

Request for Proposals (RFP)

City of Janesville
Neighborhood and Community Services
Purchase and Rehabilitation of 602 E Court Street

Issued by:
City of Janesville
Neighborhood and Community Services Department

Proposal must be submitted no later than
June 1, 2015

LATE PROPOSALS WILL BE REJECTED

There will not be a public opening for this RFP

For further information regarding this RFP contact
Kelly Mack, Neighborhood Development Specialist
mackk@ci.janesville.wi.us
608-755-3052

Part A: Introduction

The City of Janesville is seeking bids for the purchase and redevelopment of the historic, vacant, residential property located at 602 E Court Street.

The deadline for submitting proposals is: 4:30 p.m. CST on Monday, June 1st, 2015.

Part B: Background Information

The City of Janesville acquired the property located at 602 E Court Street through the 2014 Tax Foreclosure Improvement Program. The property is located within the Courthouse Hill Historic District. The City of Janesville seeks a qualified individual to purchase and rehabilitate the property.

See the attached property data card for additional details.

Open houses will be held on:

| | |
|-------------------------|----------|
| Tuesday, April 28, 2015 | 9am-12pm |
| Tuesday, May 5, 2015 | 2pm-5pm |

Prospective buyers are encouraged to have their contractors attend one or more of the open houses. Staff will not provide construction direction or advice.

Part C: Scope of Work

The structure must be rehabilitated. Demolition of portions of the structure may be permitted with prior authorization from Neighborhood and Community Services, Building Services and the Historic Commission; however, the structure must be preserved as a single-family, residential property. The buyer agrees to bring the property into compliance with all applicable codes and construction remediation practices for restoration which, when completed to the satisfaction of the Building Official, will allow occupancy of the structure as a single-family home.

The buyer shall ensure that all building, electrical, plumbing, and heating contractors meet all City of Janesville requirements for obtaining permits.

All required permits and inspections must be obtained. For specific permit and inspection requirements, please contact Building Services at (608)755-3060.

The subject property is located within the Courthouse Hill Historic District. Pursuant to Section 18.36.070 (B) (3) of the Janesville Zoning Ordinance, any proposed construction, alteration, or demolition activities affecting the exterior of any structure within the Courthouse Hill Historic District must first be reviewed and approved by the Historic Commission. No permits can be issued for these

activities until Historic Commission review is complete. There is no fee associated with application to the Historic Commission and decisions are rendered by the Commission within 30 days of the filing of said application. Please contact the Planning Services Division at (608) 755-3085 for more information.

The City of Janesville has no information regarding the environmental condition of this property. Any investigation is the sole responsibility of the buyer.

Part D: Budget and Contract Type

Once approved by the Janesville City Council, the property will be sold to the buyer at the agreed upon price. At that time, the buyer must enter into a compliance agreement for repair of the property.

The buyer shall carry homeowners insurance on the property at least until final inspections are completed.

An estimate for the completion of the work anticipated for the repair of the structure to meet all applicable codes must be provided.

The proposed purchaser must provide documents to demonstrate that he/she has sufficient funds to complete the estimated work on the property.

Part E: Proposed Timetable

The prospective buyer must begin repair in a reasonable amount of time following closing. The final inspection shall be no later than October 1st, 2016.

A detailed project timeline must be provided as part of the request for proposal.

The Janesville City Council must approve the sale of the property. Neighborhood and Community Services anticipates presenting the sale to Council during the normal council meeting on June 22, 2015. Following approval by council, the Historic Commission will review the plans for rehabilitation on July 6th, 2015.

Part F: Selection Process

The evaluation and selection of a buyer will be based on the offer to purchase price and the submission of all required documents in true and complete form.

- Budget estimate-estimates from qualified (licensed if required) contractors
- Proof of financial ability to complete the project
- Proposed timeline
- A Standard Offer to Purchase Agreement

Failure to respond to each of the requirements in the RFP may be the basis for

rejecting a proposal.

Proposals will be rejected from any party (as an individual or part of an entity) who:

- Is delinquent in the payment of any property tax, special assessment, special charge or special tax to the City of Janesville
- Has outstanding judgements from the City of Janesville
- Has outstanding code violations that are not being actively addressed
- Has received a citation from the City of Janesville for Code Violations in the past 5 years.
- Owned property in the City of Janesville that, at any time within the past 5 years, the City or County acquired by means of tax foreclosure. Applies to any ownership group of LLC of which any prospective buyer has been a member.
- Has been convicted of a felony determined to reasonably cause neighborhood or community concern with respect to neighborhood stability, health, safety or welfare.

Part G: Submission Requirements

Interested parties should submit three (3) complete copies of the proposal. These materials must be received at the City of Janesville Neighborhood and Community Services Department office by **4:30 p.m. CST on Monday, June 1st, 2015**. Envelopes or packages containing proposals and any related materials, which are received after the date and time stated above, will be returned unopened. Packages containing the proposal and any related materials should be sealed and clearly marked on the outside in the following manner:

**PROPOSAL-602 E Court Street
FOR THE CITY OF JANESVILLE**

Submission of proposals relinquishes any rights to the proposal and ideas therein. The City of Janesville is not liable for any cost incurred by proposers in replying to this RFP.

Issuing Agency and Contact Person: This request for proposal (RFP) is being issued by the Neighborhood and Community Services Department of the City of Janesville, Wisconsin. The buyer selected to purchase the property will contract with the City, and be responsible directly to the Neighborhood Development Specialist for the completion of work described in this RFP.

All questions must be in writing and mailed, faxed, or e-mailed to the contact person. All inquiries and questions for clarification concerning this RFP should be directed to the following contact person:

Kelly Mack Phone: (608) 755-3052
Neighborhood Development Specialist Fax: (608) 755-3207

18 North Jackson St., PO Box 5005
Janesville, WI 53547-5005

E-mail: mackk@ci.janesville.wi.us