



September 21, 2018

**REQUEST FOR PROPOSALS FOR ACQUISITION
AND RENOVATION OF 23 OLIVE COURT,
UNIVERSITY HEIGHTS, IOWA**

INVITATION

The City of University Heights seeks proposals from interested parties (including contractors and individuals) with respect to the renovation and improvement of 23 Olive Court as part of the City's neighborhood stabilization effort. Proposals must include plans to purchase the property from the City, renovate it, and sell (or retain) the property as an owner-occupied residence; the residence will not be eligible for a rental permit. Proposals must include the purchase price offered for the property and specified improvements/renovations to be made. A committee appointed by the University Heights City Council will score proposals received and make a recommendation to the City Council. The committee shall comprise the Mayor; two Council Members; the City Building Official; and a community member. The City Council is not obligated to accept the committee's recommendations.

THE PROJECT

The project consists of acquisition and renovation/improvement of an existing residence before an agreed-upon deadline. The contractor/individual will purchase the property from the City and complete certain 1) minimum required renovations and 2) additional agreed-upon renovations. After renovations are complete to the satisfaction of the City, the contractor/individual may sell the property as an owner-occupied residence or reside there; the residence will not be eligible for a rental permit. Restrictions will accompany the deed to the contractor/individual providing that a rental permit will not issue for 23 Olive Court from the date the contractor/individual receives title through and including twenty-one (21) years after the date the deed from the contractor/individual to the next purchaser is recorded (or the date the City approves the renovations if the buyer from the City intends to live in the residence). These restrictions will run with the land and be binding upon all subsequent purchasers.

The following are minimum required renovations for 23 Olive Court:

1. Remove exterior vinyl siding and restore with original wood siding.
2. Remove front porch windows and restore to original open porch.
3. Additional interior and exterior work as needed.

SUBMISSION REQUIREMENTS AND PROCESS

Contractors/individuals shall submit a written proposal in response to this RFP in a form specified by the City that must be received by the City no later than 5:00 p.m. Monday, October 22, 2018. Submissions received after that date and time will not be considered.

To submit a written proposal, please deliver one copy of the proposal electronically as a PDF or other electronic file to ballard@lefflaw.com or by mail to:

Mr. Steven E. Ballard, City Attorney
CITY OF UNIVERSITY HEIGHTS, IOWA
222 South Linn Street
Iowa City, IA 52240

Based on the selection criteria outlined below, a recommendation to the City Council is expected to be made within 30 days of the submission deadline.

Each prospective contractor/individual shall address the following:

1. Name
2. Portfolio of similar work done for review
3. Scope of work proposed to be done to property interior and exterior, including drawings, photos, and any other materials needed to convey the renovation plan to the ranking committee
4. Subcontractors to be used on each project
5. Purchase price that will be paid to the City for the property
6. Estimated start and end dates of construction
7. Whether the residence will be resold or occupied by the party submitting the proposal

The City reserves the right to accept or reject any and all proposals. The City further reserves the right to reject proposals as non-responsive, to ask for clarifications, and to enter into negotiations to discuss cost, scope of work, procedures, and final work product. Acceptance of a proposal does not constitute final approval for construction purposes; other normal procedures and actions may be required including, but not limited to, approval of financing and building permit requirements.

If contractors/individuals desire access to the residence and property, they may contact the City Attorney at the email or postal address listed above or by phone, 319-338-7551.

RESPONSIBILITIES

The contractor/individual will be expected to perform services consistent with the industry-accepted role of a contractor and to comply with all applicable City, County, and State building codes and regulations, as well as zoning. The contractor/individual will act as a separate legal entity, and will not be in joint venturer, employee, agent, or otherwise affiliated with the City. The contractor/individual is responsible for all insurance, salaries, contracts, withholding taxes, social security, unemployment, worker's compensation and any other taxes and other liabilities incurred in connection with the PROJECT, and shall hold the City harmless from any and all claims for all such expenses.

FORM OF AGREEMENT

Upon acceptance of proposal, the chosen contractor/individual and the City will enter into a residential real estate purchase agreement with the City patterned after the Iowa State Bar Association form agreement.

SELECTION CRITERIA

The committee will evaluate proposals based on the following selection criteria and assigned point values:

50	Proposed purchase price and other closing considerations (closing date, contingencies, including financing contingencies)
40	Scope and nature of proposed amenities/improvements
10	Contractor/individual experience and/or commitment to live at the property as an owner-occupied residence
100	Total

The committee's recommendation will be made on the basis of the proposal that represents the best overall value to the City, considering all selection criteria as outlined above, and not solely on the highest purchase price. The committee may also give weight to a proposal if the contractor/individual has submitted a proposal for 24 Olive Court. The City's decision with regard to the selection of the contractor/individual will be considered final.

ADDITIONAL TERMS AND CONDITIONS

1. The City retains the right to reject any and all proposals.
2. A restriction will be placed on the property and use of the residence specifying that a rental permit will not issue for 23 Olive Court from the date the contractor/individual receives title through and including twenty-one (21) years after the date the deed from the contractor to the next purchaser is recorded (or the date the City approves the renovations if the buyer from the City intends to live in the residence). These restrictions will run with the land and be binding upon subsequent purchasers.
3. The chosen contractor/individual must make improvements/renovations set forth in the PROJECT section above and any other improvements/renovations agreed to by the City within the time agreed upon for completion.
4. A restriction will be placed on the property prohibiting conveyance by the contractor/individual and no Certificate of Occupancy shall issue until all required and agreed-upon renovations have been completed to the City's satisfaction.
5. The City is committed to protecting against violations of the Iowa Civil Rights Act's unfair and discriminatory practices concerning housing and against violations of the Federal Fair Housing Act, as amended. In evaluating proposals, the City will not discriminate against any contractor/individual because of race, color, creed, sex, sexual orientation, gender identity, religion, national origin, disability, or familial status. Similarly, the purchase agreement between the contractor/individual and the City will provide that the contractor/individual will not discriminate against any prospective buyer because of the buyer's race, color, creed, sex, sexual orientation, gender identity, religion, national origin, disability, or familial status.
6. The contractor/individual selected shall not assign or transfer any interest in the proposal or the Purchase Agreement or other contracts or documents executed as part of the PROJECT to any other person or entity without the written approval and consent of the City,

END OF REQUEST FOR PROPOSALS