



4141 Douglas Drive North • Crystal, Minnesota 55422-1696

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

REQUEST FOR PROPOSALS (“RFP”)

4331 Vera Cruz Avenue North **Lot Price \$50,000**

The Economic Development Authority of the City of Crystal (“the EDA”) is requesting proposals from builders to purchase 4331 Vera Cruz 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 john.sutter@crystalmn.gov. Thank you for your interest.

Regards,

A handwritten signature in black ink, appearing to read 'John Sutter', is written over a white background.

John Sutter
City Planner/Assistant Community Development Director

PROPOSAL FORM
PROPOSAL TO THE ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF CRYSTAL
4331 VERA CRUZ AVENUE NORTH

CHECK ONE:

___ BUILDER OFFERS \$50,000 TO PURCHASE THIS LOT

___ BUILDER OFFERS \$500 FOR A SIX-MONTH OPTION TO PURCHASE THIS LOT FOR \$50,000

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, or is requesting a six-month option for same.

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.

Builders may purchase a 6-month option on a lot for \$500, renewable for an additional 6 months for an additional \$500. The option provides the builder with exclusive rights to purchase the lot and build a house subject to the normal EDA process, requirements and guidelines. As a condition of the option, the builder must list the lot with a to-be-built house on the MLS for the duration of the option. The number of options is limited: No builder may have options on more than 10% of the EDA's lots, and no more than 50% of the EDA's lots may be under option at any time.

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: John Sutter, Crystal EDA, 4141 Douglas Dr N, Crystal MN 55422

TEL: 763.531.1142 FAX: 763.531.1188 john.sutter@crystalmn.gov

**PROPOSALS MAY BE SUBMITTED BY HAND DELIVERY, U.S. MAIL, FAX, 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.**

RFP GUIDELINES FOR 4331 VERA CRUZ AVENUE NORTH

- A. Legal Description.** The property is legally described as: Lot 2, Block 1, Robbinsdale Home Gardens Second Addition
- 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 lot is essentially level, with a slight drop from north to south. The estimated top of foundation would be 883 feet. This elevation would be refined by Builder and EDA staff during the development of specific house plans 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 to the street and alley, not adjacent properties to the north and south. 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 street 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, but excepting reasonable costs associated with sewer stub replacement discussed in e) below.
 - d) Municipal Water. Municipal water will be available at the lot line along Vera Cruz using a service stub installed as part of the 2010 Welcome Park Neighborhood Street Reconstruction Project. This will be a connection to the Robbinsdale system so Builder will need to contact the City of Robbinsdale at (763) 531-1268 to receive the meter and make arrangements for connection and billing.

- e) **Municipal Sanitary Sewer.** Municipal sanitary sewer will be available at the lot line along Vera Cruz using a new service stub installed as part of the 2010 Welcome Park Neighborhood Street Reconstruction Project. This will be a connection to the Robbinsdale system so Builder will need to contact the City of Robbinsdale at (763) 531-1268 to make arrangements for connection and billing.
- f) **Private Utilities, including natural gas (Centerpoint Energy), electricity (Xcel Energy), telephone (Qwest), and cable television (Comcast).** The house shall access private utilities via underground connections only.
 - Centerpoint is located in the street right-of-way.
 - Xcel, Qwest and Comcast are located on poles on the east side of the alley. No overhead connection to these utilities will be allowed. Builder shall work with the utilities to make an underground connection along the alley.Questions regarding private utilities should be directed to the respective utility company.

3. Driveways and Curb Cuts. A hard surfaced driveway is required to the house's garage. The house's building permit application, or garage building permit application if submitted separately, must include a site plan showing the proposed driveway layout. The driveway will access the alley.

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 is as follows: 30 feet from the front lot line, 30 feet from the rear lot line, 5 feet from the side lot lines. City code does have some limited exceptions to the front and rear setbacks; those can be discussed in detail with EDA staff if your proposal is accepted.
- 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 house shall have a detached garage for at least two cars and accessed from the alley via a hard surfaced driveway. If the garage directly faces the alley then it shall be set back at least 20 feet from the rear lot line along the alley. If the garage does not directly face the alley (i.e. side-loaded) then it shall be set back at least 3 feet from the rear lot line along the alley. Eaves may extend into the 20 foot setback but not the 3 foot setback.
- g) The design should emphasize the front door as the focal point for the front of the house. Large and usable (minimum depth 6 feet) front porches are desired.

G. Building Permit Application Process.

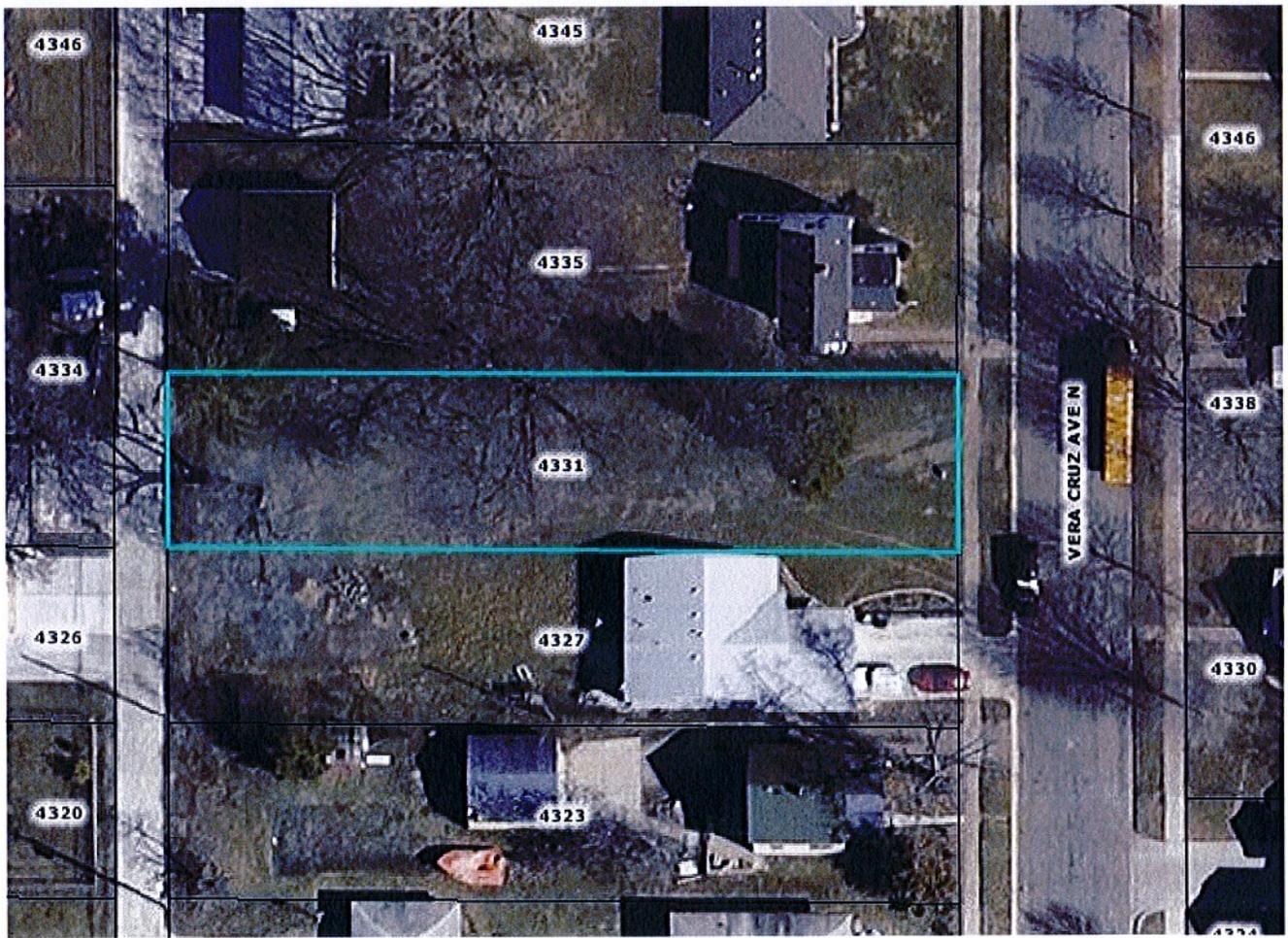
When applying for a building permit to construct the new house, Builder will need to provide a complete building permit application, including the following items:

- Plans (2 copies).
- Land Survey (2 copies) with building elevations, drainage patterns and easements.
- Energy Calculations.

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:

- 2009 aerial photo showing location of subject property
- Survey annotated with setback lines (May not be to scale due to reduction from 11"x17" to 8½"x11" paper. Hard copy of survey available upon request.)



INVOICE NO. 77435
F.B.NO. 1041-54

CITY OF CRYSTAL

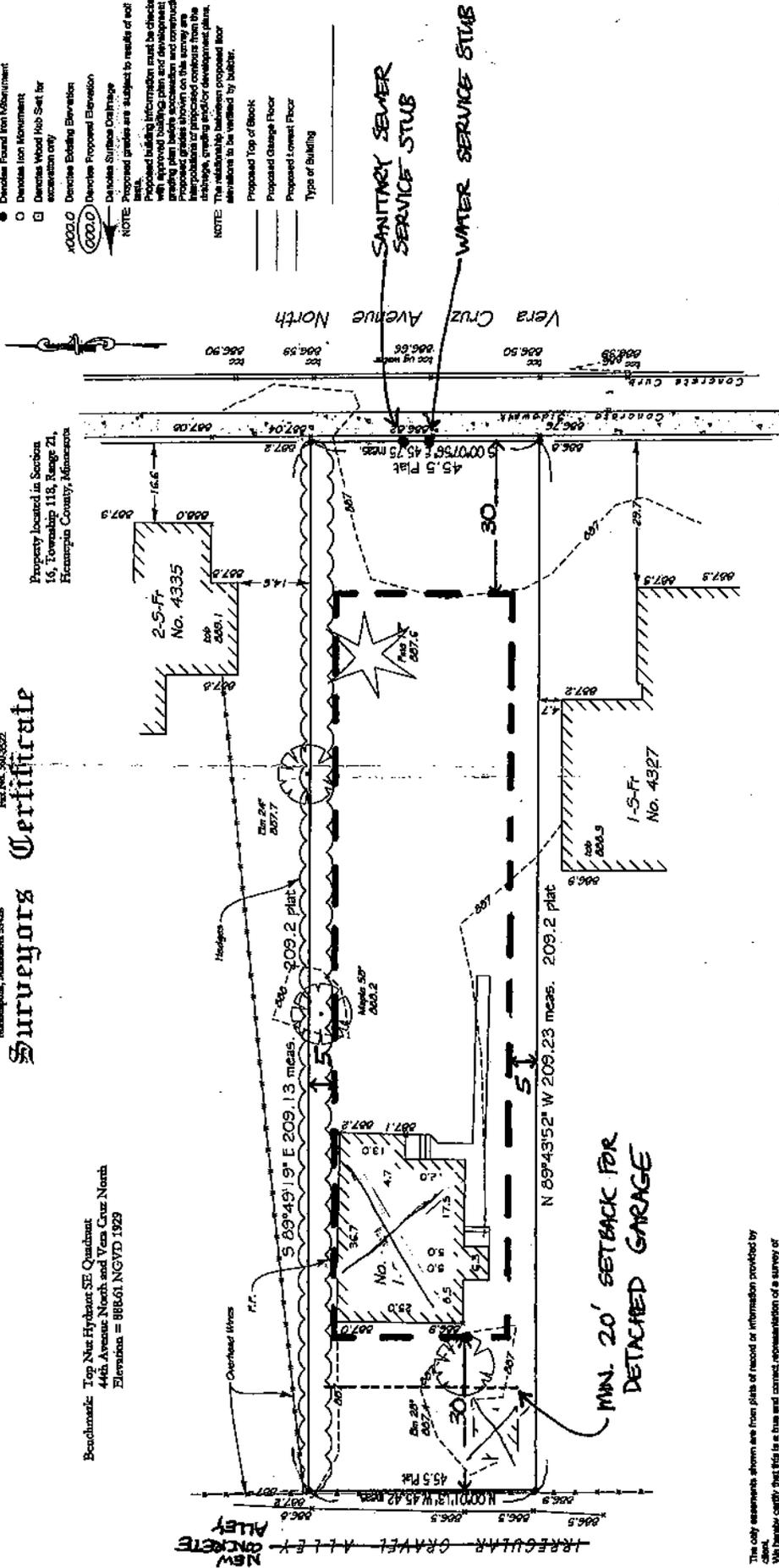
Property Located in Section
16, Township 118, Range 21,
Hennepin County, Minnesota

Established in 1902
LOT SURVEYS COMPANY, INC.
LAND SURVEYORS
REGISTERED UNDER THE LAWS OF STATE OF MINNESOTA
7601 Third Avenue North
Minneapolis, Minnesota 55428
Surveyors Verifirafe

Benchmark: Top Nix Hyrbour SE Quadrant
44th Avenue North and Vera Cruz North
Elevation = 888.61 NGVD 1929

- Devolve Found Iron Monument
 - Devolve Iron Monument
 - Devolve Wood Hub Set for excavation only
 - Devolve Existing Elevation
 - Devolve Proposed Elevation
 - Devolve Surface Drainage
 - Devolve Proposed Surface Drainage
- NOTE: Proposed grades are subject to results of soil tests.
Proposed building information must be checked with approved building plan and development or proposed grades shown on this and construction. Interpretations or proposed conditions from the drawings, grading and/or development plans, elevations to be verified by builder.

Proposed Top of Block
Proposed Garage Floor
Proposed Lowest Floor
Type of Building



Lot 2, Block 1, ROBINSDALE HOME GARDENS 2ND ADDITION
P.L.D. No. 16-118-21-21-0015

The only assessments shown are from plats of record or information provided by the property owner. This is a true and correct representation of a survey of the boundaries of the above described land and the location of all buildings and visible encroachments, if any, from an old plat.

Surveyed by us this 15th day of July 2008.

Drawn By J. Munn
File Name
mg2-2118-04154pl77435.dwg

Signed

Gregory R. Probst

Charles F. Anderson, Minn. Reg. No. 21753, or
Gregory R. Probst, Minn. Reg. No. 24992