

REQUEST FOR PROPOSAL RESIDENTIAL LAND PARCEL

I. INTRODUCTION

The Office of Community Development for the City of Muncie is soliciting Proposals for a parcel of land in the Muncie, Indiana suitable for a destination of a residential structure to be moved.

II. PROJECT DESCRIPTION

The Office of Community Development for the City of Muncie is looking for a residential parcel of land to be the destination of a residential structure to be relocated there. The residential structure to be relocated is commonly known as 225 North Franklin Street. The winning response will receive the structure and will be used for toward the mission of the Office of Community Development (described in V.). This project is Community Development Block Grant (CDBG) funded. Federal regulations will apply to these projects.

III. PREPARATION OF PROPOSALS

A minimum of one (1) hard copy proposals must be submitted to:

Office of the City Clerk
300 N. High St., Muncie, IN

and an electronic copy emailed to:

clerk@cityofmuncie.com

no later than Tuesday, June 22, 2021 at 3:00 PM EST.

Envelopes containing Proposals must be labeled as follows:

Name of Proposer
Address of Proposer
Proposal for Residential Land Parcel
Proposal opening date

The proposals will be opened on Wednesday, June 23, 2020 at 9:00 AM at the Board of Public Works meeting. Proposers are encouraged to make their submission prior to the deadline to avoid last minute technical difficulties that could result in a late submission that is rejected.

IV. QUALIFICATION

To be considered as eligible to submit a Proposal, the land parcel must be:

- be legally owned by the person making the submission;
- current on municipal taxes and fees;
- vacant with no structures;
- in a residential neighborhood;
- at least 62 feet in width and 120 feet in depth (more than one contiguous land parcel could be eligible with a proposed delete and combining of the land parcels);
- no further than 1100 linear feet in transit or 800 linear feet straight; and
- must not be barred from federal action on the federal System Award Management system (sam.org).

V. DELIVERABLES

The successful submission will be expected to provide:

- land survey (if needed);
- the utility connections from trunk to the structure once placed;
- the footers and foundation for the structure to be placed upon;
- rental of the structure to low- to moderate-income individuals for 5-years; and
- the delete and combine of multiple contiguous land parcels (if applicable)

The City will provide:

- the relocation of the structure;
- the structure commonly known as 225 North Franklin Street;

VI. TERM

The structure will be assigned upon acceptance of the proposal and the contract will continue until such time as all deliverables described herein are completed.

VII. FORM OF PROPOSAL

Proposals must consist of the following information in the order indicated below:

Cover letter stating interest in providing the land parcel with signature of owner of record or duly authorized agent.

Map(s) or aerial photographs showing the size of the parcel(s) and the distance from the current location of the structure.

Statement of the deliverables proposed to be provided.

Self-certified statement that all municipal fees and taxes are current.

VIII. ACCEPTANCE OR REJECTION OF PROPOSAL:

The Owner reserves the right to reject any and/or all Proposals when such rejection is in the best interest of Owner to reject a proposal that has not met the prerequisites of the offer, who has previously failed to perform properly or complete on time contracts of a similar nature; and to reject proposals that, in the opinion of the Owner, are not in a position to perform the contract. Owner also reserves the right to waive any information and technicalities.

Project will be awarded on the basis of five factors which are described below. Each factor will be rated and the project will be awarded (unless all proposals are rejected), under normal circumstances, to the Proposer receiving the highest number of points. Points will be awarded for Proposals exceeding the minimum standards as described in Proposer's Pre-Qualifications.

Size = 30 Points to the parcel meeting or exceeding size requirements.

Distance = 35 Points to the parcel closest to the existing location of the structure.

Share = 35 Points for proposals willing to take on more of the cost(s).

IX. GENERAL INFORMATION

The proposals will be opened publicly on Wednesday, June 23, 2021 at 9:00 AM at the Board of Public Works meeting. Proposers are encouraged to make their submission prior to the deadline to avoid last minute technical difficulties that could result in a late submission that is rejected. The Owner may hold the bids for 60 days for purposes of reviewing the bid Proposals. The Owner shall announce the successful Proposer on or

before (e.g., 60) days from the date of opening of proposals. Proposals will be evaluated to determine the Proposer that is responsive to the solicitation and is most advantageous to the Owner, size, distance, and share considered.

**ATTACHMENT A:
Property Report of 225 N. Franklin**

ATTACHMENT B:
Aerial photograph of 225 N. Franklin