



Little Chute

ESTABLISHED 1848

Village of Little Chute

Request for Proposals

Fox River – 5 Acre Riverfront Development Opportunity

Issue Date: December 3rd, 2018

Due Date: February 15th, 2019

Village of Little Chute — 108 W. Main Street

T: 920-788-7380 **Web:** www.littlechutewi.org

REQUEST FOR PROPOSALS

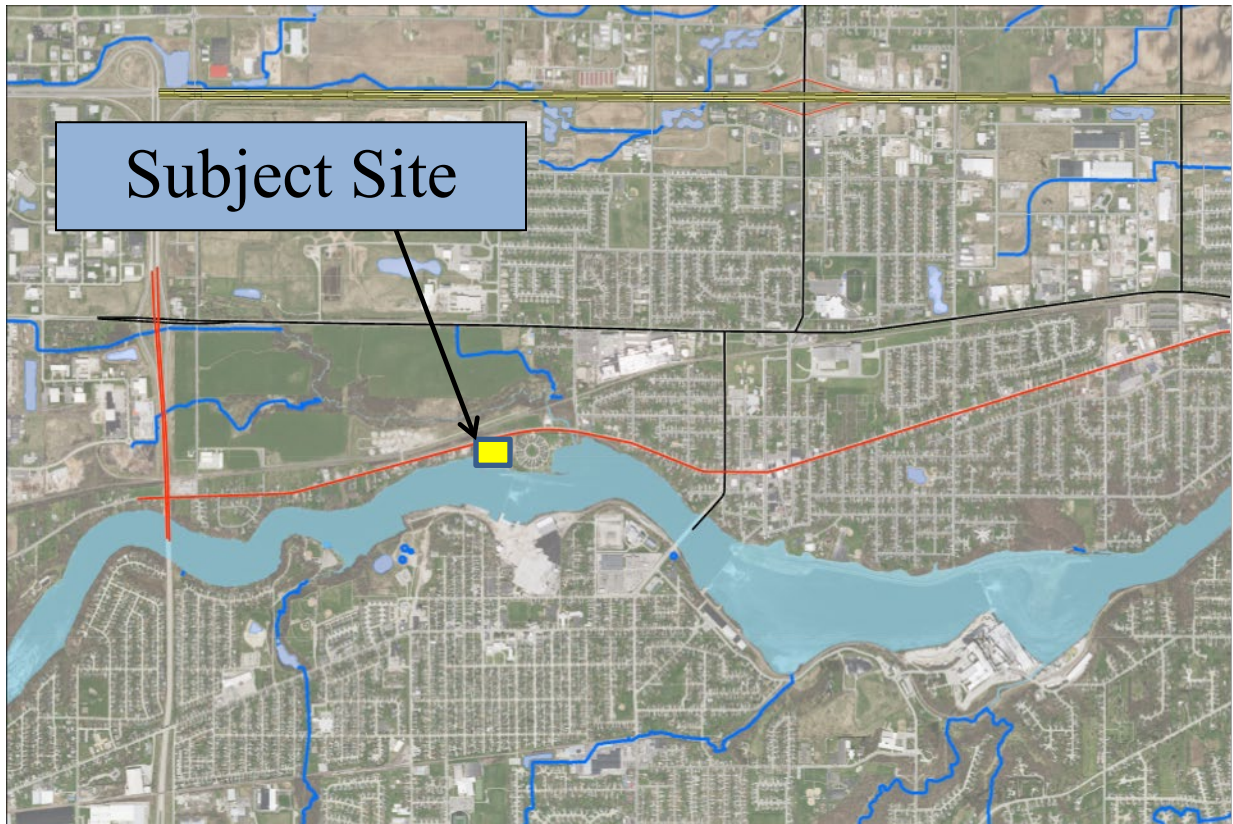
Development of ~5 acres of Fox River Frontage

RFP No.1, Series 2019

INTENT

The Village of Little Chute owns a 5 (five) acre parcel with 150 feet of direct frontage on the Fox River and an additional 450 feet of frontage adjacent to the state controlled canal system. The Village invites qualified developers and development teams to submit proposals for the 5 acre site located at 1401 West Main Street, Little Chute, Wisconsin. Through development of this site, the ultimate goal is to:

- ❖ Develop in such a manner as to provide a high quality development with frontage on and views of the Fox River.
- ❖ Leverage the sites location to maximize the best use of the property.
- ❖ Provide high quality development for current and future residents of the Village of Little Chute.

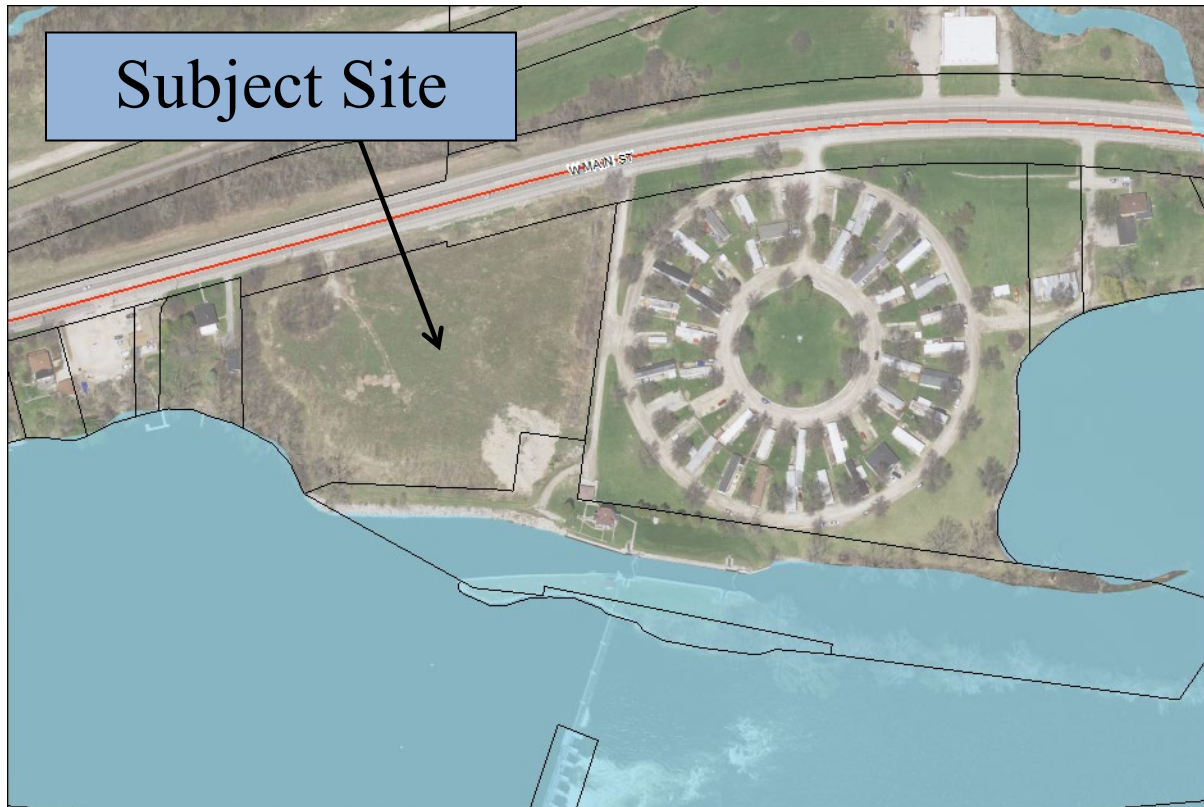


WORKING WITH THE VILLAGE OF LITTLE CHUTE

The Village of Little Chute has a track record of working successfully to approve large and small scale developments of all zoning types, enabling the community to be among one of the fastest growing areas in the Fox Cities – Oshkosh MSA. In addition, Little Chute is a full service community with competitive tax and utility rates.

ZONING AND OTHER SITE DETAILS

The site is currently zoned RM Multi-family Residential District and was recently acquired by the Village of Little Chute. In the fall of 2018, the Village had a Certified Survey Map (CSM) (EXHIBIT A) prepared for the site and worked with a qualified Civil Engineering Consultant to conduct subsurface exploration and provide a geotechnical report for this site. The CSM can be found as an exhibit to this RFP.



ESSENTIAL RFP ELEMENTS

Proposal Format and Required Information:

1. **Project Deliverables:** Detail a specific project for all or part of the development area with a specific offer price to purchase, include descriptions of the types of reports and assumptions utilized to justify the project and provide information on predicted vulnerabilities as they might apply. Provide a conceptual Site Plan and renderings for the proposed development.
2. **Project Management:** Include biographies and relevant experience of key staff and management personnel. Describe each member of the project team; include their qualifications, relevant experience, and area of expertise that would be assigned to this project.
3. **Level of Investment and Financial Viability:** Include an estimated project construction budget, including building and infrastructure costs (water, sanitary sewer, and stormwater management facilities) for the development. The developer shall also provide a statement regarding any debarments, suspensions, bankruptcies and/or loan defaults of the developer within the past ten (10) years.
 - a) The Developer shall provide a financial Pro-Forma including a sources and uses of funds as it relates to the proposed development.
 - b) The Developer will be required to provide documentation that external financing can be obtained, should the proposed project be awarded.
4. **Successful Examples:** Include detailed descriptions and photos of other development projects completed by your firm and/or partners.
5. **Organizational Overview:** Provide the following information about your Company:
 - a. Official registered name (Corporate, D.B.A., Partnership, etc.), address, main telephone number, toll-free numbers, and facsimile numbers.
 - b. Person authorized to contractually bind the organization with respect to this RFP.
 - c. Brief history, including year established and number of years your development team has taken on similar projects.
6. **Scope/Phasing:** Propose a project implementation timeline and performance standards for the construction work to be completed.

EVALUATION CRITERIA

Criteria expected to be used as a tool in selecting the best proposal. The Village reserves the right to revise its criteria or waive criteria weights at any time. Evaluation scores or ranks do not create any right in or expectation of a contract award. Proposals will be evaluated on the accuracy and responsiveness of the developer. Background checks and references will also be considered. Evaluation of proposals will be based upon the quality of response, the proposed developer's background and proposed investment. The following elements will be the primary considerations for evaluating all submitted proposals in the selection of a developer:

1. Proposal complements the Village.
2. Proposal maximizes taxable value.
3. Proposal offers a reasonable purchase price.
4. Developer offers financial strength and can implement/construct the development in a timely manner.
5. Developer's Utilization of high-quality design personnel and contractors to complete the project.
6. The response that is deemed to be the most advantageous for the Village shall be termed the best project.
7. Consideration will be given to cost, level of investment, functionality, use, and other factors. The selection committee shall be established by the Village Board of Trustees with final selection approved by the Village Board of Trustees.
8. To be selected, a developer must be able to comply with the general requirements outlined in this RFP and with other applicable laws and requirements.

QUESTIONS AND PROPOSAL SUBMISSION LOCATION

Proposals should maximize the utilization of the land and property value. Proposed development shall feature unique architectural elements to enhance the quality of the project. Proposals should be prepared as follows:

1. Written proposals prepared on standard 8 1/2" X 11" letter-size format; and
2. PDF digital format copies of the proposal.
3. Please submit written and digital proposal no later than 5:00 PM Friday, February 15th, 2019 at the following address:
James P. Fenlon, Village Administrator
108 W. Main Street
Little Chute, WI 54140
james@littlechutewi.org
4. All questions regarding this RFP should be directed to the Village Administrator.
5. The Village of Little Chute will review all proposals and evaluate the proposals based on the information received and the criteria outlined above. Some or all of the firms may be asked to meet with the Village Board to further discuss their proposals. Any such meetings will be on an appointment basis with appropriate advance notice.
6. General market condition questions, permit, or zoning related inquiries should be directed to Community Development Director, Jim Moes, at jim@littlechutewi.org.
7. Newly adopted and recorded Certified Survey Map (CMS) and geotechnical report is available by requesting the documents from the Village Administrator, James Fenlon, at james@littlechutewi.org.

TERMS AND CONDITIONS

1. The plans, specifications, proposals and documents provided to the Village of Little Chute by any interested party or developer shall become the sole property of the Village of Little Chute. The Village reserves the right to use these documents for whatever purposes deemed by the Village Board to be in the best interest of the Village.
2. The Village of Little Chute reserves the right to reject any or all proposals, cancel this solicitation, discontinue this RFP process without obligation or liability to any potential developer or in the alternative the Village may waive any informality associated with this RFP procedure and to proceed, in the Village Board's sole discretion, with the development that is in the best interest of the Village.
3. A mutually acceptable definitive development agreement shall be required for any developer or developers that submit successful proposals that will describe in detail the final scope and nature of the project prior to final Village Board approval.
4. No reimbursement will be made by the Village of Little Chute for costs incurred in preparing responses to this request for proposals. In addition, any costs associated with professional opinions, inspections or testing shall be the sole responsibility of the proposing party.
5. The Village of Little Chute Board of Trustees reserves the right to award the project deemed most beneficial to the Village of Little Chute.
6. Proposals submitted must contain at a minimum of the elements listed herein. Incomplete proposals may not be considered. With the timeline associated with this Request for Proposals, the Village believes it is allowing sufficient time to assemble a comprehensive proposal document.
7. The Village of Little Chute does not warrant that the property is free from defect nor does it guarantee fitness for any specific or particular use of the property.
8. The Village of Little Chute is subject to the Wisconsin Open Records Laws. As such all proposals received become a "public record" under state law.
9. The Village of Little Chute cannot be held responsible for disclosure of information contained in the proposals that is proprietary/personal or considered a "trade secret" if said information is not clearly denoted or identified as such, or as otherwise required by law.
10. All proposals received shall remain in effect for not less than 90 days following the due date. Proposals received may only be withdrawn with the express consent of the Village of Little Chute.
11. In order to assure an orderly proposal process, the Village of Little Chute requests that all communications, questions or information related to this request be submitted in WRITING to the Village Administrator. If properly registered with the Village, all interested parties will receive questions and responses via email as it becomes available. This will assure that all parties receive consistent information.
12. Verbal discussions or dialogue between potential developers and Village of Little Chute staff, representatives or officials is not to be considered as official information. The Village of Little Chute will distribute all official information, in written format, through the Village Administrator.

END OF RFP