

REQUEST FOR PROPOSAL

Vacant Residential Lot Development

1. INTRODUCTION

The City of Marinette has identified an urgent need for a residential housing. Notice is hereby given that the City of Marinette is seeking proposals from developers to in-fill vacant lots in the City of Marinette with new residential homes. The city will accept proposals until October 29, 2021.

The City of Marinette has recently experienced a housing shortage as a result of the Fincantieri Marinette Marine (FMM) receiving multiple government contracts to build millions of dollars of Navy ships. Many jobs are expected to be created for that company. Many people are relocating to the City and seeking housing for themselves and their families. The demand for housing is very high, unfortunately, the supply is extremely limited.

The City encourages people working in Marinette to move to Marinette and enjoy the many benefits of living in our wonderful community.

The City recognizes the need for additional housing opportunities. The city promotes new housing development in existing residential neighborhoods. The benefits of the in-fill concept is to develop vacant lots that might otherwise remain idle and unproductive. In-fill development completes neighborhoods and provides additional residential housing.

There are 5 vacant lots available for development under this proposal. The lots are located in existing residential neighborhoods throughout the City. Some of these lots have been vacant for several years. The others recently became vacant after Marinette County demolished the existing structures and cleaned up the sites. The demolition and site cleanup was Marinette County's contribution toward improving new housing development opportunities in the City of Marinette.

2. DEVELOPER'S INCENTIVE

The City is offering an incentive to developers encourage housing development. The incentive package consists of the following: free land, new public sidewalks along the parcel, sanitary sewer lateral and water service extensions from the mains to the outside of the building foundation, and a new concrete entry walk from the public sidewalk to the front entry.

3. DEVELOPMENT CRITERIA

All developments shall meet the following criteria:

- Property shall remain taxable
- Building shall be prefabricated or stick-built

- No single-wide or double-wide modular structures are allowed
- Home appearance and architectural features shall be consistent with surrounding homes in the respective neighborhood
- Livable space shall be no less than 600 square feet
- Project shall be finished and an occupancy permit issued within 16 months of signing the Development Agreement

4. SCOPE

The City is presenting 5 vacant lots to developers committed to building residential housing. The list of available lots is shown in Appendix A. See Appendix B for a site map of each lot. The majority of the lots are located in single family zoning. All proposed developments must comply with City of Marinette zoning codes. Proposed development must be approved by the City through this RFP process before any vacant lot is offered to Developers.

Tasks

Task 1: Developer submits proposal for one or more vacant lot development(s)

- City reviews proposals
- City selects developments

Task 2: Developer enters into an Agreement with the City of Marinette to build approved housing unit(s).

- Site plan approval
- House plan approval
- Construction schedule
- Estimated value of land and improvements upon project completion

Task 3: Developer builds residential housing

- Obtain building plan approvals
- Obtain building permit(s)

Task 4: Developer obtains occupancy permit

- Property transfers to Developer upon project completion
- Property remains Taxable

RFP RESPONSE TIMELINE

The RFP process shall adhere to the following schedule:

RFP Process	Date	Time*
RFP Available	September 30, 2021	---
Proposal Due Date	October 29, 2021	10:00am Local Time

*(CDT – Local Time)

5. PRE-PROPOSAL QUESTIONS

Questions concerning the specifications in this Request for Proposal (RFP) shall be directed to Mayor Genisot. Questions will be received until October 29, 2021 at 10:00 am (CST).

Address questions to: Mayor Genisot; Email: sgenisot@marinette.wi.us

6. PROPOSAL SUBMISSION

Proposals must be received no later than 10:00 am (Local Time), October 29, 2021. Responses to the RFP submitted after the prescribed deadline may not be accepted. Respondents shall submit their proposals electronically to the following email address and with the following subject line: Email: sgenisot@marinette.wi.us, Subject: "Name of Firm" Proposal for Vacant Residential Lot Development.

Proposals may also be delivered to the City of Marinette City Hall physical address. Proposals dropped off at City Hall must be submitted to the City Clerk's Office. Each proposal must be enclosed in an envelope/packaging with the following information clearly printed on the outside of the envelope/packaging:

"Name of Firm"
Proposal for Vacant Residential Lot Development

City of Marinette Attn: Mayor Genisot
City Hall
1905 Hall Avenue
Marinette, WI 54143

7. PROPOSAL FORMAT

Proposals must be clear, succinct, and not exceed 20 pages of 8 ½" x 11" paper and

printed no less than 12-point font. Responses must follow the format outlined herein. City of Marinette may reject as non-responsive, at its sole discretion, any proposal or any part thereof that is incomplete, inadequate in its response, or departs, in any substantive way from the required format.

Proposal responses shall be organized in the following manner:

- Cover Letter/Letter of Intent
- Experience developing residential housing
- Experience developing residential housing in other communities
- Experience selling/marketing residential housing
- Describe financial resources to complete the development
- Building concept drawings and floor plans
- References

A. Cover Letter/Letter of Intent

The cover letter shall be addressed to Mayor Steve Genisot. It must contain the following:

- Identification of organization, including name, address and telephone number.
- Name, title, address, and telephone number of contact person during period of proposal evaluation.
- A statement guaranteeing the proposal will remain valid for a period of not less than 90 calendar days from the submittal deadline.
- Signature of a person authorized to bind the organization to the terms of the proposal.

B. Experience Developing Residential Housing

Describe the types of previous developments the respondent built that relates to this RFP, with an emphasis on urban in-fill development projects. Provide specific details from previous experience with public-sector clients on similar projects. Detail similar engagements and/or experiences that demonstrate the respondent can produce the requested development. Each example shall include:

- Name of the organization.
- Description of the development and objectives.
- Provide examples of residential housing projects that were undertaken by the firm submitting the proposal.
- Information regarding the project that would demonstrate successful experiences as the developer.

Provide a summary of the respondent’s expertise that describes the respondent’s unique capabilities. This narrative should highlight the respondent’s ability to develop in-fill residential housing. Provide biographical summaries for key individuals and their proposed roles. Resumes may be attached as an appendix and will not count toward the page limit of the proposal.

Specify the primary contact person for the respondent (name, title, location, office telephone number, cell phone number, and email address).

C. Experience Developing Housing In Other Communities

Firms submitting a proposal are encouraged to cite and expound upon their experience developing residential housing in other communities. The City is seeking developers with long-standing demonstrated knowledge and experience in housing development.

D. Experience Selling/Marketing New Residential Housing

This section shall include a narrative of the respondent's approach of selling/marketing new residential housing.

Provide examples of how the approach has achieved success in relevant projects similar to this project. The example(s) should contain enough information for the evaluator to ascertain the success of the projects accomplished by the Respondent.

Identify existing staff that will be involved in this effort, including each staff member's proposed role in the organization and their relevant qualifications to this engagement. Identify agents or entities that will perform this task if done by non-staff members.

E. Describe Financial Resources To Complete The Development

This section shall include a description of your firm's ability to finance the development. Provide proof of financial commitments.

F. Provide Building Concept Drawings And Floor Plans

This section shall include a copy of the concept drawing showing the street side of the house. The concept shall be a colored perspective drawing and show building details, landscaping, entry walks, and other features that reveal what the site will look like after the project is completed.

This section shall also include scaled house plans.

Provide a timeline for the housing project including major milestones, such as, construction start date, project completion date, and anticipated occupancy date.

If the Developer proposes developing more than one available lot, a concept plan and house plans for each lot shall be included in the submittal. Each development will be independently evaluated.

G. References

Provide a list of reference communities where your firm has previously developed residential housing. Any entity from the list may be contacted as part of the evaluation process. Each community listed shall include the following information.

- Name of Entity and Contact
- Title of Contact
- Address (delivery and email)
- Telephone Numbers

8. EVALUATION CRITERIA

This is not a bid. There will not be a public bid opening. Proposals will be evaluated based on the following criteria:

CRITERIA	WEIGHTS
Qualifications, Experience, and Capacity of the proposed firm to develop residential housing.	20%
Demonstration of prior project implementation with similar projects for other communities.	15%
Ability to Finance the Development	20%
Qualifications and experience of the proposed team members for the requested services.	15%
Quality, appearance, and value of final value of the development	30%

Selected Developer(s) will be required to enter into a negotiated Agreement with the City of Marinette.

9. FINAL SELECTION

The Mayor, along with others, will be responsible for evaluating the proposals. All received proposals will be evaluated in accordance with the criteria listed above. The City of Marinette's final selection will be the Developer(s) which, in Marinette's opinion, is the most responsive and responsible, meets the requirements in providing new residential housing, and is in Marinette's best overall interest. Marinette maintains the sole and exclusive right to evaluate the merits of the proposals received.

Developers will be objectively evaluated based on their responses to the project scope outlined in the RFP. The written proposal should clearly demonstrate how the firm could best satisfy the requirements outlined herein. Marinette reserves the right to make such investigations as it deems necessary as to qualifications of any and all Developers submitting proposals in response to this RFP. Marinette further reserves the right to reject any and all proposals received in response to this RFP, when determined to be in Marinette's best interest. In the event that all proposals are rejected, Marinette reserves the right to re-solicit RFPs.

Marinette reserves the right to make an award without further discussion of the proposal submitted. Marinette shall not be bound or in any way be obligated until both parties have executed a contract. Marinette also reserves the right to delay the award of a contract or to not award a contract.

Marinette will not be responsible for any expenses in the preparation and/or presentation of the proposals, nor for the disclosure of any information or material received in connection with any proposal.

The general conditions and specifications of the RFP and the selected proposal, as

amended by agreement between Marinette and the Developer, including e-mail or written correspondence relative to the RFP, may become part of the contract documents. Failure of the Developer to perform as represented may result in elimination of the Developer from competition or in contract cancellation or termination.

Appendix A

Vacant Lot List

Vacant Lots

<u>No.</u>	<u>Parcel No.</u>	<u>Description</u>
1	251-06503.000	1313 Armstrong Street
2	251-03782.000	1350 Armstrong Street
3	251-03527.000	1000 Pierce Avenue
4	251-05900.000	1007 Blaine Street
5	251-04640.000	324 Carney Boulevard

Appendix B

Vacant Lot Site Maps

CARNEY AVENUE

ARMSTRONG STREET

* STRUCTURES REMOVED
LOT IS VACANT

251-06503.000

1313
ARMSTRONG ST



ARMSTRONG STREET

1350
ARMSTRONG ST

* STRUCTURES REMOVED
LOT IS VACANT

251-03782.000

GEORGIA STREET



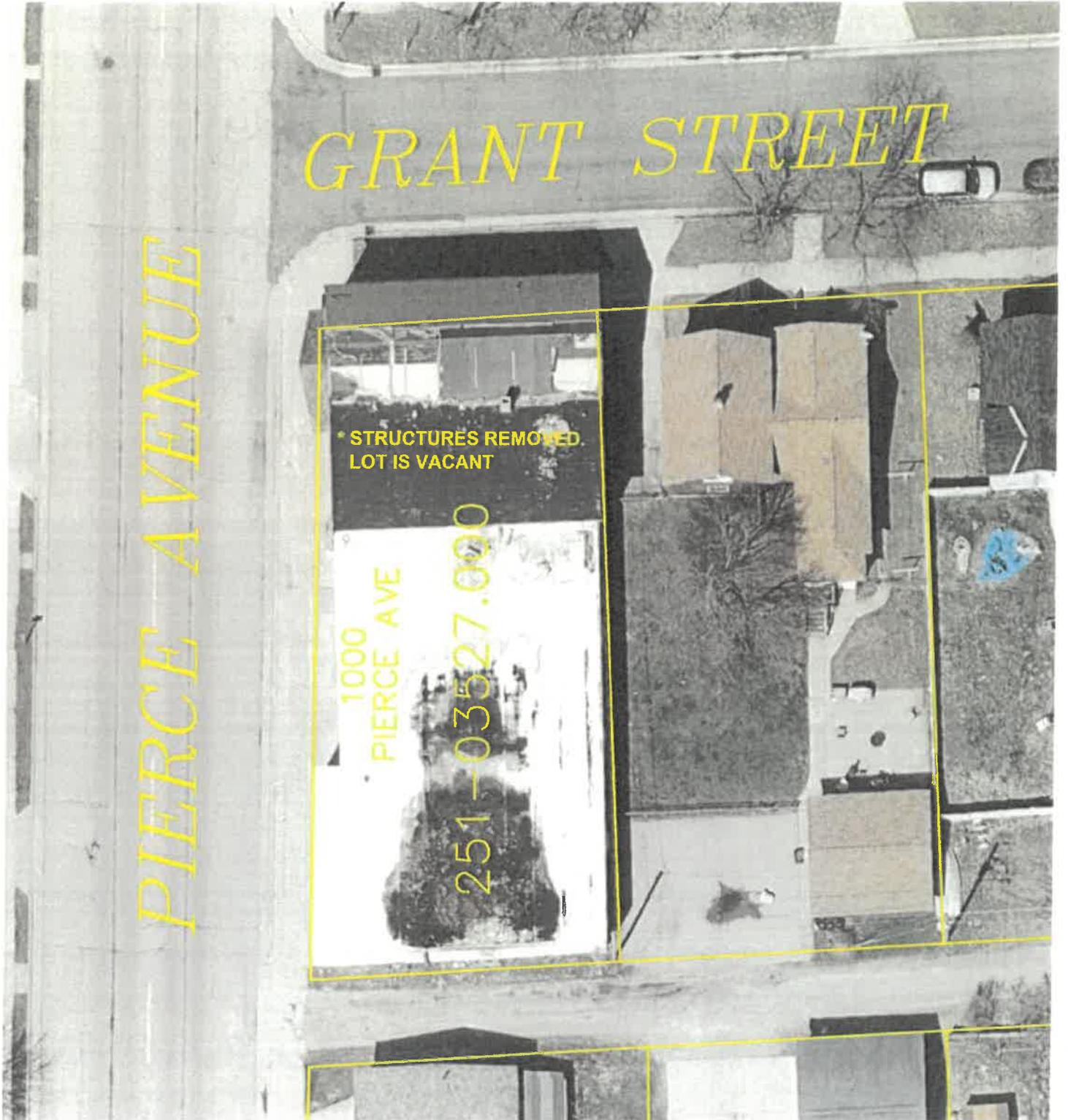
PIERCE AVENUE

GRANT STREET

* STRUCTURES REMOVED
LOT IS VACANT

1000
PIERCE AVE

251 - 03527.000



LEWIS STREET

251-05900.000

STRUCTURES REMOVED.
LOT IS VACANT

1007

BLAINE STREET

BLAINE STREET





4TH STREET

CARNNEY BLVD

324
CARNNEY BLVD

251-04640.000

STRUCTURE REMOVED.
LOT IS VACANT.