

Request for Proposals for commercial realtors interested in selling the former Owatonna District Office building



Address: 515 West Bridge Street, Owatonna, MN 55060
Current Owner: Independent School District #761 - Owatonna Public Schools
Contact Information: Jeff Elstad, Superintendent; jelstad@isd761.org 507-444-8601

*Respondents interested in taking a tour of the facility or grounds should contact Jeff Elstad to arrange an amenable time.

Date Issued: October 29, 2024
Proposals Due: November 15, 2024 (contingent upon board approval 10/28)

Objective

ISD #761 is seeking proposals from commercial realtors for representing ISD #761 with the sale of the former Owatonna District Office building, located at 515 West Bridge Street which is now vacated.

Building /Site Information

The former Owatonna District Office is a 12,172 square foot building which sits on 1.68 acres of land with a 65 space off-street parking lot.

Building Size and Age

Year built: Original building - 1956
Addition - 1978
Lot size: 1.68 Acres
Building size: 12,172 Square feet
Parking lot: 65 Spaces

The Owatonna School Board Facilities Committee will evaluate all submitted proposals. A follow-up interview may be set up, based upon the number of proposals submitted. A final recommendation will be presented by the School Board Facilities Committee to the entire Owatonna School Board for their consideration of approval at the November 25th regular business meeting. The Owatonna School Board will select the proposal that is in the best interests of the District and community. The District retains the right, at their sole discretion, to reject all proposals.

Submission Requirements

Respondents are advised of the following terms and conditions:

- Those interested in submitting a proposal should provide contact information to Jeff Elstad, Superintendent in order to receive any updates or addenda.
- All respondents are responsible for costs incurred in the preparation of a submission. This includes but is not limited to costs associated with preparing the proposal.

Proposers must complete and submit their proposal in accordance with the below requirements. Proposer should submit a PDF copy via email to Jeff Elstad, Superintendent of Schools by Friday, November 15, 2024 by 3:00 pm.

- Cover letter indicating main contact information
- Associated fees for service
- Resume of commercial real estate sales experience
- Two client references