADDRESS
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P O BOX 30
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DEEDED ROW
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R228920070
R228920080
R228920020
R228920090
BOARDWALK ST SW
1421

Pinewood Estates:

