CITY of CRYSTAL

4141 Douglas Drive North • Crystal, Minnesota 55422-1696

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

REQUEST FOR PROPOSALS ("RFP")

3556 Welcome Avenue North*
Lot Price $50,000

The Economic Development Authority of the City of Crystal ("the EDA") is requesting proposals from builders to purchase 3556 Welcome 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,

John Sutter
City Planner/Assistant Community Development Director

The current parcel, P.I.D. 21-118-21-21-0057, is being replatted as Crystal Economic Development Authority Sixth Addition. The lot being sold and addressed as 3556 Welcome is Lot 1 of the proposed plat, comprised of the south 62 feet of the current parcel.

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

The current parcel, P.I.D. 21-118-21-21-0057, is being replatted as Crystal Economic Development Authority Sixth Addition. The lot being sold and addressed as 3556 Welcome is Lot 1 of the proposed plat, comprised of the south 62 feet of the current parcel.

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 3556 WELCOME AVENUE NORTH*

**The current parcel, P.I.D. 21-118-21-21-0057, is being replatted as Crystal Economic Development Authority Sixth Addition. The lot being sold and addressed as 3556 Welcome is Lot 1 of the proposed plat, comprised of the south 62 feet of the current parcel. The Preliminary and Final Plat are scheduled to be considered by the Crystal Planning Commission on July 8, 2013 and the City Council on July 16, 2013. The plat will be recorded as soon as possible after it is approved. After the plat is recorded, it may take several months for Hennepin County to assign a PID and show the lot on their interactive map.*

A. Legal Description (proposed).

LOT 1, BLOCK 1, CRYSTAL ECONOMIC DEVELOPMENT AUTHORITY SIXTH 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 will be lowered by the EDA so that the building pad is generally level with an approximate elevation of 874.5 feet. The estimated top of foundation for the new house would be 875.5 feet, but this 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 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. Prior to disturbing the lot, Builder will install and maintain a rock construction entrance, silt fencing and wattle logs as needed to prevent runoff to 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.

d) Municipal Water. The EDA will ensure that municipal water is available between the sidewalk and the front lot line. There are no WAC charges.

e) Municipal Sanitary Sewer. The EDA will ensure that municipal sanitary sewer is available between the sidewalk and the front lot line. There are no SAC charges.

f) Private Utilities, including natural gas, electricity, and communications: The house shall access private utilities via underground connections only. Centerpoint (natural gas) is located in the street right-of-way. Xcel Energy (electricity) will install a pedestal near the southwest corner of Lot 1. The nearest access points for Century Link and Comcast (communications) have not yet been determined.

g) Questions regarding city utilities should be directed to Engineering Project Manager Mick Cyert (763.531.1161 or 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 the street to the new house's garage. The EDA will install a curb cut to match the builder's installation of a driveway as approved with the building permit. 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 will be as follows: 30 feet from the west and east lot line. The north and south side setbacks will be controlled by the platted 5' drainage and utility easements. No part of any building may be located within, under or over these easements; for example, if the house's roof has a 1 foot eave/overhang, then the foundation wall must be at least 6 feet from the side lot line.

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 an attached garage for at least two cars.

g) 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.

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 new trees are required:
- in the front yard, one large-species deciduous shade tree and one ornamental tree; and
- in the rear yard, one large-species deciduous shade tree and one ornamental tree.

Planting of the following trees is PROHIBITED:

Acer ginnala	Amur maple
Acer negundo	boxelder
Acer *platnoides*	Norway maple
A. saccharum	sugar maple
A. sacharinum	silver maple
A. rubrum	red maple
A. truncatum x platnoides	hybrid maples eg.'Aut.Blaze', 'Warrensed', etc.
Fraxinus spp.	ash
Morus spp.	mulberries
Rhaqmnus spp.	buckthorns
Populus spp.	poplars, cottonwoods, aspens
Robinia pseudoacacia	black locust
Salix spp.	willows
Tilia cordata	little-leaf linden

Planting of the following trees is RECOMMENDED:

Aesculus spp.	Horsechestnuts, Ohio buckeyes
Amelanchier arborea, hybrids	Downy serviceberry, 'Autumn Brilliance,' etc.
Betula nigra	river birch
Carpinus caroliniana	blue beech or musclewood
Celtis occidentalis	common hackberry
Cercis Canadensis 'Northern Strain'	'Northern Strain' redbud
Cladrastus kentukea	yellowwood
Ginkgo biloba, male cultivars	ginkgo cultivars
Gleditsia triacanthos inermis	thornless honeylocust
Gymncladus dioecus	Kentucky coffeetree
Ostrya virginiana	ironwood
Quercus alba	white oak
Q. bicolor	swamp white oak
Q. macrocarpa	bur oak
Q. rubrum	red oak
Syringa reticulate	tree lilac
Ulmus Americana dis.resist vars.	American elms, disease resistant
Ulmus hybrids	hybrid elms, disease resistant

Species, size and specific location of all new trees must be approved by City Forester James Burks (763.531.1162 or james.burks@crystalmn.gov). Builder must submit a planting plan to the City Forester for review and approval PRIOR TO PLANTING.

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.

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 general location, existing parcel to be divided and plat concept
- Utility sketch showing proposed connection points for the new house
- Plat sketch showing preliminary lot dimensions and drainage and utility easements

Hennepin Interactive Maps

GENERAL LOCATION OF EXISTING PARCEL

Property Map

Parcel ID:	21-118-21-21-0057	**A-T-B:**	Torrens
Owner Name:	Econ Devel Athy City Crystal	**Market Total:**	$0
Parcel Address:	3556 Welcome Ave N Crystal, MN 55422	**Tax Total:**	$0.00 (Payable: 2013)
Property Type:		**Sale Price:**	
Home-stead:		**Sale Date:**	
Parcel Area:	0.39 acres 17,183 sq ft	**Sale Code:**	

Map Scale: 1" ≈ 400 ft.

Print Date: 6/18/2013

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EXISTING PARCEL TO BE DIVIDED

Property Map

Parcel ID:	21-118-21-21-0057	A-T-B:	Torrens
Owner Name:	Econ Devel Athy City Crystal	Market Total:	$0
Parcel Address:	3556 Welcome Ave N Crystal, MN 55422	Tax Total:	$0.00 (Payable: 2013)
Property Type:		Sale Price:	
Homestead:		Sale Date:	
Parcel Area:	0.39 acres 17,183 sq ft	Sale Code:	

Map Scale: 1" ≈ 50 ft.

Print Date: 6/17/2013

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PLAT CONCEPT

Property Map

Parcel ID:	21-118-21-21-0057	**A-T-B:**	Torrens
Owner Name:	Econ Devel Athy City Crystal	**Market Total:**	$0
Parcel Address:	3556 Welcome Ave N Crystal, MN 55422	**Tax Total:**	$0.00 (Payable: 2013)
Property Type:		**Sale Price:**	
Home-stead:		**Sale Date:**	
Parcel Area:	0.39 acres 17,183 sq ft	**Sale Code:**	

Map Scale: 1" ≈ 50 ft.

Print Date: 6/17/2013

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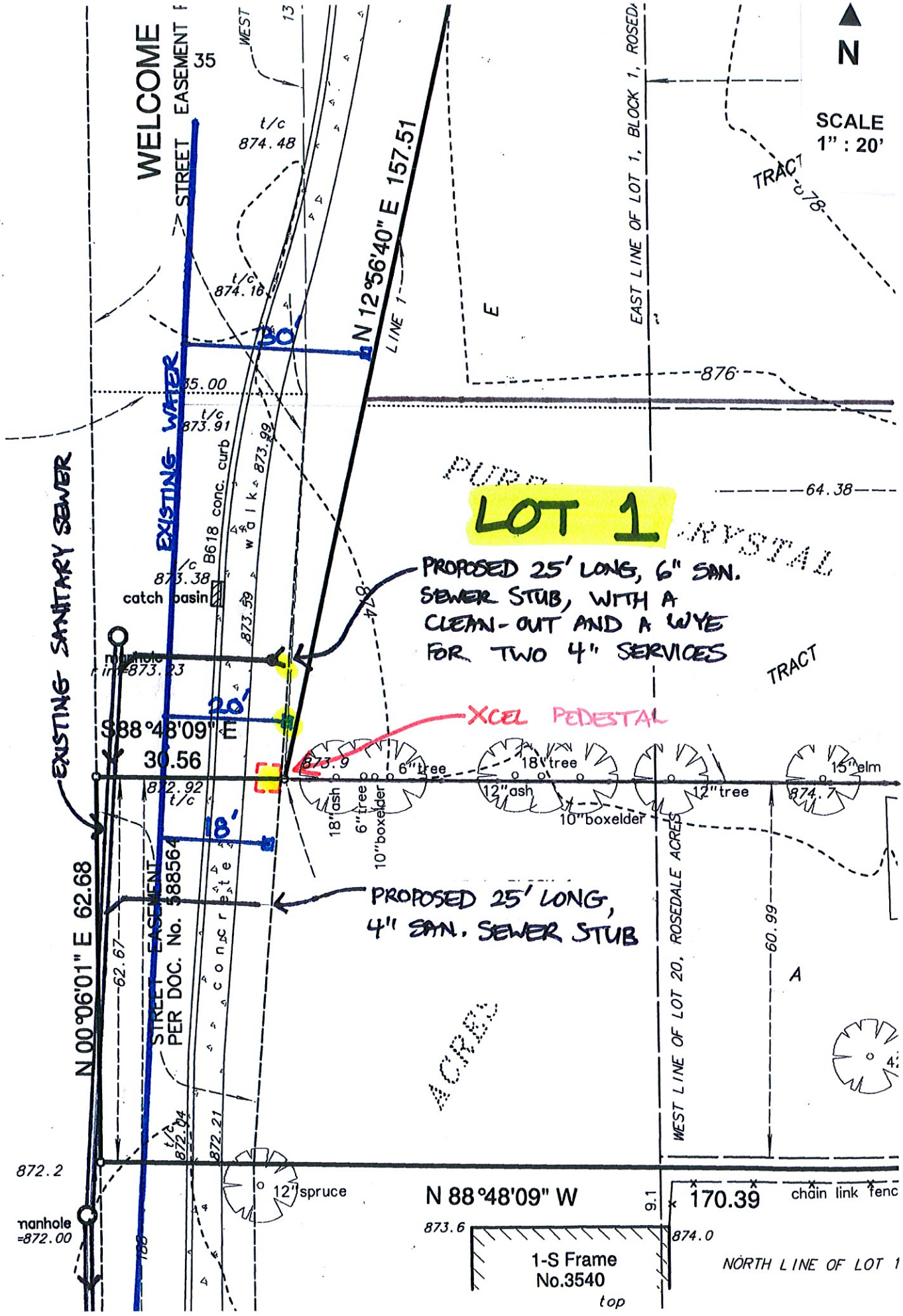
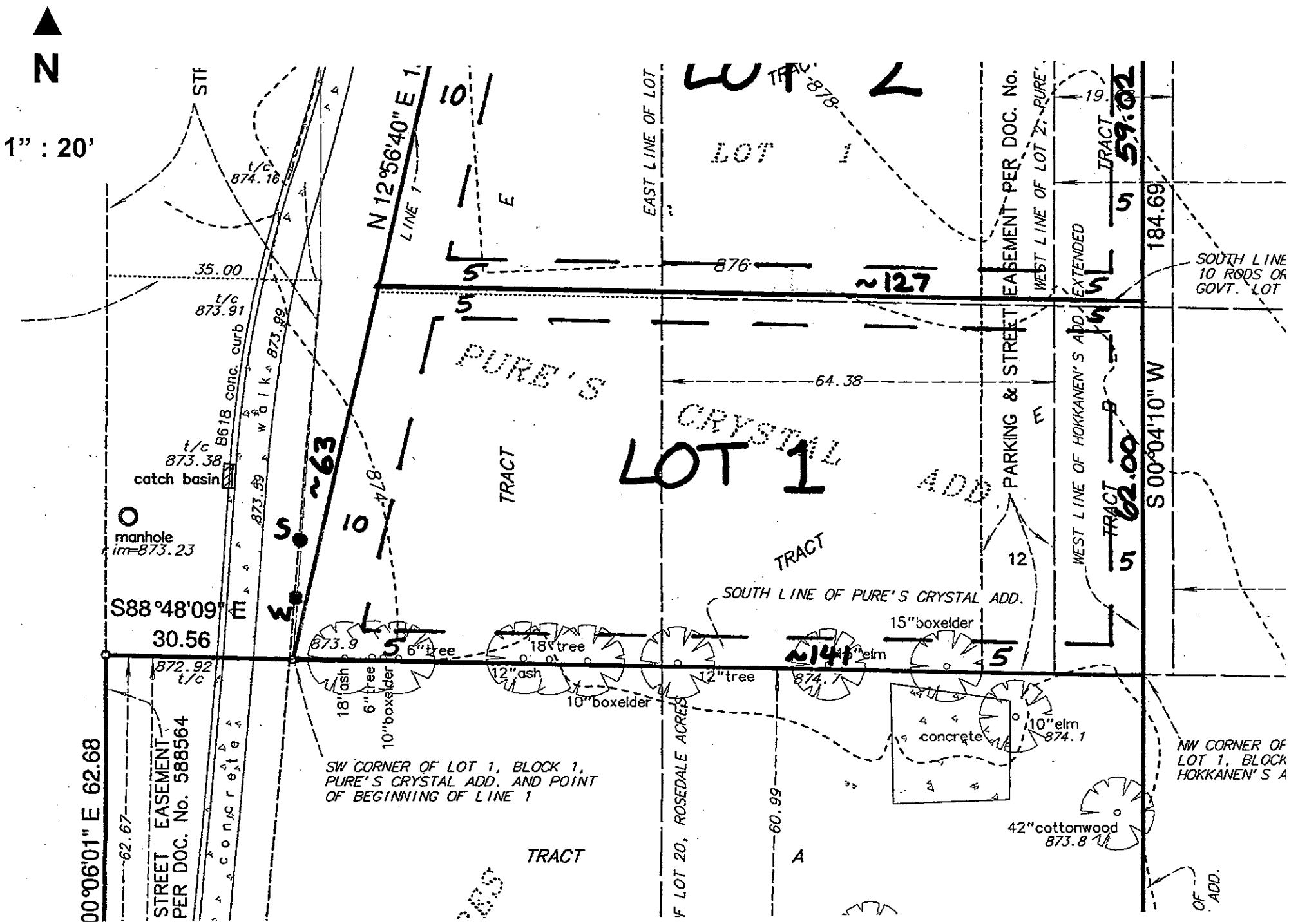

N
SCALE
1" : 20'
WELCOME
STREET EASEMENT
35
WEST
13
t/c
874.48
t/c
874.18
N 12°56'40" E 157.51
LINE 1
E
EAST LINE OF LOT 1, BLOCK 1, ROSED
TRACT
876
30'
35.00
t/c
873.91
EXISTING WATER
B618 conc. curb
walk 873.99
64.38
LOT 1
PROPOSED 25' LONG, 6" SAN. SEWER STUB, WITH A CLEAN-OUT AND A WYE FOR TWO 4" SERVICES
t/c
873.38
catch basin
873.59
manhole
in=873.23
20'
XCEL PEDESTAL
S88°48'09" E
30.56
872.92
t/c
873.9
6" tree
18" tree
15" elm
18" ash
6" tree
10" boxelder
12" ash
12" tree
10" boxelder
874.7
EXISTING SANITARY SEWER
18'
STREET EASEMENT PER DOC. No. 588564
PROPOSED 25' LONG, 4" SAN. SEWER STUB
N 00°06'01" E 62.68
62.67
conc. gate
60.99
A
WEST LINE OF LOT 20, ROSEDALE ACRES
872.2
t/c
872.04
872.21
12" spruce
N 88°48'09" W
9.1
170.39
chain link fenc
manhole
=872.00
873.6
874.0
1-S Frame
No.3540
top
NORTH LINE OF LOT 1


N
1" : 20'
LOT 2
LOT 1
PURE'S CRYSTAL ADD.
LOT 1
N 12°56'40" E 1
LINE 1
EAST LINE OF LOT
PARKING & STREET EASEMENT PER DOC. No.
WEST LINE OF LOT 2, PURE'
WEST LINE OF HOKKANEN'S ADD. EXTENDED
TRACT
59.02
184.69
S 00°04'10" W
62.00
SOUTH LINE 10 RODS OF GOVT. LOT
~127
~63
~141
876
874
878
35.00
64.38
t/c 874.16
t/c 873.91
t/c 873.38
catch basin
manhole rim=873.23
B618 conc. curb
walk 873.99
873.59
S88°48'09" E
30.56
872.92 t/c
873.9
6"tree
18"tree
12"ash
10"boxelder
12"tree
874.7
15"boxelder
10"elm 874.1
concrete
42"cottonwood 873.8
SOUTH LINE OF PURE'S CRYSTAL ADD.
SW CORNER OF LOT 1, BLOCK 1, PURE'S CRYSTAL ADD. AND POINT OF BEGINNING OF LINE 1
NW CORNER OF LOT 1, BLOCK HOKKANEN'S A
STREET EASEMENT PER DOC. No. 588564
00°06'01" E 62.68
62.67
60.99
LOT 20, ROSEDALE ACRES
TRACT
A
10
5
12
19