



# BOOTHEEL PROGRESS WITH PARTNERSHIP

## **Request for Proposal (RFP)**

**Commercial Real Estate Broker / Agent Services — City-Owned Industrial Land (City of Sikeston, MO)**

### **Issuing Entity**

Bootheel Progress With Partnership

Marcie Lawson

215 N. New Madrid St.

Sikeston, MO 63801

[Marcie.lawson@sikeston.net](mailto:Marcie.lawson@sikeston.net)

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### **Objective**

Bootheel Progress With Partnership (BPWP) is seeking proposals from qualified commercial real estate firms or brokers to provide professional services to market, list, and facilitate the sale or long-term lease of City-owned industrial land located in Sikeston, Missouri. The intent of this RFP is to select a firm/broker to enter into a professional services agreement with the City to assist in attracting industrial users, coordinating site marketing, and managing the transaction to closing.

### **Property Information**

Sikeston maintains City-owned industrial sites and parks—examples include the Sikeston South Industrial Park and the Sikeston Business, Education & Technology Park—which are active assets for economic development.

### **Sikeston Business, Education, and Technology Park**

- Property / Parcel ID(s): 137.035.0000000007.00 and 191.202.0000000008.00
- Total acreage: approx.. 196.47
- Utilities: Sikeston Board of Municipal Utilities, Liberty Utilities
- Zoning: Light Industrial
- Current condition / any improvements or infrastructure in place (roads, rail, utilities, detention, grading): n/a
- Any special designations: Missouri Certified Site; Opportunity Zone;



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## Sikeston South Industrial Park

- Property / Parcel ID(s): 04-3.0-06-000-000-001.01, 04-3.0-06-000-000-001.03, 04-3.0-06-000-000-001.05,
- Total acreage: approx. 90.2
- Utilities: Sikeston Board of Municipal Utilities, Liberty Utilities
- Zoning: Heavy Industrial
- Current condition / any improvements or infrastructure in place (roads, rail, utilities, detention, grading): n/a
- Any special designations: Missouri Certified Site; Opportunity Zone; Enhanced Enterprise Zone

Note: Marketing should leverage any site certifications or incentives (for example: Missouri Certified Site status where applicable) and emphasize proximity to highways, rail access, workforce/training partners, and available utilities. [sikeston.net](http://sikeston.net)

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## **Scope of Services**

The selected firm/broker will provide, at minimum, the following professional services:

1. Site Valuation & Market Analysis
  - Produce a comprehensive valuation and marketability assessment tailored to industrial buyers/users (including comparable sales/leases and target industry sectors).
2. Targeted Marketing & Outreach
  - Develop and implement a marketing strategy focused on industrial prospects (manufacturing, distribution, logistics, advanced manufacturing, food processing, etc.).
  - Create marketing materials (digital brochure, high-quality photos/aerials, GIS/site maps, LOI/term sheets templates).
  - List and promote the site on national and regional industrial site platforms (including commercial MLS, broker networks, and targeted direct outreach to site selection consultants and industrial brokers).
3. Listing Creation & Presentation
  - Prepare a professional listing package with site factsheets, utility and infrastructure data, workforce/training resources, and contact materials.
  - Coordinate site tours and qualified prospect visits.



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#### 4. Buyer/Lessee Qualification

- Pre-qualify prospects for financial capacity, project fit, and timeline seriousness; present qualified prospects to Bootheel Progress With Partnership, Corp.'s Board of Directors and City staff.

#### 5. Incentives & Economic Development Coordination

- Work collaboratively with the Bootheel Progress With Partnership, Corp.'s staff to present projects for local/state incentives and to coordinate any due-diligence needs.
- Incentive package may not include the sale of the property at \$0.

#### 6. Negotiation & Transaction Management

- Represent the City's interests in negotiations of price, terms, contingencies, and closing timelines.
  1. Council must approve final price, terms, contingencies, and closing timelines.
- Coordinate with attorneys, title companies, lenders, environmental consultants, and other parties.

#### 7. Project Reporting

- Provide regular written and oral updates to Bootheel Progress With Partnership, Corp.'s Board of Directors and City staff, including: marketing activity, prospect feedback, open opportunities, and timeline milestones.

#### 8. Compliance & Professional Standards

- Maintain adherence to fair housing, non-discrimination, and all applicable local/state/federal laws.
- Maintain required insurance and professional licenses.

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## Proposal Submission Requirements

Proposals must include the following elements:

1. Cover Letter — Brief statement of interest and contact person.
2. Statement of Qualifications — Firm background, licenses, number of years in industrial site sales/lease, and list of relevant projects (municipal or economic development projects strongly preferred). Include any certifications (e.g., SIOR, CCIM).



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3. Relevant Experience — At least three (3) examples of similar industrial site/brokerage engagements; for each, include scope, outcome, dates, and client contact (if permissible). Experience working on economic development projects and/or economic development training/certifications should be highlighted — this is considered a plus in evaluation.
4. Proposed Approach & Work Plan — Describe how you will value, market, and transact the site, including proposed timeline and milestone deliverables.
5. Fee Proposal — Commission structure or fee schedule, plus any reimbursable expenses (marketing, photography, travel).
6. References — Minimum three references (public-sector clients preferred).
7. Proof of Insurance — Certificate(s) of insurance and professional liability coverage.
8. Disclosures — Any conflicts of interest or relationships with potential buyers.

## Evaluation Criteria

Proposals will be evaluated on the following (not listed in order of priority):

- Demonstrated experience with industrial land transactions and municipal/economic development projects (experience with site certification, incentive packaging, or public-private redevelopment is a plus).
- Track record of successful site marketing, attraction outcomes, and comparable municipal engagements.
- Quality and creativity of proposed marketing/sales strategy.
- Reasonableness and clarity of fee proposal.
- Responsiveness and demonstrated ability to work with Bootheel Progress With Partnership, Corp.'s Board of Directors and City staff, and stakeholders.
- References and past performance.



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## **Submission Deadline & Instructions:**

- Deadline for receipt of proposals: 12:00pm, Wednesday, March 4, 2026
- Submit proposals as a single PDF to: Hailey Ahlvin - [hailey.ahlvin@sikeston.net](mailto:hailey.ahlvin@sikeston.net)
- Questions regarding this RFP should be directed to: Marcie Lawson, President/CEO, [marcie.lawson@sikeston.net](mailto:marcie.lawson@sikeston.net), 573-471-2498.
- Proposals received after the deadline will not be considered.

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## **Terms and Conditions (summary)**

- Right to Reject: Bootheel Progress With Partnership reserves the right to reject any or all proposals or to waive minor irregularities.
- No Obligation: Issuance of this RFP does not obligate the BPWPW to award a contract.
- Independent Contractor: Selected firm will be an independent contractor.
- Insurance & Indemnification: Selected firm must maintain insurance and agree to indemnify the City and Bootheel Progress With Partnership for liabilities arising from the contractor's actions.
- Governing Law: The RFP and any resulting contract will be governed by the laws of the State of Missouri.
- Conflict of Interest & Non-Collusion: Firms must disclose conflicts and certify non-collusion.
- Amendments: The BPWP reserves the right to amend the RFP prior to the submission deadline; amendments will be sent to all parties who request/receive the RFP.

(Full legal terms and a proposed contract template will be provided to the selected firm for negotiation.)

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## **Attachments:**

- Site maps
- Utility availability maps and any environmental or site assessment reports are available up request