



29 5th Street S, Humboldt, IA 50548 • P (515) 332-3435 • F (515)332-1453 • coleb@cityofhumboldt.org

Sale and Development of City-Owned Building

30 Taft St N (Old Post Office)

General Information

The City of Humboldt (hereinafter referred to as “City”), seeks proposals from qualified development firms or individuals (hereinafter referred to as “Developer”) to acquire, repair, maintain and re-use the building at 30 Taft St N, also known as the Old Post Office. The awarded proposal will be required to enter into a development agreement with the City.

The main level of the building is 5,351 square feet in size and the lot is 10,395 square feet. There is an additional 2,688 square feet of space in the below ground level accessed from the North of the building on 1st Ave N. The building has been vacant for eighteen (18) years. Photos of the interior are available or on-site showing is possible by contacting Cole Bockelmann, Humboldt City Administrator at (515) 332-3435 or coleb@cityofhumboldt.org. The property is currently zoned C-1 Central Business District, with no change in zoning anticipated.

The City’s main objectives for this project are the following:

1. Creation of taxable valuation.
2. Promotion of development that benefits the citizens of Humboldt and is compatible with the neighborhood.
3. Completion of a project that is consistent with the City’s Zoning Ordinance and Building Code.

Questions regarding the RFP should be addressed to Cole Bockelmann, Humboldt City Administrator at (515) 332-3435 or coleb@cityofhumboldt.org. Proposals are due to the Humboldt City Hall, 29 5th Street S, Humboldt, IA 50548, by **3:00 PM on Tuesday, April 26, 2022** to be considered. Proposals shall be sealed and clearly marked “**Old Post Office RFP**”. At that time and place, the proposals will be opened publicly. Persons wishing to view the properties may do so by arranging a time with the City Administrator.

Scope of Services

The City of Humboldt acquired the property in 2019 and abated all issues with asbestos, as identified by an asbestos survey completed by Iowa Environmental Services Inc. The City further mitigated all mold issues found at that time. The building will be sold “as-is” and it is expected that the Developer will bring the building into compliance with the City’s Building, Electrical, Mechanical, Plumbing and Fire Codes. The Developer shall also obtain any necessary building and/or zoning permits from the City or State of Iowa.

The party submitting the recommended proposal will be required to enter into a Development Agreement, which will be drafted following City Council approval of a development proposal. The Development Agreement



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will stipulate that the Developer will be responsible for all repairs and maintenance to the building, including the roof, exterior walls, and other structural parts of the building. The Development Agreement will also specify that the Developer will be responsible for maintaining insurance on the building and premises, as described below. As part of said Development Agreement, the Developer will agree to be responsible for indemnifying and holding the City harmless from all claims and damages arising out of its use of the premises.

The City of Humboldt reserves the right to reject all proposals which are not in the best interest of the City, as determined by the City Council. The City of Humboldt reserves the right to require additional information or documentation at any time during the review period.

Submittal Requirements

The following information must be included in each proposal to be eligible for consideration:

1. The intended use of the building, including information detailing whether the building is to be used by the developer, a sub-lessee or a combination of both.
2. A development summary statement describing in detail the proposed improvements or alteration to be made to the property.
3. Proposed time schedule for the repair/remodeling project and occupancy of the building.
4. Estimated project cost and financial resources available to complete the project (developer cash, developer in-kind, or bank financing (pre-approval)).
5. Schematic drawings showing the exterior (including landscaping) and interior of the building after improvements, if different than current conditions.
6. The proposed purchase price to be paid to City.
7. A list of any similar projects completed by the developer and by the contractor who will be employed for the project.
8. The proposal shall contain the full name of the person, firm or corporation submitting the proposal and the address of the person, firm, or president of the corporation.
9. The proposal must be signed by the party submitting the proposal or an official of the corporation authorized to enter into a development agreement.

Selection Criteria

Proposals must be received and date stamped no later than April 26, 2022 at 3:00 PM. After receipt of proposals, a Selection Committee, consisting of the City Administrator, Humboldt County Development Director, and the Mayor, will review all qualified proposals in a fair, equitable, and objective manner. The City reserves the right to discuss and review proposals with various City representatives, including but not limited to City staff and the Planning and Zoning Commission.

Evaluation and recommendation of the Committee will be based on the following criteria, which are listed in



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order of importance:

1. Project scope and total cost of project.
2. The quality of the proposed improvements and/or modifications, including interior and exterior features, as well as the retention of original features of historical significance.
3. Proposed use of the building and the use's impact on economic activity in the downtown area.
4. Proposed purchase price to be paid to the City.
5. Conditions, if any, attached to the proposal.
6. Conformance with the Zoning Ordinance and surrounding neighborhood.
7. Adherence to City Ordinance, including the Property Maintenance Code.

Selection Process

The selection of the preferred proposal will utilize the following steps:

1. The Selection Committee will review all proposals submitted.
2. The Selection Committee will prepare a staff recommendation for the Mayor and City Council, indicating their preferred proposal and basis for their selection.
3. A Public Hearing will be held at a regularly scheduled City Council meeting, at which time the Council will receive and consider the proposals submitted, as well as the Selection Committee's recommendation. The Council may act upon the proposals following the Public Hearing.
4. A Development Agreement will be drafted by the City for execution by the party submitting the selected proposal and the City of Humboldt.

Submission of Proposal

Proposal shall be completed in full on the final page of the Request for Proposals in a sealed envelope clearly marked "Old Post Office RFP" and submitted no later than 3:00 PM on Tuesday, April 26, 2022 to:

Cole Bockelmann, City Administrator
City of Humboldt
29 5th Street S
Humboldt, Iowa 50548



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Timeframe

Issuance of Request for Proposals:	March 22, 2022
Opening of Sealed Proposals:	April 26, 2022 at 3:00 PM
Public Hearing of Sale of Property	May 2, 2022
Anticipated Award of Proposal:	May 2, 2022

Possession of the building will be granted upon completion of proposal and Development Agreement.