

Pope, Heather

From: Ostby, Beth
Sent: Monday, October 20, 2014 8:44 AM
To: Pope, Heather
Subject: FW: Request for Commercial Real Estate Brokerage Services
Attachments: Notice to Commerical Brokers 10.3.14.pdf

Fifteen emails were sent.

Beth A. Ostby
Department of Community Development
Columbus Redevelopment Office
City of Columbus
123 Washington Street
Columbus, IN 47201

812-376-2520 & 812-376-2547 phone
812-376-2565 fax

bostby@columbus.in.gov



From: Ostby, Beth
Sent: Tuesday, October 07, 2014 1:39 PM
To: 'dstith@stithcommercialbrokers.com'
Subject: Request for Commercial Real Estate Brokerage Services

Dear Mr. Stith:

Please find attached a Request for Commercial Real Estate Brokerage Services. The City of Columbus is seeking the professional services of a commercial real estate brokerage company to promote and market property owned by the City located at: 302 Washington Street in The Commons.

Feel free to share this notice with any other Commercial Broker that you think might be interested.

Thank you.

Beth A. Ostby
Department of Community Development
Columbus Redevelopment Office
City of Columbus
123 Washington Street
Columbus, IN 47201

812-376-2520 & 812-376-2547 phone
812-376-2565 fax

REQUEST FOR COMMERCIAL REAL ESTATE BROKERAGE SERVICES

Notice is hereby given that the Columbus Redevelopment Commission (the "City"), of Columbus, Indiana is seeking the professional services of a commercial real estate brokerage company to promote and market property owned by the City located at: 302 Washington Street (the "Property") in the Commons. The Property consists of 678 square feet for shopping, dining, arts and/or entertainment that will further promote the downtown as a destination for Columbus.

Proposals should be submitted to Heather Pope, Redevelopment Director for the Columbus Redevelopment Commission no later than 1:00 p.m., Monday, October 13, 2014. All submissions should be enclosed in a sealed envelope marked "Real Estate Services – 302 Washington Street." The proposals will be reviewed and it is expected that a recommendation will be made to the City of Columbus Redevelopment Commission at its meeting October 20, 2014 at 6:00 p.m. in Council Chambers, City Hall. Your attendance at the October 20th City of Columbus Redevelopment Commission is not necessary as any questions regarding your proposal will be addressed prior to the meeting. There will not be any presentations from potential brokers made to the Redevelopment Commission regarding the proposals.

To be considered, companies interested in providing commercial brokerage services should include the following documents as part of the package:

- Company engagement agreement defining the scope and cost of services rendered. The agreement will be in effect for a 6 month period from the date of execution by the City.
- Company profile which demonstrates experience selling commercial properties in Columbus and surrounding area

The following conditions apply to the sale of the property:

- The 678 square feet space will be leased for shopping, dining, arts and/or entertainment. The terms of the lease will be commensurate with the use of the space and financial viability of the prospective tenant.

If you have any questions please contact Heather Pope, Director of Redevelopment, 812.376.2547.