

**Hawarden Area Chamber of Commerce  
& Economic Development  
1150 Central Avenue, Hawarden, IA 51023**

**REQUEST FOR PROPOSALS (RFP)**

**I. Notice of Call for Proposals**

The Hawarden Area Chamber of Commerce and Economic Development (Chamber) offers for sale or lease the parcels of real property described below. Proposals will be accepted at the Community Development office, 1150 Central Avenue, Hawarden, IA 51023. Proposals will be acted upon once they are received, future proposals will only be reviewed if a proposal has not already been selected. Final determination of a sale or lease is subject to the process explained in section IV, and the **Chamber reserves the right to reject any and all proposals.**

**Properties Offered- General Information**

The purpose for the Chamber to acquire retail properties is to improve the appearance, functionality and value of the business community by improving the acquired properties. This is accomplished by upgrading the properties before resale by the organization, or by requiring purchasers to upgrade the properties they purchase. In December 2009 the Chamber established ownership of the offered properties in order to sell or renovate them from their current condition. The properties being offered are:

- 913 Central Avenue (Building- 8,750 square feet)
- 925 Central Avenue (Building- 9,132 square feet)
- 608 10<sup>th</sup> Street (Building- 3,174 square feet)
- 825 Central Avenue (Building- 2,000 square feet)

Parties interested in purchasing or leasing the lot between 913 Central Avenue and 925 Central Avenue may include so in their proposal. All buildings are serviced by municipal utilities (gas, electric, water, and waste water). The properties are being offered in “As Is” condition. Interested parties may tour the buildings by contacting the City of Hawarden, Community Development Director.

**Current Zoning**

The property is zoned B-2 Commercial under the City of Hawarden Code of Ordinances.

**Purchase/Lease Price**

Purchase: Proposals must indicate the desired purchase price for the property. The properties assessed valuations are as follows:

- 913 Central Avenue (\$55,130)
- 925 Central Avenue (\$87,420)
- 608 10<sup>th</sup> Street (\$45,180)
- 825 Central Avenue (\$47,580)

Lease: Submit proposed lease rate and term

## **II. Proposal Requirements**

A Proposal submission for sale or lease shall include the following:

1. Narrative description of the proposed use of the building and the associated community and downtown benefit of the proposed use.
2. Proposed interior and exterior improvements to the building and timeframes for completing.
3. Cost of proposed improvements and financial capacity to complete.
4. Bid price, lease proposal, terms of sale and any proposed contingencies of sale or lease.
5. Other relevant information which describes the proposed use of the building.

The Chamber reserves the right to appoint a design review committee to review the proposed building improvements and site plan and report their findings to the Chamber.

## **III. Evaluation**

### **Evaluation Criteria**

Purchase and Lease Proposals shall be evaluated on a number of criteria. The Chamber will take into account additional criteria other than highest purchase/lease cost in making a final decision.

Priority consideration will be given to projects that:

- Have a positive impact and contribute to the revitalization of downtown Hawarden
- Provide a service not currently offered
- Projects that are consistent with or complimentary to existing downtown business
- Provide potential employment opportunities

## **IV. Selection**

Parties will be given written notification that their proposal has been received from the Chamber. The Chamber will make every effort to respond within thirty days of receiving a proposal. The Chamber may request additional information as the Chamber may deem necessary to further evaluate the Proposals.

## **V. Chamber Rights Reserved**

Notwithstanding any other provision of the Request for Proposals, the Chamber reserves the right to:

- Waive any immaterial defect or informality;
- Reject any or all submissions, or portions thereof;
- Reissue a new or revised Request for Proposals; and

-Request one or more bidders to submit a more detailed submission

This Request for Proposal does not commit the Chamber to enter into a contract, lease or purchase agreement, to pay any cost incurred in the preparation of a submission in response to this request or in subsequent exclusive negotiations. Further, this Request for Proposal does not convey to any bidder any contractual or property rights.

## **VI. Property Rights/ Disclosure of Information**

All materials submitted in response to this Request for Proposals and submissions subsequent thereto, shall become the property of the Chamber upon delivery. By tendering a response to this Request for Proposal, bidders agree that the content of every other submission is confidential and proprietary and waives any right of access to those submissions during the review period. The foregoing waiver shall not apply to the submission selected under this Request for Proposals, if any, or to the submission of any bidder contesting, protesting, or otherwise challenging an award or recommendation, once made.

### **Submission Rejection/Right to Disqualify**

Submission of terms, conditions, and/or agreements may result in rejection if such terms, conditions or agreements are deemed unacceptable by the Chamber in its sole discretion. The Chamber reserves the right to disqualify any bidder who fails to provide information or data specifically requested herein or who provides materially inaccurate or misleading information or data. The Chamber reserves the right to disqualify any bidder of any real or apparent conflict of interest. This disqualification is at the sole discretion of the Chamber.

## **VII. Special Terms and Conditions**

### **A. Reservation of Rights by the Chamber**

The issuance of this Request for Proposal and the acceptance of submissions do not constitute an agreement by the Chamber that any contract will actually be entered into by the Chamber

### **B. Form and Term of Sale Agreement**

By submitting a submission in response to this Request for Proposal, each bidder agrees that the sale or lease agreement or any other contract resulting from this Request for Proposal may be drafted under the supervision of the Chamber Attorney. Bidders may not insist on the use of standard contract agreements, documents or forms, and waive any demand for the use of standard agreement forms. Selection of a bidder does not obligate the Chamber to accept all of the terms of the successful bidder's submission.

### **C. Copyright and Patent Indemnification**

By responding with a submission to this Request for Proposal, each bidder agrees to hold the Chamber, and its officers, agents, employees, and consultants free and harmless against any and all liability including costs of claims, suits and attorneys' fees, arising from, growing out of, or incidental to the actual or alleged use of any copyrighted composition, secret or proprietary process, patented or unpatented invention, article or appliance.

**D. Applicable Law**

Any and all disputes arising under this Request For Proposal and any contract negotiated as a result of this Request For Proposal shall be governed by the laws of the State of Iowa. The venue for any action brought to enforce provisions of the contract shall be in Sioux County, Iowa.

**E. No Partnership/Business Organization**

Nothing in this Request For Proposal or in any subsequent development agreement, lease, or any other contract entered into as a result of this Request For Proposal shall constitute, create, give rise to or otherwise be recognized as a partnership or formal business organization of any kind between or among the Chamber or the bidder.