



**CITY OF CLINTONVILLE  
REDEVELOPMENT AUTHORITY**

**REQUEST FOR PROPOSALS  
Purchase and Redevelopment of 19 5<sup>th</sup> Street**

**Issued by:  
City of Clintonville  
Redevelopment Authority**

**Proposals must be submitted no later than  
February 26, 2021 at 12pm**

**LATE PROPOSALS WILL BE REJECTED**

**There will not be a public opening for this RFP**

**For further information regarding this RFP, contact  
Sharon Eveland, City Administrator  
[seveland@clintonvillewi.org](mailto:seveland@clintonvillewi.org)  
715-823-7600**

## **Part A: Introduction**

The City of Clintonville Redevelopment Authority is seeking bids for the purchase and redevelopment of the vacant residential property located at 19 5<sup>th</sup> Street, which includes parcels 30 26 83 14 and 30 26 83 24. These parcels will be combined into one parcel prior ownership transfer.

The deadline for submitting proposals is 12pm CST on Friday, February 26th, 2021.

## **Part B: Background Information**

The City of Clintonville Redevelopment Authority acquired the property located at 19 5<sup>th</sup> Street from the County after it took the property during a tax foreclosure. The Clintonville RDA seeks qualified individuals to purchase and rehabilitate the property.

An open house will be held on February 3<sup>rd</sup>, 2021 from 1pm-3pm

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

## **Part C: Scope of work**

The structure must be rehabilitated. 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 Inspector, will allow occupancy of the structure as a residential unit. The structure is currently constructed as a duplex, which may be continued, but a strong preference will be given for proposals that include converting the structure back to a single-family residence.

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

All required permits and inspections must be obtained. For specific permit and inspection requirements, please contact Randy Backhaus at (920)356-9447 or [rbackhaus@geologic.com](mailto:rbackhaus@geologic.com).

The City of Clintonville 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 Clintonville Redevelopment Authority, the property will be sold to the buyer at the agreed upon price on an "As-Is" basis via a quit claim deed. At that time, the buyer must enter into a compliance agreement for repair of the property.

The buyer shall carry insurance on the property at least until final inspections are completed and must list the City as a Certificate Holder.

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 and the final inspection shall be no later than December 10<sup>th</sup>, 2021.

A detailed project timeline must be provided as part of the response to this RFP. The RDA may consider projects with an alternate timeline. Proposals with a completion date beyond December 10<sup>th</sup>, 2021 should clearly delineate what items will be address by December 10<sup>th</sup>, 2021 and what would be completed after said date.

The Clintonville Redevelopment Authority must approve the sale of the property. The City Administrator anticipates presenting the sale to the Clintonville Redevelopment Authority on or before March 19<sup>th</sup>, 2021.

**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. However, responses that include conversion of the property from a duplex to a single-family home will be given preference. Documentation required:

- Narrative plan of all work proposed to be completed
- Budget estimates from qualified (licensed if required) contractors
- Proof of financial ability to complete the project
- Proposed timeline
- Listing of all parties with ownership (if ownership will be an entity and not a person)

Failure to respond to each of the requirements in the RFP may be the basis for rejecting a proposal.

Proposals will be rejected for 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 Clintonville
- Has outstanding judgements from the City of Clintonville
- Has outstanding code violations that are not being actively addressed
- Has received a citation from the City of Clintonville for Code Violations related to building, plumbing, electric codes, building maintenance, or property maintenance in

the past 5 years.

- Was owner of record of a property in the City of Clintonville which the City or County acquired by means of tax foreclosure within the last five years at the time of 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. (Selected proposer will need to sign authorization for a background check.)

The RDA reserves the right in its discretion to accept or reject any and all proposals submitted in response to the RFP or to refuse to enter into any contract resulting from any proposal submitted, without expense to the City.

The proposer or an authorized representative may, prior to the date and time set as the deadline for receipt of proposals, modify or withdraw a proposal in person or by written notice. After the proposal receipt deadline, proposals may not be withdrawn for ninety (90) calendar days.

### **Part G: Submission Requirements**

Interested parties should submit three (3) complete copies of the proposal. These materials must be received by the City of Clintonville City Administrator, Sharon Eveland, by **12 p.m. CST on Friday, February 26th, 2021**. 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- 19 5<sup>th</sup> Street City of Clintonville**

Submission of proposals relinquishes any rights to the proposal and ideas therein. The City of Clintonville 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 Clintonville Redevelopment Authority of the City of Clintonville, Wisconsin. The buyer selected to purchase the property will contract with the RDA, and be responsible directly to the City Administrator 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*:

Sharon Eveland, City Administrator  
[seveland@clintonvillewi.org](mailto:seveland@clintonvillewi.org)  
50 10<sup>th</sup> Street, Clintonville, WI 54929  
(715)823-1352 (fax)