



City of Green Bay
Department of Community and Economic Development

Request for Proposals

158 N. Maple Avenue



Redevelopment Authority of the City of Green Bay

Released April 26, 2019

Request for Proposals (RFP)
158 N. Maple Avenue

I. Introduction

A. Project Overview

The Redevelopment Authority (RDA) of the City of Green Bay is requesting proposals for purchase and rehabilitation of 158 N. Maple Avenue, Green Bay, WI 54303. The goal of this project is to rehabilitate this residence, converting it from multi-family to a single-family owner-occupied home. Proposals submitted must meet the guidelines as described below.



B. Property Summary

Location: 158 N. Maple Avenue

Parcel: 4-95

Lot Size: 55' x 75'

Building Size: ~3,500 SF

Age of Building: c. 1934

Current Assessed Value: \$145,500

II. Proposal Requirements

A. Content and Organization

To achieve a uniform review process and a degree of comparability, the proposals should be organized in the following order and contain all of the following information:

1. Title Page

Provide the developer's name, address, telephone number and email address.

2. Investment

Describe the project. Provide a scope of work based on structural analysis, design & layout, HVAC & utility analysis, interior finishes, and exterior & landscaping plans. A list of items to be rehabilitated and the type of materials to be used should be provided. The development should be compatible with the scale and character of the existing neighborhood. Things such as siding and exterior trim must be consistent, in design, with the greater neighborhood architecture. Proposals should reflect careful evaluation of the project's relationship to the adjacent residential neighborhood. Quality materials should be utilized and should be medium to high grade in nature. Discuss the expected assessed value upon completion.

Property will need to be code compliant when complete.

3. Capacity

Developer must provide a timetable for the rehabilitation activities including start and completion dates as well as a final goal for attaining occupancy of the property. Briefly discuss other projects (if any) that may limit the developers ability to complete this project in a timely manner.

4. Expenses

State the estimated rehab investment costs as well as expected sales price for completed project. Developer should provide a budget for rehab costs. This should include a detailed and comprehensive breakdown of all costs. Developer will be responsible for the costs of obtaining all building permits. **There is not a purchase price** required for this property.

5. Experience

Explain the developer's qualifications and related experience in rehabilitating properties. Discuss how the property will be marketed or if it will be occupied by the submitter. Provide any examples of previous projects that may relate to this type of rehabilitation. Provide a list of contractors/ subcontractors to be used for this project.

B. Walkthrough

A building walkthrough will be required for any developer who wishes to submit a proposal for this project. Each developer will be allowed a single walkthrough. Arrangements should be made at this time for any sub-contractors or interested parties to attend. Developers shall request a walkthrough in writing or by email. Contact information is provided below.

C. Questions, Comments , and Submittals

Questions and comments shall be submitted in written form or emailed to the contact information provided below. No questions will be answered by phone. Answers will be communicated as part of addenda released weekly as needed.

Proposals must be submitted to the Office of the Redevelopment Authority by the second to last Wednesday of each month to be considered for selection for the following month's RDA meeting.

Staff will review each proposal submitted and will rank them based on the grading scale below. The RDA reserves the right to deny any proposal based on the score received, as determined by the staff of the City of Green Bay.

Please send correspondents to:

City of Green Bay
Department of Community & Economic Development
Attn: Ken Rovinski , Real Estate Specialist
100 N Jefferson St, Room 608
Green Bay, WI 54301
OR
kennethro@greenbaywi.gov

III. Selection Process and Criteria

A. Selection Process

The developer selection process will involve the following primary steps:

1. Proposal review
2. Staff Recommendation of selected developer to RDA
3. RDA approval of selected developer
4. Finalize / execute Development Agreement

B. Selection Criteria

City staff will review and score proposals according to the following criteria:

4	3	2	1	0
A	B	C	D	F
GRADING FACTORS				MAXIMUM POINTS
INVESTMENT				24
structural analysis				(4)
design & layout				(4)
HVAC & utility analysis				(4)
interior finishes				(4)
exterior & landscaping				(4)
expected assessed value				(4)
CAPACITY				8
proposed time to complete				(4)
ability to complete				(4)
FINANCES				8
funding sources				(4)
expenses				(4)
EXPERIENCE				8
marketing strategy/ owner-occupancy				(4)
demonstrated success on similar projects				(4)
TOTAL POSSIBLE POINTS				48

C. Rules Governing Competitive Evaluation

1. Examination of Request for Proposals

Applicants should carefully examine the entire RFP, any addenda, and all related materials and data referenced in the RFP. Applicants should become fully aware of the nature of the work and the conditions while performing the work.

2. Contract Negotiations

The highest-ranked Developer will enter into negotiations with the RDA. If an agreement cannot be met, the RDA will notify the Developer and stop negotiations. Then the second highest Developer will enter into negotiations. This process may continue until a successful negotiation(s) occurs. The RDA reserves the right to cease any negotiations with any Developer should it be in the RDA’s best interest.

3. Completeness, Addenda, Rejection, Cancellation, Preparation Cost

This Request for Proposals has been prepared by the RDA and does not purport to be all-inclusive or to contain all of the information a prospective purchaser or developer may desire. No legal liability is assumed or shall be implied with respect to the accuracy or completeness of this RFP.

3. Completeness, Addenda, Rejection, Cancellation, Preparation Cost (Continued)

The RDA reserves the right to revise any part of this RFP by issuing an addendum at any time prior to the submittal deadline. The RDA reserves the right to accept or reject, in whole or part, all proposals submitted and/or to cancel this announcement if any such action is determined to be in the RDA's or the City's best interest. All materials submitted in response to this RFP become the property of the RDA.

The RDA will not be responsible for costs associated with preparing proposals. By submitting a proposal, each Developer agrees to be bound in this respect and waives all claims regarding such costs and fees.