

Response to Request for Proposals City of Tipton Properties

By signing below, I am stating that I understand the terms of this RFP and agree with its requirements.

Address of the property to which this proposal applies:

Your signature(s): _____

Printed name(s): _____

Buyer Name / Business, if applicable: _____

Address: _____

Phone #: _____ Date: _____

Email: _____

Your proposals are due at City Hall by not later than 11:00 a.m. on June 25.

Please remember: You must use a separate "Response to Request for Proposals" form for each property that you are interested in.

Within, also please note that the City Council has set minimum bid prices for each property.

Acknowledgements

To proceed with the submittal of a proposal, you must be able to answer “Yes” to each of the acknowledgements listed below, and if so please **initial each line**.

1.) I Acknowledge that the Property is being sold as is, including all personal property and contents located at the property at the time of sale: _____

2.) I Acknowledge that the closing on the transaction will be scheduled to occur within thirty (30) days of the acceptance of the successful proposal: _____

3.) I Acknowledge that the Property, if submitting a proposal related to 323 W. 8th Street, 102 E. 11th Street, or 205 Spruce Street must be demolished within sixty (60) days of closing, demolition to include complete demolition of all structures, foundations, driveways, and sidewalks that are outside of the right of way, and removal of all of same from the lot, with any cavity created by the demolition to be completely filled, unless said cavity is to be used shortly thereafter for new construction, in which case it shall be appropriately fenced off to prevent access. I Acknowledge that the Property, if submitting a proposal related to 403 W. 3rd Street, must be demolished within sixty (60) days of closing, consistent with the demolition terms and conditions set forth above, or renovated to a condition that is fully compliant with the City of Tipton Code of Ordinances, including the International Property Maintenance Code as adopted by the City, as follows: Within sixty (60) days the exterior of the home shall be code compliant to the satisfaction of the City Building Inspector and within one-hundred-twenty days the entirety of the home, inside and out, shall be code compliant to the satisfaction of the City Building Inspector. _____

4.) I Acknowledge that the City has not performed any inspections of the Property, including but not limited to inspections for asbestos, lead, or any other potential hazard, and makes no representations regarding the presence or absence of said materials: _____

5.) I Acknowledge that while the City will provide an abstract to the property, that the property will be transferred by the City by Quit Claim Deed: _____

6.) I Acknowledge that the successful bidder will be required to execute a Purchase Agreement with the City within seven (7) days of the Council approval of the sale, and a Right of Reversion Agreement that will provide for the automatic reversion of any property purchased that has not been demolished and/or improved within the approved deadlines: _____

7.) I Acknowledge that this Proposal is not contingent upon the occurrence of any event or circumstance, such as financing or appraisal. (A buyer may make the purchase of one parcel contingent on the approved purchase of another parcel by the same buyer.): _____

Your Proposal

Using separate pages, please attach your proposal for this property. Try to address all of the requirements throughout this RFP, but, in particular, remember to address all of the requirements of #9 within.

Your proposal can be either typed or handwritten, if legible.

*Respectfully,
City of Tipton*

City of Tipton, Real Estate Sale

General Instructions Re: Response to Request for Proposals

323 W. 8th Street, 102 E. 11th Street, 205 Spruce Street and 403 W. 3rd Street

General Instructions. The following instructions are applicable to all submissions in response to the Request for Proposals associated with the proposed sale of City owned Real Estate located at 323 W. 8th Street, 102 E. 11th Street, 205 Spruce Street and/or 403 W. 3rd Street.

Failure to follow the instructions may, in the sole discretion of the City Council, result in your bid being found to be void. The Council also reserves the right to waive any irregularities in the submission of any proposal.

- 1.) All parties submitting proposals, will be required to initial all acknowledgements attached to and part of the Response to Request for Proposal form
- 2.) All proposals must also include a description of the intended use of the Property, the proposed timeline for the intended use, and any other information deemed appropriate for City Council consideration.
- 3.) The City Council will consider and weigh all provisions and contents of the proposals, and may not choose to sell and transfer the properties to the highest bidder, reserving the right to give value to other terms and provisions of the proposals and will generally give additional weight to proposals that include the new residential construction on the property. The City further reserves the right to reject all proposals, waive formalities/informalities, and make a decision that is found to be in the best interest of the City of Tipton. To inspect any of the Properties or to obtain the required RFP Form, please contact City Hall, 407 Lynn St, Tipton, IA, 563-886-6187 or email citymanager@tiptoniowa.org
- 4.) Proposals may not be contingent upon the occurrence of any event or circumstance, such as financing or appraisal, for example.
- 5.) It is strongly urged that anyone assessing whether to respond to this RFP should perform the proper due diligence beforehand. This includes arranging a site visit by using the City's contact information provided herein.
- 6.) Each property will be sold on an "as is" basis with no guarantee or warranty of any kind.
- 7.) The four properties proposed for sale are all zoned R-1, Single Family Residential. Information on each property is provided below.

a.) **323 W. 8th Street.** Parcel #048007313590010. The lot is 75' X 142' +/-
Must be demolished. Minimum bid price is \$5,160.



b.) **102 E. 11th Street.** Parcel #048007313060060. The lot is 100' X 87' +/-
Must be demolished. Minimum bid price is \$6,220.



c.) 205 Spruce Street. Parcel # 048010012790090. The lot is 75' X 82' +/-
Must be demolished. Minimum bid price is \$4,115.



d. 403 W. 3rd Street Parcel # 048010012790040. The lot is 75' X 60' +/-
Assumed for renovation and priced accordingly. Minimum bid price is \$34,275.



8.) More detailed information on each property can be found by using the website listed below then entering the Parcel # of the property that you're interested in. This website includes an aerial photo of each lot. Please note that the lot line locations shown in the aerial photos are not actual surveys, but approximations of the actual lot lines by County mapping/GIS staff.

9.) Proposals may be submitted on one or more of the properties by the same bidder, however, a separate “Response to Request for Proposals” must be submitted for each property.

10.) In responding to this RFP, written proposals should give the City as much detail as possible, but proposals should include at least the following:

- a.) The proposed purchase price.
- b.) The proposed use of the property after demolition.
- c.) When applicable, an itemized project cost estimates related to proposed, post-demolition improvements to the property, including any supporting documentation deemed appropriate.
- d.) The Proposed schedule for proposed post-demolition improvements, if any. When they are proposed to begin and to be completed.
- e.) A description of the bidder’s experience with property acquisition, property demolition, and with property improvements as proposed if the bidder plans to perform some or all of said work. If bidder does not plan to perform some or all of that work, a description of how the bidder will see to the completion of said work, a description of contractors or others intended to be used if known, or other applicable information. If the bidder proposes to perform some or all of the work, please provide up to three references who can attest to bidder’s experience and qualifications, along with any other information or evidence of the ability to so perform.
- f.) A statement addressing the developer’s financial capacity to complete the proposed project. Please note that, upon the acceptance of a proposal, the developer must provide the City with adequate documentation showing the ability to finance the work being proposed. The submittal of a binding letter of credit as part of your response to this RFP is not required but is preferred.

11.) The City Council reserves the right to reject any or all proposals. The City Council also reserves the right to further negotiate the components of any proposal to make it acceptable to the City Council. The City Council also reserves the right to accept the proposal that is, in the City Council’s sole discretion, in the best interests of the City of Tipton.

12.) If a proposal is accepted, the developer will be expected to negotiate and enter into a written agreement with the City to complete the project as proposed.

13.) The agreement will include provisions to ensure the developer’s compliance to the terms of the agreement. Examples of such provisions will include, but not be limited to the following:

- a.) A description of the proposed project, with enough detail to ensure that both parties have a clear understanding of the project and “expectations.” If

the project involves the construction of a replacement structure after demolition, some form of written plans/drawings/specs would be helpful, and to the extent they exist would be appended to the agreement.

b.) A detailed timeline, outlining steps to be taken with proposed/estimated start and completion dates.

c.) Terms defining “compliance” / ”failure to comply/breach” and remedies of the parties in that event.

d.) Terms related to price, closing, possession, taxes and other terms typical or standard regarding the purchase of property.

e.) Itemized list of cost estimates for proposed post-demolition improvements.

14.) Questions about the RFP process can be directed to Brian Wagner, City Manager, at 563-886-6187 or citymanager@tiptoniowa.org

15.) The Response to Request for Proposals to which these instructions are appended, must be completed and submitted for each property a bidder is making a proposal for.