



4141 Douglas Drive North • Crystal, Minnesota 55422-1696

Tel: (763) 531-1000 • Fax: (763) 531-1188 • www.crystalmn.gov

REQUEST FOR PROPOSALS (“RFP”)

3556 Major Avenue North Lot Price \$25,000

The Economic Development Authority of the City of Crystal (“the EDA”) is requesting proposals from builders to purchase [3556 Major Avenue North](#) for construction of a new single family house. Enclosed please find the Proposal Form and Guidelines for making a proposal.

To receive consideration, proposals must be submitted on a completed Proposal Form plus the required attachments and additional information. Incomplete proposals will not be considered. Proposals may be submitted at any time; the first qualifying proposal we receive will be presented to the EDA board, unless the lot has been optioned by another builder.

If you have questions about the RFP process or the enclosed Guidelines, feel free to contact me at 763.531.1142 or dan.olson@crystalmn.gov. Thank you for your interest.

Sincerely,

Dan Olson
City Planner

RFP GUIDELINES FOR 3556 MAJOR AVENUE NORTH

A. Legal Description. The property is legally described as Lot 30, Block 3, Woodland Homes.

B. Anticipated Timeline for Lot Sales.

After a builder submits a qualifying proposal, the timeline would be as follows:

- EDA meeting #1: EDA rejects or tentatively accepts Builder's proposal. If accepted, Builder prepares detailed house plans for EDA public hearing.
- EDA meeting #2 (approximately one month after #1): EDA holds public hearing and considers a resolution authorizing the lot sale.
- 10 days after EDA meeting #2: Deadline for Builder to sign the Purchase & Redevelopment Agreement and pay \$2,000 nonrefundable earnest money.
- 2 months after EDA meeting #2: Deadline for Builder to close on the lot purchase.

C. Deadline for Completion. Construction of the new house must be completed within one year of EDA meeting #2 (see above).

D. Specifications.

1. Grading and Drainage.

- a) The center of the lot is approximately 4 higher than the sidewalk along 36th Avenue, 5 feet higher than the curb along Major Avenue and 1 foot higher than the alley. Estimated top of foundation for the new house would be 903 feet. The elevation would be refined by Builder and EDA staff during the development of the specific house plan prior to final EDA approval of the lot sale. Upon completion of the final grade but prior to installing landscaping, Builder shall submit an as-built survey to the Building Official showing the final grade elevations, unless EDA staff determines that it is not necessary.
- b) Drainage from the house, garage, driveway and any other structures shall be accommodated on the site so that water flow onto adjacent properties is minimized. Builder's final grade shall carry water primarily to the rear of the property and secondarily to Major and 36th Avenues. If determined by the Building Official to be necessary, Builder will install rain gutters to direct roof runoff to minimize impacts on adjacent properties. Builder will restore any disturbed turf or landscaping.
- c) Builder will follow Best Management Practices to minimize erosion and runoff onto adjacent properties and public ways. At a minimum, Builder will install silt fencing or wattle logs to prevent runoff silt from flowing onto the streets, alley or adjacent properties.

2. Utilities.

- a) Utility meters shall be reasonably screened from street view; locations must be specified on the plans submitted with the building permit application.
- b) All utility service lines shall be underground. Utilities may locate necessary facilities such as pedestals or boxes in the street right-of-way or utility & drainage easements.
- c) Any expenses for connection of the house to utilities shall be the responsibility of Builder, including any necessary landscaping or sidewalk, curb or pavement work.
- d) Municipal Water. Municipal water is available at a main under Major Avenue. **Builder shall install a city-approved water service and curb stop from the Major Avenue main at Builder expense.** However, there are no WAC charges. See the attached information from the city's "as built" drawing which reflects the best information available but is not guaranteed. Direct any questions to Utilities Superintendent Randy Kloepper at (763) 531-1166 or randy.kloepper@crystalmn.gov. **The lot price has already been**

discounted to reflect this cost, and no further discounts will be granted for this work.

- e) Municipal Sanitary Sewer. Municipal sanitary sewer is available at a main under Major Avenue. **Builder shall install a city-approved sanitary sewer service to the Major Avenue main at Builder expense. Builder will also be required to pay the standard SAC fee in effect at the time of building permit issuance (\$2,485 as of June 2015).** See the attached information from the city's "as built" drawing which reflects the best information available but is not guaranteed. Direct any questions to Utilities Superintendent Randy Kloepper at (763) 531-1166 or randy.kloepper@crystalmn.gov. **The lot price has already been discounted to reflect this cost, and no further discounts will be granted for this work.**
- f) Private Utilities, including natural gas (Centerpoint Energy), electricity (Xcel Energy), telephone (Century Link), and cable television (Comcast). The house shall access private utilities via underground connections only. Builder shall contact private utilities for tie-in locations to service the new house. The EDA will not pay any expenses related to connection to or modification of private utilities. Questions regarding private utilities should be directed to the respective utility company.

3. Garage and Driveway.

- A two car garage is required.
- The garage may be attached or detached, but it shall only be accessed from the alley not Major or 36th Avenues.
- A hard surfaced driveway is required to provide access from the alley to the garage.
- The house's building permit application must include a site plan showing the proposed driveway layout.

4. General Construction Practices. The construction site, neighboring property and adjacent public streets and right-of-way shall be kept free of construction debris at all times, and Builder must have a construction dumpster to prevent debris from being scattered or blown around. No construction workers, construction equipment or construction material shall enter neighboring properties without said property owner's consent.

5. Building Standards.

- a) Compliance with Crystal City Code.
- b) Minimum required setbacks for the house are as follows: 30 feet* from the front lot line along Major Avenue, 10 feet from the north side lot line along 36th Avenue, 5 feet from the south side lot line, and 30 feet** from the rear lot line along the alley.

**City code does have some limited exceptions to the front and rear setbacks for small bump-outs, porches and decks; those can be discussed in detail with EDA staff if your proposal is accepted.*

***A detached garage may be permitted in the rear yard area provided that it is at least 20 feet from the rear lot line along the alley and not closer to 36th Avenue than the house.*

- c) The house shall have at least three bedrooms and two bathrooms.
- d) The house shall have a full depth basement, unless the selected design results in a split level / garden level type of basement. At a minimum, basements shall have at least one egress window and a rough-in for a future ¾ bath. Additional basement windows are desirable. Slab houses and crawlspace houses will not be considered by the EDA.
- e) Exterior materials (siding, soffit, doors and windows) shall be low maintenance. The use of brick or stucco is encouraged. Fiber cement siding or wood siding with natural

resistance to decay are encouraged but they must be properly stained or painted. Vinyl or other low maintenance siding materials are generally acceptable and can be made more desirable through the use of shakes, fish scales or other styles to break up the pattern. Hardboard panels or hardboard lap siding are not acceptable.

- f) The design should emphasize the front door as the focal point for the front of the house. A large and usable (minimum depth 6 feet) front porch is desired.
 - h) Plans should present a balanced and pleasing distribution of wall and window areas from all views. Blank walls are not permitted; each wall shall have some windows. Corner rooms should have windows on both walls, if possible. To the extent that southern exposures are present, house designs are expected to enhance wintertime natural light and passive solar heating.
 - i) The new house shall be built with a passive venting system for radon gas reduction.
 - j) The new house shall have Carbon Monoxide alarms in accordance with M.S. 299F.50.
 - k) No equipment such as air-conditioning cooling structures or condensers that generate noise shall be located within a side setback, drainage & utility easement, or 10 feet of living quarters located in a building on adjacent property.
- 6. Landscaping.** The lot shall be landscaped to be aesthetically pleasing in all seasons. Land forms and plant materials shall be used to define the site and blend neatly with adjoining property.

At a minimum the following are required:

- Plant one large-species deciduous shade tree in the front yard; and
- Plant one tree in the rear yard (may be large-species deciduous shade, ornamental or evergreen).

Attached is a list of tree species allowed by the EDA.

If Builder desires to close on the sale of the new house prior to completion and acceptance of the landscaping, the EDA may require that funds be escrowed by the Builder to guarantee that landscaping is completed in a timely manner after closing.

- 7. Land Use and Property Tax Status.** The new house shall be a single-family, owner occupied house, and may not subsequently be taken off the property tax rolls.

E. Builder Selection Criteria. Builders must meet the following requirements:

1. Licensed as a Residential Building Contractor by the State of Minnesota. Proposals submitted by parties not licensed as a Residential Building Contractor will not be considered by the EDA.
2. Have experience in house construction in Minnesota. Builders shall provide the addresses of three houses they have built in Minnesota within the last five years, or other evidence of qualification acceptable to the EDA.
3. Provide proof of Builder's risk, comprehensive general liability, and worker's compensation insurance coverage, if requested by EDA staff.
4. Provide references from previous customers, suppliers and inspectors, if requested by EDA staff.
5. Be capable of closing on the lot purchase within two months of the EDA approving the lot sale (EDA meeting #2).
6. Be capable of completing the house within one year of the EDA approving the lot sale (EDA meeting #2).

F. Procedure for Consideration of Builder Proposals.

1. Builder proposals may be submitted at any time, and will be considered on a “first come, first served” basis. The EDA will only consider one proposal at a time.
2. EDA staff will review the proposal and present it to the EDA board at its next meeting.
3. At that meeting (EDA meeting #1), the EDA board will either reject or tentatively accept the proposal. If the proposal is accepted, then EDA staff will work with the builder to prepare detailed house plans for the lot. The EDA has total discretion regarding whether to reject or accept a proposal.
4. At its next meeting (EDA meeting #2), the EDA board will hold a public hearing and consider a resolution authorizing the sale of the property to the Builder for construction of the house shown in the detailed plans.
5. No later than 10 days after EDA meeting #2, the Builder must sign the Purchase and Redevelopment Agreement and pay \$2,000 nonrefundable earnest money.
6. No later than 2 months after EDA meeting #2, the Builder must close on the sale of the lot. At closing, the Builder shall make full payment for the remainder of the lot price (the EDA does not provide interim financing). To save time, Builder may begin the building permit application process before the closing date. However, the permit will not be issued until Builder has closed on the lot.
7. No later than one year after EDA meeting #2, the Builder must complete the house.

G. Building Permit Application Process.

When applying for a building permit to construct the new house, Builder will need to provide a complete building permit application, including the following items:

- Plans (2 copies).
- Land Survey (2 copies) with building elevations, drainage patterns and easements.
- Energy Calculations.
- Photo of the sign to be posted in accordance with city code section 403.
- Escrow form.

Questions regarding building permit forms, fees, inspections, etc. should be directed to the Administration counter (763.531.1000). The Building Official and EDA staff will review all plans to assure conformance with Builder's proposal, these Guidelines and the house plan approved by the EDA. If any element of the plan is in conflict with the above criteria, EDA staff will notify Builder of any conflicts and note which changes are required. Unless the modifications can be clearly indicated on the originally submitted plans, Builder shall submit revised plans for final approval by the Building Official and EDA staff.

H. List of Attachments:

- 2012 aerial photo showing location of subject property
- Water and sanitary sewer as-built drawings
- Survey excerpt (May not be to scale; copy of full survey available upon request.)
- List of trees species allowed for planting

PROPOSAL FORM
PROPOSAL TO THE ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF CRYSTAL
3556 MAJOR AVENUE NORTH

BUILDER OFFERS \$25,000 TO PURCHASE THIS LOT

This proposal is not a purchase agreement or other binding contract. At this time, the Builder is submitting a proposal to purchase this lot and build a new single family house in accordance with the RFP Guidelines. If a builder's proposal is tentatively accepted by the EDA board, then EDA staff would work with the Builder to determine the specific house plan and present it at the next EDA meeting. If the EDA board gives final approval at that time, the Builder would sign a Purchase & Redevelopment Agreement and provide \$2,000 earnest money for the lot. Only after such an Agreement is signed would a binding contract exist between the EDA and the Builder.

BUILDER: *(Builder is required to be a Residential Building Contractor licensed by the State of Minnesota.)*

Name: _____ State License Number: _____

Tel (1): _____ Tel (2): _____ Fax: _____

Address: _____ City/State/Zip: _____

Email: _____
Signature _____ Date _____

REQUIRED ATTACHMENTS AND ADDITIONAL INFORMATION:

- Attach one representative example of a house you would plan to build on this lot if your proposal is selected. It does not need to show exactly how it would be placed on the lot; it just needs to show the approximate size, quality and features you would anticipate a new house would have on this lot. A specific house plan would be determined after a proposal is tentatively accepted by the EDA.
- The EDA will only sell lots to builders who have experience in house construction in Minnesota. Please list the addresses of three houses you have built in Minnesota within the last five years, or attach other evidence of qualification for review by the EDA:

House #1: _____

House #2: _____

House #3: _____

SUBMIT PROPOSAL TO: Attn: Dan Olson, Crystal EDA, 4141 Douglas Dr N, Crystal MN 55422

TEL: 763.531.1142 or dan.olson@crystalmn.gov

**PROPOSALS MAY BE SUBMITTED BY HAND DELIVERY, U.S. MAIL OR EMAIL (.pdf format).
PROPOSALS MAY BE SUBMITTED AT ANY TIME AND WILL BE CONSIDERED ON A "FIRST COME,
FIRST SERVED" BASIS UNLESS THE LOT HAS BEEN OPTIONED BY ANOTHER BUILDER.**



Parcel ID: 07-029-24-12-0074

A-T-B: Torrens

Map Scale: 1" = 50 ft.

Print Date: 12/4/2014



Owner Name: Econ Devel Auth Crystal

Market Total: \$0

Parcel Address: 3556 Major Ave N
Crystal, MN 55422

Tax Total: \$0.00
(Payable: 2014)

Property Type: Vacant Land-Residential

Sale Price:

Home- stead: Non-Homestead

Sale Date:

Parcel Area: 0.1 acres
4,566 sq ft

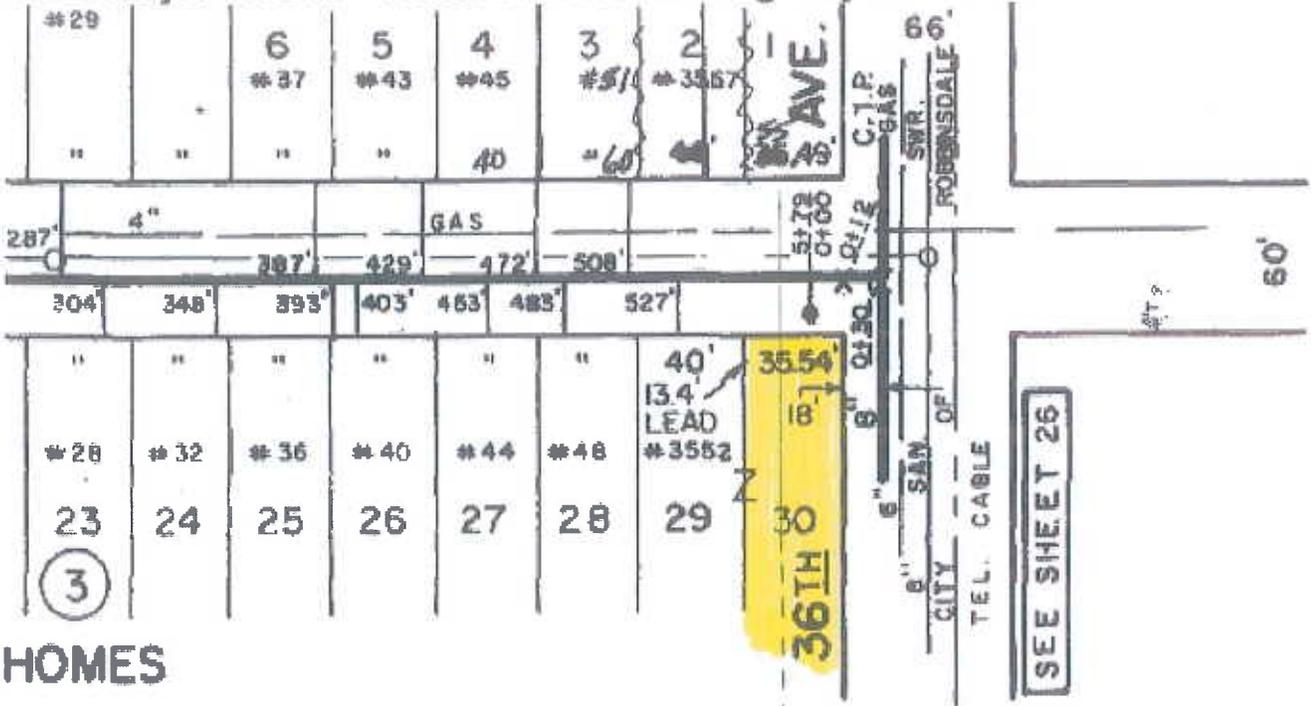
Sale Code:

This map is a compilation of data from various sources and is furnished "AS IS" with no representation or warranty expressed or implied, including fitness of any particular purpose, merchantability, or the accuracy and completeness of the information shown.

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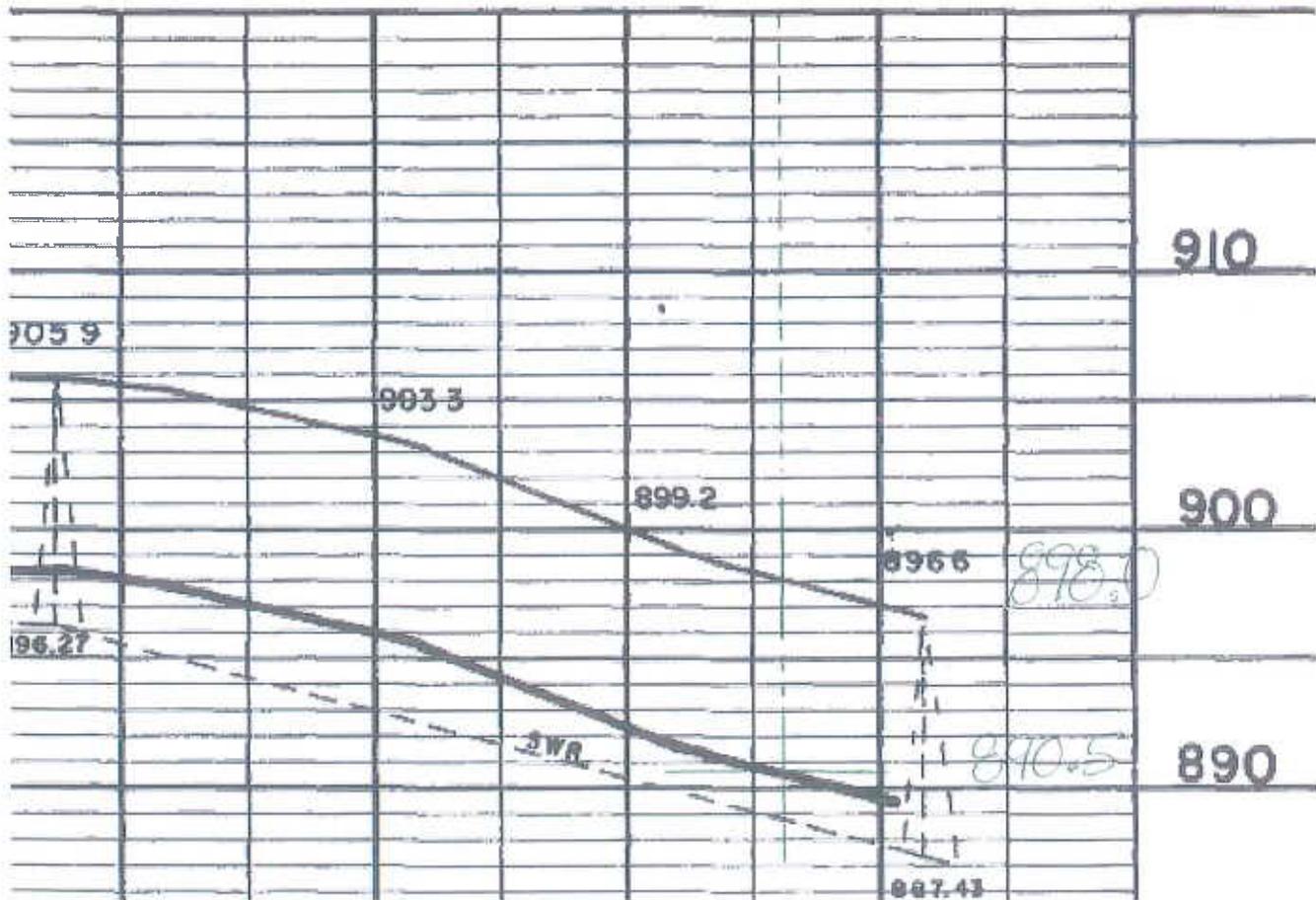


3556 Major Ave N - Water As-Built along Major Ave N:



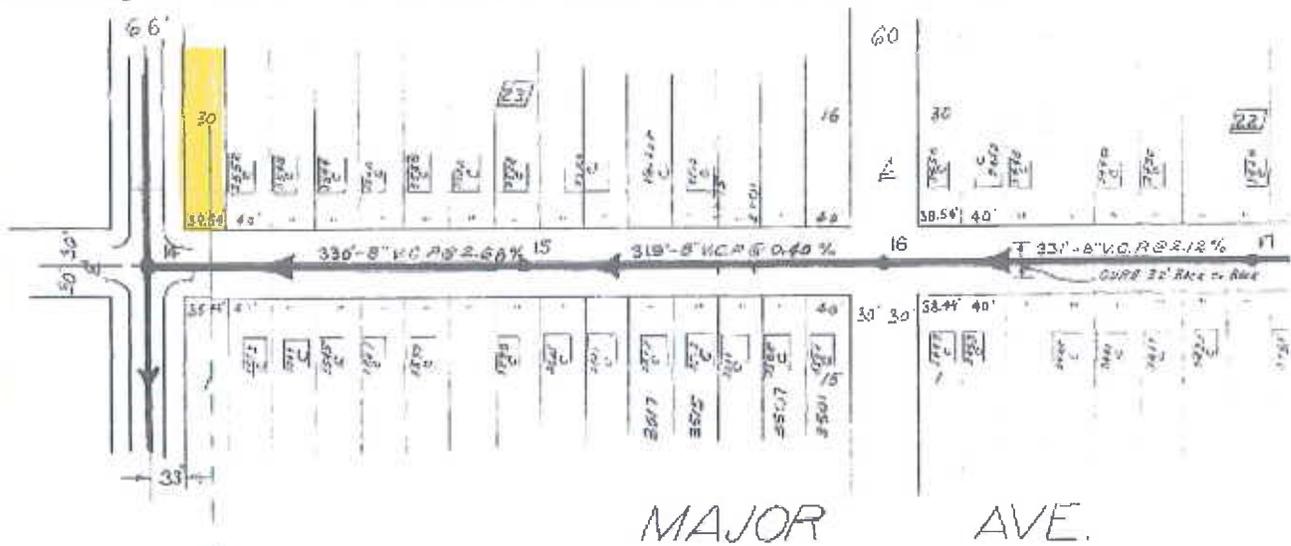
HOMES

All notes are estimates; not guaranteed.



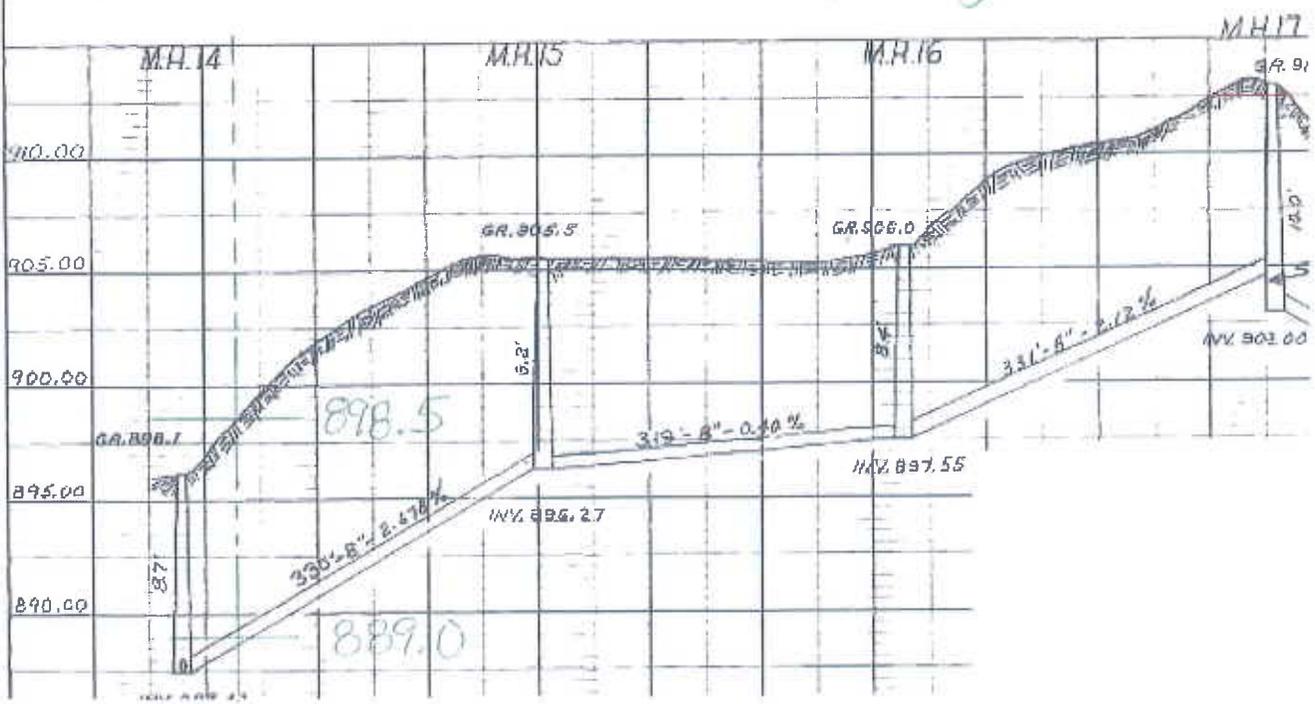


3556 Major Ave N – Sanitary Sewer As-Built along Major Ave N:



MAJOR AVE.

All notes are estimates, not guaranteed



PERMITTED TREES

Specific Name

A. arborea x grandiflora (tree form)
Aesculus flava
Aesculus glabra
Aesculus hippocastanatum
Aesculus parviflora
Aesculus pavia
Alnus regosa
Amelanchier arborea (tree form)
Betula alleghaniensis
Betula lenta
Betula nigra
Carpinus betulus
Carpinus caroliniana
Catalpa speciosa
Celtis occidentalis
Cerdidiphyllum japonicum
Cercis Canadensis
Cladrastus kentukea
Ginkgo biloba (male tree only)
Gleditsia triacanthus inermis
Gymnocladus dioecus
Malus spp. (disease-resistant spp.)
Magnolia acuminata
Maackia amurensis
Nyssa sylvatica
Ostrya virginiana
Phellodendron amurense
Prunus maackia
Quercus alba
Quercus bicolor
Quercus macrocarpa
Quercus rubra
Syringa reticulata
Tilia Americana
Tilia cordata
Tilia platphyllos
Tilia tomentosa
Ulmus Americana 'Valley Forge'
Ulmus Americana 'Liberty'
Ulmus 'Accolade'
Xanthoceras sorbifolium

Common Name

Hybrid Serviceberry (tree form)
Yellow Buckeye
Ohio Buckeye
Common Horsechestnut
Bottlebrush Buckeye
Red Buckeye
Speckled Alder
Downy Serviceberry (tree form)
Yellow Birch
Sweet Birch
River Birch
European Hornbeam
Blue Beech or Muscledwood
Northern Catalpa
Common Hackberry
Katsura Tree
Eastern Redbud (Northern strain)
Yellowwood
Ginkgo (Maidenhair Tree)
Thornless Honeylocust
Kentucky Coffeetree
Crabapple
Cucumbertree
Amur Maackia
Black Tupelo
American Hophornbeam (Ironwood)
Amur Corktree
Amur Chokecherry
White Oak
Swamp White Oak
Bur Oak
Red Oak
Tree Lilac
American Linden
Littleleaf Linden
Large-leaved Linden
Silver Linden
'Valley Forge' Elm
'Liberty' Elm
'Accolade' Elm
Yellowhorn