

## **Request for Proposal (RFP) Guidelines for 5140 Lakeside Avenue North**

- A. Legal Description.** The property is legally described as Lot 3, Block 1, Bottineau Gardens, Hennepin County, Minnesota. The Bottineau Gardens final plat is shown as attachment C.
- B. 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 Economic Development Authority of the City of Crystal (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. References from previous customers, suppliers, and inspectors may be requested by EDA staff.
  3. Be capable of closing on the lot purchase within two months of the EDA approving the lot sale and completing the home within one year of EDA approval of the lot sale (See Section, C, below)
- C. Procedure for Consideration of Builder Proposals.**
1. Builder proposals must be submitted by **Tuesday, May 30, 2017 at 2 PM**. This proposal shall consist of a completed and signed proposal form, a site plan showing the proposed location of the home, and a tentative house plan.
  2. EDA staff will review the proposals and present them to the EDA board. At that meeting (EDA meeting #1), the EDA board will either reject or tentatively accept the proposal. The EDA has total discretion regarding whether to reject or accept a proposal. If the proposal is accepted, then EDA staff will work with the builder to prepare detailed house plans for the lot prior to the public hearing on June 20, 2017 (EDA meeting #2).
  3. Prior to EDA meeting #2, the Builder must sign the Purchase and Redevelopment Agreement and pay \$2,000 earnest money.
  4. At EDA meeting #2, the EDA board will hold a public hearing and consider a resolution authorizing the sale of the property to the Builder pursuant to the Purchase and Redevelopment Agreement, for construction of the house shown in the detailed plans.
  5. 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 (see Section E, below). However, the permit will not be issued until Builder has closed on the lot.
  6. No later than one year after Closing, the Builder must complete the house.
- D. Specifications.**
1. **Grading and Drainage.**
    - a) The estimated top of foundation for the new house is 878 feet. The elevation may 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, EDA staff may require the Builder to submit an as-built survey to the Building Official showing the final grade elevations.

- 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 street. 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, and a temporary rock construction entrance to prevent runoff silt from flowing onto the street or adjacent properties. These erosion control measures should be installed at the beginning of home construction as this is the first inspection completed by the Building Official.

## 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, but excepting reasonable costs associated with sewer stub replacement discussed in e) below.
- d) Municipal Water. Municipal water will be installed by the EDA along Lakeside Avenue North. There are no WAC charges.
- e) Municipal Sanitary Sewer. Municipal sanitary sewer is available along Lakeside Avenue North. There are no SAC charges levied by Metropolitan Council Environmental Services.
- f) Private Utilities include natural gas (Centerpoint Energy), electricity (Xcel Energy), telephone (CenturyLink), and cable television (Comcast). The house shall access private utilities via underground connections only.
- g) Questions regarding city utilities should be directed to Engineering Project Manager Mick Cyert (763.531.1161 or [mick.cyert@crystalmn.gov](mailto:mick.cyert@crystalmn.gov)). Questions regarding private utilities should be directed to the respective utility company.

3. **Driveways and Curb Cuts.** A hard surfaced driveway is required to provide access from Lakeside Avenue North to the new house's garage. A separate permit and escrow are required. In no event shall the curb cut and driveway approach (the area between the curb and lot line) exceed 22 feet in width. Once onto the subject property, the driveway may exceed 22 feet in width provided it does not exceed the width of the overhead garage doors plus six feet. 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 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 lot line along Lakeside Avenue North, 30 feet from the north lot line; 10 feet from the east side lot line and 10' from the lot line along Lakeland Avenue North. Foundations and eaves cannot be located within a drainage and utility easement. City code does have some limited exceptions to the setback requirements; those can be discussed in detail with EDA staff if your proposal is accepted.
- d) The house shall face Lakeside Avenue North and have at least three bedrooms and two bathrooms.
- e) 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  $\frac{3}{4}$  bath. Additional basement windows are desirable. Slab houses and crawlspace houses will not be considered by the EDA.
- f) 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.
- g) The house shall have a garage for at least two cars.
- h) 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. Garage door dominance in design should be minimized as much as possible, such as by using separate doors for each stall.
- i) 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.
- j) No equipment such as air-conditioning cooling structures or condensers that generate noise shall be located within a side setback, drainage & utility easement, or within 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 tree planting is required:

- The builder shall preserve the hackberry tree along Lakeside Avenue North by installing tree protection fencing around the drip line of the tree. No disturbance is allowed within the fenced area, including stockpiling of construction equipment.
- In the front yard, plant one large-species deciduous shade tree; and
- In the rear yard, plant one evergreen, ornamental or large-species deciduous shade tree.

Attachment E is a listing 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. This requirement is in effect for 30 years after the date of closing.

**E. 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.

**F. List of Attachments:**

- A. 2015 aerial photo showing location of subject property
- B. Sewer tie card
- C. Bottineau Gardens final plat.
- D. Bottineau Gardens preliminary plat showing elevations.
- E. List of trees species allowed for planting

**PROPOSAL FORM**  
**PROPOSAL TO THE ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF CRYSTAL**  
**5140 LAKESIDE AVENUE NORTH**

**BUILDER OFFERS \$55,000 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: \_\_\_\_\_

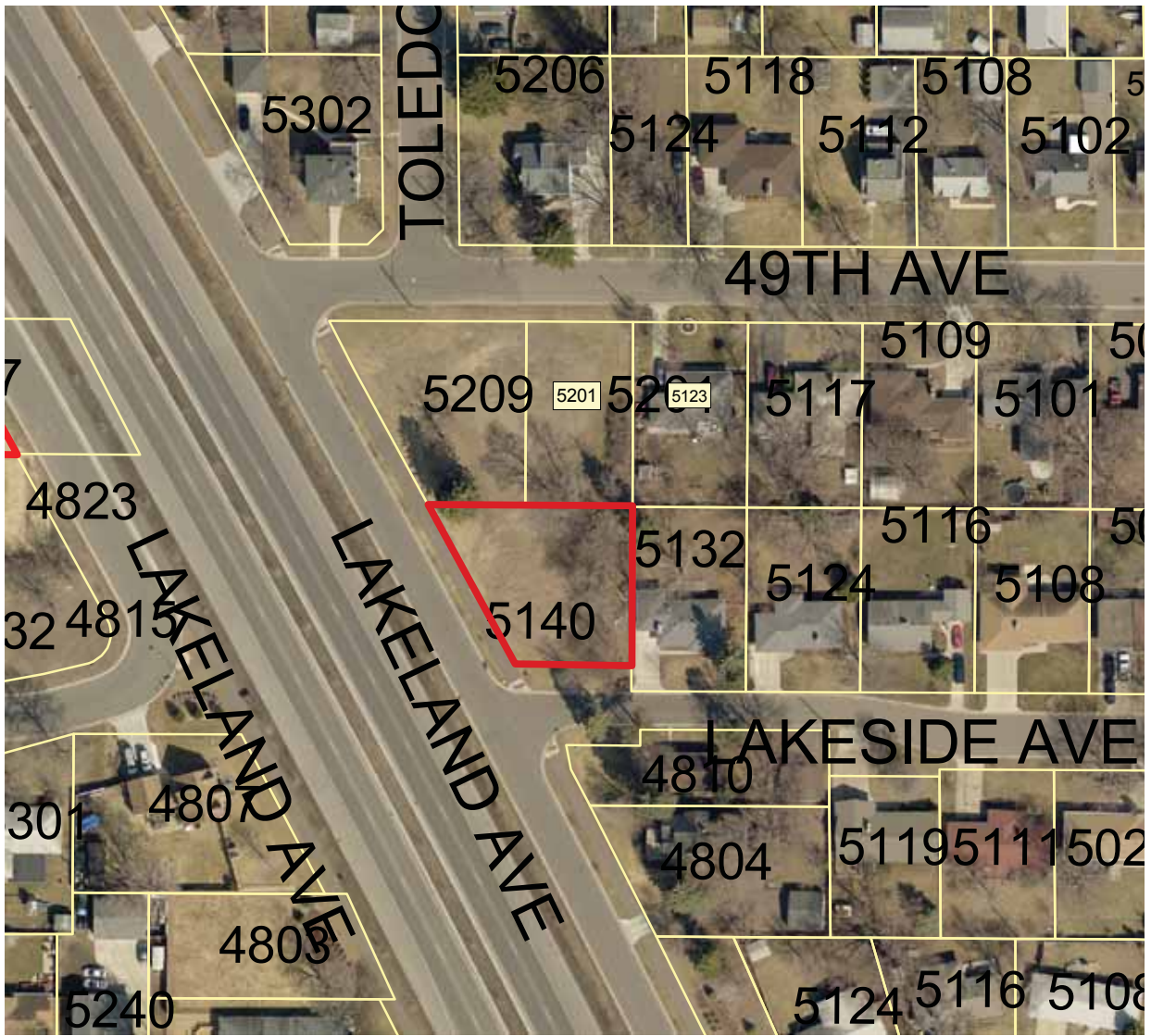
**SUBMIT PROPOSAL TO:** Attn: Dan Olson, Crystal EDA, 4141 Douglas Dr N, Crystal MN 55422

**TEL:** 763.531.1142 or [dan.olson@crystalmn.gov](mailto: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.***

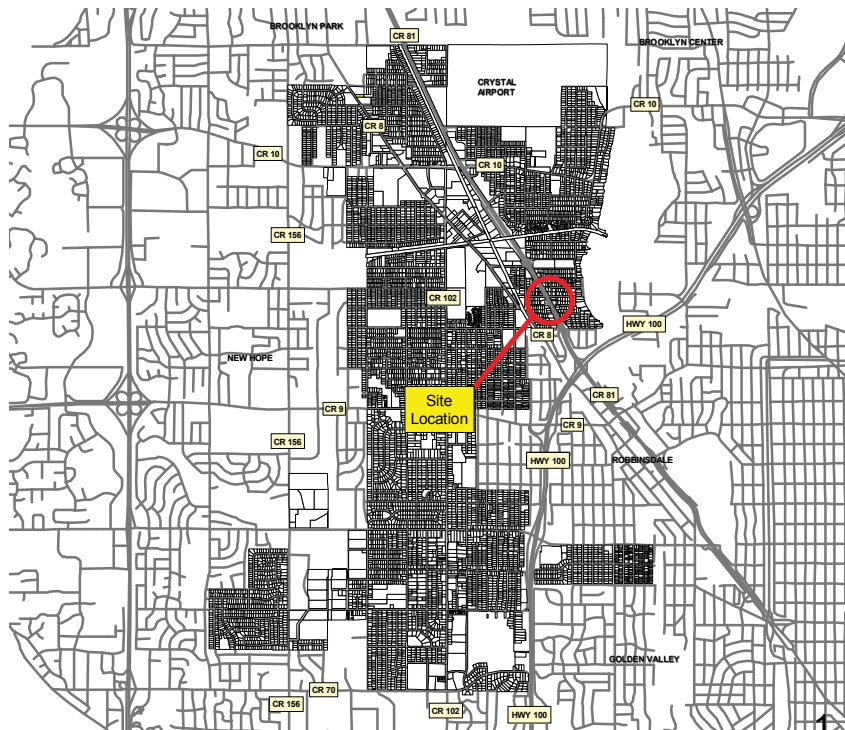


# Site Location



0 25 50 Feet

## 5140 Lakeside Avenue N.



**City of Crystal**  
4141 Douglas Drive N.  
Crystal, MN 55422



1 Mile

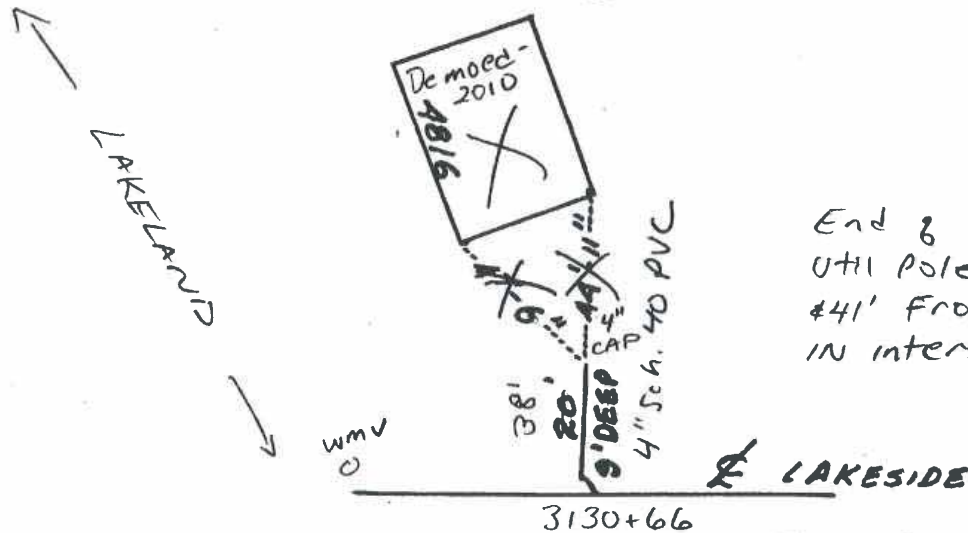
Address: 4816 Lakeland

10 - 126

Legal: Part of Lot 15, Schaefer's Lakeside Grove

Permit No. 5703 Plumber Als Plbg

Date Completed 10-13-60



End of SVC 62' From  
 Util Pole (S. side of Lakeside.)  
 41' From Watermain Valve  
 in intersection,

Remarks: See notes on 5-2-75  
 3130+66 ⊕ UTIL POLE

~~Permit # 7856 McLELLAN PLBG~~

New Lateral 2011







# 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