OFFICE OF
VACANT &
PUBLIC PROPERTY
ADMINISTRATION
A Division of Develop Louisville

November 2, 2015

REQUEST FOR PROPOSALS FOR THE PURCHASE AND REUSE OF PROPERTY

I. INTRODUCTION

The objective of the Vacant & Public Property Administration is to return currently underutilized properties back to productive community assets. The Louisville/Jefferson County Metro Government (Metro Government), acting by and through the Office of the Vacant & Public Property Administration (VPA), seeks a qualified buyer(s) to acquire the following properties:

LIST OF AVAILABLE PROPERTIES

- 2219 Congress Street, Louisville, KY 40212
- 2928 Virginia Avenue, Louisville, KY 40211
- 2208 W Chestnut Street, Louisville, KY 40211

All properties will be shown on an Open House schedule. Please see attached Property Summaries for specified Dates & Times.

Applicants may submit proposals for one or more properties. The purpose of this Request for Proposal (RFP) is to provide a fair evaluation for all offers and to provide potential buyers with explicit evaluation criteria.

Table of Contents

II. Proposal Guidelines and Requirements 1

III. Evaluation Criteria and Process 2

IV. General Conditions, Terms and Limitations 3

V. Exhibits and Information 4

II. PROPOSAL GUIDELINES AND REQUIREMENTS

Proposals are due by (11/30/15) at 5:00 p.m. EST. Respondents **must** submit one copy of their proposal in electronic form to vapstat@louisvilleky.gov ***or*** one copy in paper format to:

VAPStat Staff
Office of Vacant & Public Property Administration
444 South Fifth Street, Suite 500
Louisville, KY 40202

OFFICE OF
VACANT &
PUBLIC PROPERTY
ADMINISTRATION
A Division of Develop Louisville

Inquiries

All communications concerning this RFP shall be submitted in writing/ email to one of the above-referenced addresses. VPA will strive to respond to written inquiries within 48 hours of submission. The VPA cannot guarantee a response to calls.

Submittal Elements

All submissions must be complete to be considered for this RFP. The following elements must be included in the proposal. Please provide complete responses to the requirements in this section in the order presented, including but not limited to:

A. Cover Letter. The proposal must contain a cover letter acknowledging acceptance of all terms and conditions of the RFP. The letter must specifically state the name of the person or entity that will assume title to the property. Submissions should be addressed to the name and address listed above.

   To be considered, buyer(s) **must** certify compliance with the items below.

   - No delinquent taxes or fines are owed to Metro Government.
   - All properties owned do not have any open property maintenance cases with the Department of Codes & Regulations (IPL).
   - All business entities are active and in good standing with the Secretary of State.
   - All respondents are in good standing with the Revenue Commission.

B. Application *See Exhibit A* – Applications must include supporting documentation for the items below, where applicable.

1. Introduction of developer's project team with description of roles and responsibilities;
2. Project description;
3. Rehabilitation/improvement specifications: detailed description of the repairs to be completed, estimated cost for each item, and name of contractor or person who will perform the work.
4. Estimated project budget;
5. Project financing: description of the source of funding available for the project and additional documentation showing availability of financing is **required**;
6. A timeline for the completion of the project *(preferably from date of closing);*
7. Site plan(s), elevations, renderings, layouts, etc. *(as applicable);*
8. A corporate resolution and or operating agreement (as needed) indicating authorized signatory.

OFFICE OF
VACANT &
PUBLIC PROPERTY
ADMINISTRATION
A Division of Develop Louisville

III. EVALUATION CRITERIA AND PROCESS

After the submission deadline, VPA staff shall evaluate all responsive proposals in accordance with the criteria set forth in Sections II and III. The buyer(s) who submits the highest evaluated proposal pursuant to the evaluation criteria shall be notified by the VPA staff.

Each submission will be evaluated using the following criteria:

1. Type of transaction (*Deed or Option*),
2. Offer price,
3. Financing,
4. End-use,
5. Timeline for construction,
6. Construction budget,
7. Any past-due taxes/IPL liens/fines.

Upon the selection of a proposal, the VPA staff will seek a Resolution from the Authorizing Body for consideration and approval. The Authorizing Body may require additional conditions or requirements prior to conveyance of property. The VPA staff will convey the property or properties to the selected buyer(s) once all requirements have been met.

IV. GENERAL CONDITIONS, TERMS AND LIMITATIONS

The issuance of this RFP and the submission of a proposal by a buyer, or the acceptance of such proposal by the VPA do not obligate Metro Government in any manner. The VPA reserves the right (i) to amend, modify or withdraw this RFP at its sole discretion, (ii) to revise any requirements of this RFP, (iii) to require supplemental statements or information from any buyer, (iv) to extend the deadline for submission of proposals, (v) to negotiate or hold discussions with any buyer and waive defects and allow corrections of deficient proposals and (vi) to reject all proposals and cancel this RFP, in whole or in part, if the VPA deems it in its best interest to do so. The VPA may exercise these rights at any time without notice and without incurring liability to any buyer(s).

Any costs incurred by the buyer(s) regarding this RFP shall be done at the sole risk of the buyer(s).
Neither Metro Government, the Louisville and Jefferson County Land Bank Authority Inc., nor the Urban Renewal and Community Development Agency of Louisville assumes any liability for any pre-contractual activity and/or costs incurred by the buyer(s) in response to this RFP and reserve all their rights in law and equity with respect to this RFP.

The VPA staff reserves the right to contact buyers with requests for clarification or additional information, or to arrange other follow-up activities as the staff deems appropriate.

The VPA makes no warranties as to the accuracy of any information contained herein and assumes no responsibility for errors and omissions. All submissions to this RFP and the information contained within are the property of the VPA and can be used at the discretion of the Office or Metro Government. However, Metro Government limits access to sensitive personal information (including, but not limited to, social security numbers, account numbers and credit card numbers) to authorized personnel only. All authorized personnel are kept current on security and privacy practices.

OFFICE OF
VACANT &
PUBLIC PROPERTY
ADMINISTRATION
A Division of Develop Louisville

V. EXHIBITS & INFORMATION

Exhibit A:	Definitions
Exhibit B:	Application to Purchase Property
Exhibit C:	Sample Documents
Exhibit D:	Sample Waiver Form
Exhibit E:	Scoring Criteria
Exhibit F:	Property Summary for 2219 Congress St
Exhibit G:	Property Summary for 2928 Virginia Ave
Exhibit H:	Property Summary for 2208 W Chestnut St
Exhibit I:	Cover Letter

OFFICE OF
VACANT &
PUBLIC PROPERTY
ADMINISTRATION
A Division of Develop Louisville

Definitions:

Authorizing Body- the authorizing body is a group of appointed board members (Louisville Metro Government, Landbank Authority or Urban Renewal and Community Development Agency of Louisville), given the authority to make decisions regarding property within their control.

Corporate Resolution- is a corporate action, sometimes in the form of a legal document, that will be voted on or has been voted on at a meeting of the board of directors for a corporation

Operating Agreement- is an agreement among limited liability company ("LLC") Members governing the LLC's business, and Member's financial and managerial rights and duties. Many states in the United States require an LLC to have an Operating Agreement.

RFP(Request for Proposal)- is a solicitation made often through a bidding process, by an agency or company interested in procurement of a commodity, service or valuable asset, to potential suppliers to submit business proposals.

Title- ownership of real property or personal property, which stands against the right of anyone else to claim the property. In real property title is evidenced by a deed (or judgment of distribution from an estate) or other appropriate document recorded in the public records of the county. Title to personal property is generally shown by possession, particularly when no proof or strong evidence exists showing that the property is belongs to another, or that it has been stolen or known to be lost by another.

Title Commitment- (or whatever name yours goes by) is basically the title company's promise to issue a title insurance policy for the property after closing. The title commitment contains the same terms, conditions, and exclusions that will be in the actual insurance policy**.**

Title Insurance- is a form of indemnity insurance predominantly found in the United States which insures against financial loss from defects in title to real property and from the invalidity or unenforceability of mortgage loans.

Deed of Consolidation - is a legal document that combines two or more identical, contiguous lots owned by the same individual(s) into one larger parcel.

Revised: November 2, 2015

APPLICATION TO PURCHASE PROPERTY

LOUISVILLE METRO GOVERNMENT, THE URBAN RENEWAL COMMISSION
AND THE LOUISVILLE/JEFFERSON COUNTY LANDBANK AUTHORITY

To purchase a property from the Metro property sales inventory AS IS, with or without a structure, complete this form and return it to the Vacant & Public Property Administration. Please use a separate application for each property you wish to purchase.

CONTACT INFORMATION

I am filling out this application as a(n): ☐ Individual ☐ Corporation or other entity

Name of applicant: _____ Marital Status for deed: *(individual applicants only)* _____

Name of corporation or other entity: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email Address: _____

PROPERTY INFORMATION

Address: _____ Parcel ID: _____

Offer Price: _____ (Minimum asking prices can be found on website)

Has applicant previously had ownership interest in the requested property? ☐ Yes ☐ No

Has applicant previously purchased property from the Metro property sales inventory? ☐ Yes ☐ No

INTENDED USE OF PROPERTY

☐ Occupy ☐ Sell ☐ Rent ☐ Land Contract ☐ Other:

Brief statement of plans for the property:

You will be given a special warranty deed with purchase. Certain conditions may apply to guarantee that the proposed improvements/ renovations are completed. If desired, title insurance is the responsibility of the purchaser. All property is sold AS IS.

To the best of my knowledge, the information provided in this application is true. I do not own other property that has delinquent taxes, unpaid special assessments, or unremediated code violations and I am not delinquent in other taxes. I understand that staff will review this request and confirm that it is in compliance with existing Policies & Procedures, as well as existing neighborhood plans. I also understand that this form is a statement of interest only. Receiving it does not commit Metro Government, the Landbank Authority or the Urban Renewal Commission to transfer property.

Signature of Applicant: _____ Date: _____

For Agents & Brokers If Applicable:

Real Estate Agent / Company Name: _____ Phone: _____

KY Real Estate License Number: _____ Email: _____

Project Description:

[redacted] is proposing to purchase the single – family home located at [redacted], perform a complete renovation and sell on the market to a qualified buyer. Pending market conditions, [redacted] is fully prepared to keep the property as a rental until it can be sold.

Company Description:

[redacted] is a for profit Real Estate Investment Company with several properties in Louisville, Kentucky. [redacted] (see attachment for portfolio summary)

Rehab / Improvement Specifications:

[redacted] will do a complete renovation of the property located at [redacted]. Please see attached excel spreadsheet for rehab specifics and estimated budget.

Timeline:

[redacted] will begin work immediately after acquisition of the property and proposes to complete the renovation work within 90 days.

Project Financing:

[redacted] will be funding the costs of the entire renovation through company equity. (see attached proof of funding)

Project Budget / Site Plan(s):

The total project budget is $30,460 with $5500 for acquisition.
Total rehab cost $35,960. (See attached budget)

SAMPLE

	WORK ITEM DESCRIPTION	ESTIMATED COST
Site	Demo / new Landscape	$500.00
	Fix Driveway in back yard	$1,000.00
	Permit	$200.00
	Dumpster - Two	$500.00
Demolition	Demo Concert (steps) in Porch area	$500.00
	Demo Shed in back yard	$200.00
	Demo Bathroom	$200.00
	Demo drywall	$500.00
	Demo A/C Furnace and patch floor L/M	$700.[illegible]
	Demo 2nd Floor	$5[illegible].00
Framing	Frame new walls L/M	$1,000.[illegible]
	Hang Cabinets	$400.00
	Rear porch Labor/Materials	$1,200.00
Roofing	5" Gutter / DS L/M	$650.00
Vinyl Siding	Labor / Materials Windows	$1,000.00
Drywall	Drywall Materials / Labor	$1,700.00
	2nd Floor Drywall Materials / Labor	$400.00
Finishes	Painting WALLS L/[illegible]	$1,600.00
	Painting Ceiling L/M	$1,050.00
	Cabinets island / hood Allowance	$2,000.00
	Sand floor 45[illegible] sq. ft. x $2.00	$900.00
	Trim Carpenter Labor/Material	$1,500.00
	Carpet 60yds.	$1,500.00
	Tile Floor 120sq. Ft. x $8.00 L/M	$960.00
	Appliances	$1,500.00
	Laundry Floor 50 sq. ft. x $6.00	$300.00
HVAC	Labor /. Materials	$4,000.00
Plumbing	L/M Fixture	$2,000.00
Electrical	Labor / Materials	$2,000.00
	ESTIMATED COST OF HOME	**$30,460.00**
	TOTAL ESTIMATED COST OF HOME	**$30,460.00**

SAMPLE

FIFTH THIRD BANK

August 1, 2014

To whom it may concern:

I would to confirm that [redacted] has an active savings account with an available balance of [redacted]k here at Fifth Third Bank. If you have any further questions, please feel free to give me a call anytime.

Thank you!

[redacted] Fifth Third Bank

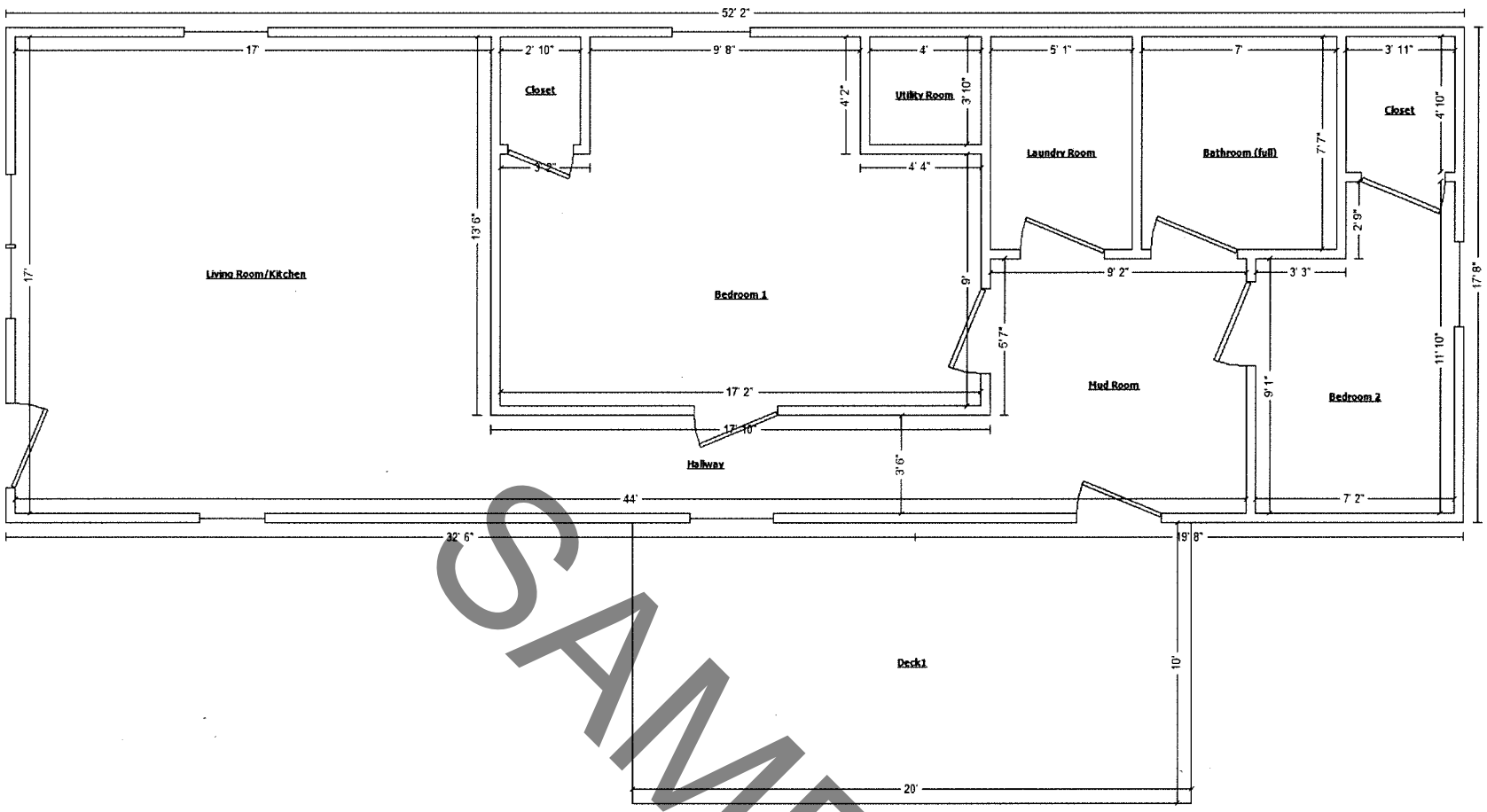
Retail Trusted Advisor

[redacted] Louisville Kentucky

[redacted]

SAMPLE

Main Level (Existing)

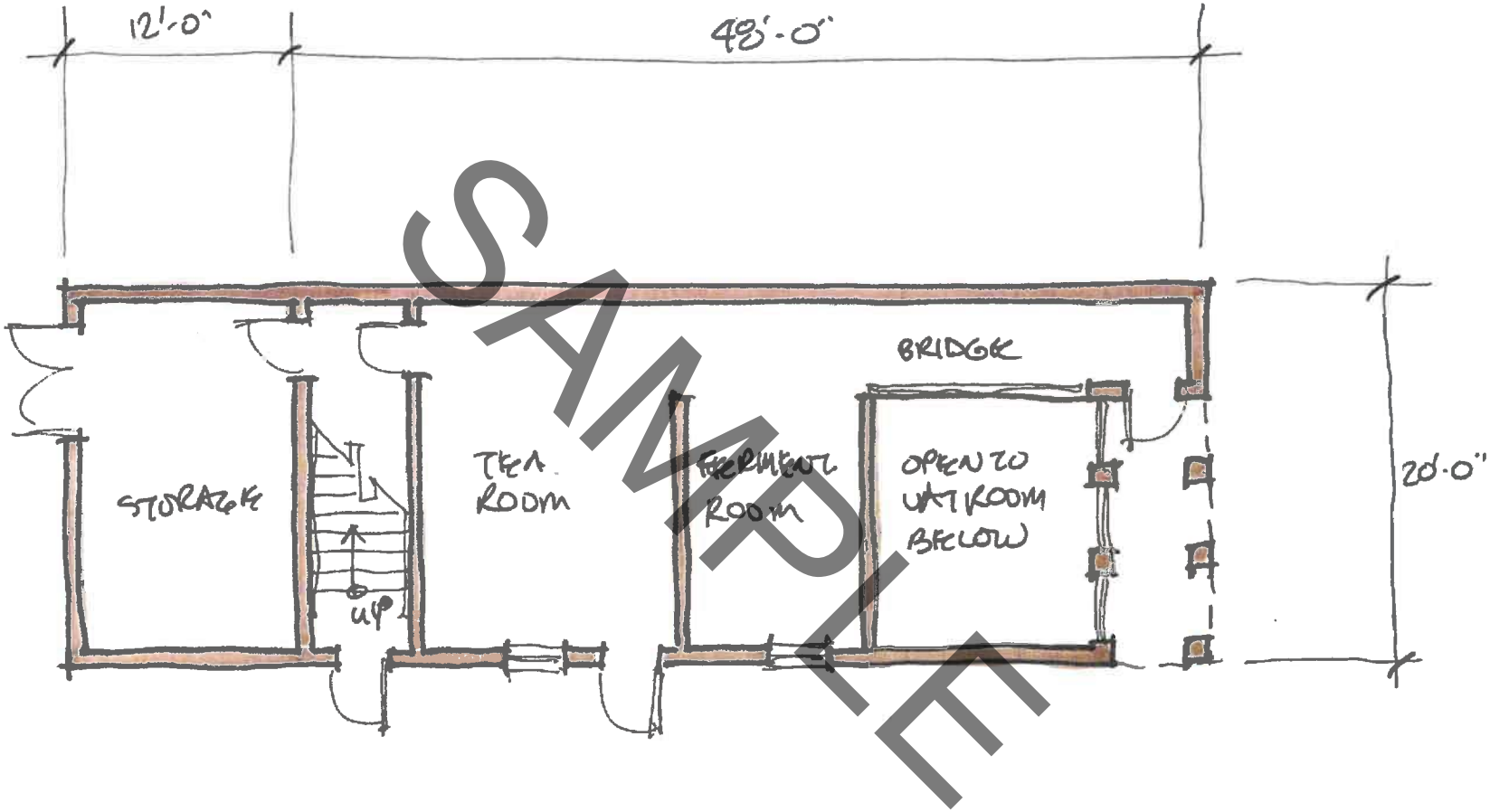


SAMPLE

N

Main Level

[redacted]



SAMPLE

LEVEL ONE PLAN

LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT
LOUISVILLE AND JEFFERSON COUNTY LANDBANK AUTHORITY, INC.
URBAN RENEWAL AND COMMUNITY DEVELOPMENT AGENCY OF LOUISVILLE

RELEASE, WAIVER
AND INDEMNIFICATION AGREEMENT

RELEASE, WAIVER AND INDEMNIFICATION: In consideration of Louisville/Jefferson County Metro Government, and/or the Louisville and Jefferson County Landbank Authority, Inc. and/or the Urban Renewal and Community Development Agency of Louisville allowing me to enter the property known as _____ to make a visual inspection of the condition of the property, I hereby waive and release Louisville/Jefferson County Metro Government, and/or the Louisville and Jefferson County Landbank Authority, Inc., and/or the Urban Renewal and Community Development Agency of Louisville its officers, agents and employees, from any and all claims or causes of actions for injury, damage or loss to my person or my property during my entry upon the property. I further hereby agree to indemnify, hold harmless and defend Louisville/Jefferson County Metro Government, and or the Louisville and Jefferson County Landbank Authority, Inc., and/or the Urban Renewal and Community Development Agency of Louisville its officers, agents and employees, from any and all losses, claims, or causes of action for injury, damage or loss in any way relating to or arising from any incidence occurring during my entry upon the property. This Waiver and Release is intended to be an express waiver of and release from any and all claims against Louisville/Jefferson County Metro Government, and/or the Louisville and Jefferson County Landbank Authority, Inc., and/or the Urban Renewal and Community Development Agency of Louisville its officers, agents and employees, arising from my entry upon the property, including all claims or causes of action based upon the alleged negligence or gross negligence of Louisville/Jefferson County Metro Government, and/or the Louisville and Jefferson County Landbank Authority, Inc., and/or the Urban Renewal and Community Development Agency of Louisville its agents, officers and employees.

I expressly agree that this, Release, Waiver and Indemnification Agreement shall be interpreted as releasing Louisville/Jefferson County Metro Government, and/or the Louisville and Jefferson County Landbank Authority, Inc., and/or the Urban Renewal and Community Development Agency of Louisville its officers, agents and employees, from all liability and claims to the fullest extent allowed by Kentucky law.

_____
(Printed Name)

_____
(Signature)

Witness: _____/_____
(Printed name) (Signature)

Date_____

SAMPLE

OFFICE OF
VACANT &
PUBLIC PROPERTY
ADMINISTRATION
A Division of Develop Louisville

RFP Scoring Criteria

The Vacant & Public Property Administration has developed a 100 point scoring system based on the following evaluation criteria:

Note: In order to pass staff review, any offer received must have a minimum of 50 points.

In the event of a tie, at staff discretion, offer price and other factors may be considered to select the winning bid.

TRANSACTION TYPE (MAX 15 POINTS)	END USE (MAX 25 POINTS)
Purchase = 15 Lease = 5 Option = 5	Owner / Occupy = 25 Sell = 15 Rent = 5
OFFER PRICE (MAX 15 POINTS)	**COMPLETION TIME – FRAME (MAX 15 POINTS)**
Above = 15 Asking = 10 Below = 5	0-6 months = 15 7-12 months = 10 13 + months = 5
FINANCING (MAX 15 POINTS)	**CONSTRUCTION BUDGET (MAX 15 POINTS)**
Cash = 15 Loan = 5	$51+ = 15 $25 - $50 = 10 $0 - $24 = 5

The Louisville Jefferson County Land Bank Authority obtains the right to approve or deny any proposal submitted.

Revised: November 2, 2015

OFFICE OF
VACANT &
PUBLIC PROPERTY
ADMINISTRATION
A Division of Develop Louisville

PROPERTY SUMMARY FOR: 2219 CONGRESS STREET

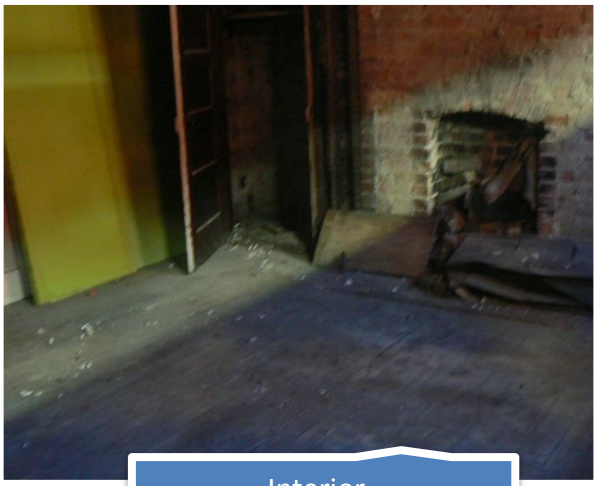
Open House Dates & Times:

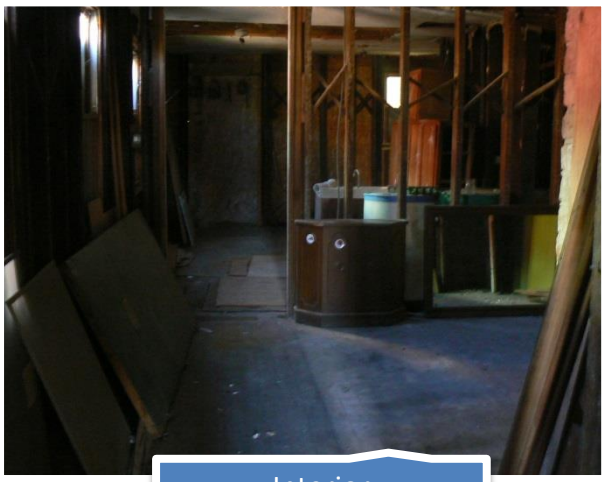
November 11, 2015 between 1:30pm – 2:30pm
November 15, 2015 between 12:00pm – 1:00pm

- Minimum Asking Price: $2,500
- Neighborhood: Russell
- Zip Code: 40212
- Council District: 4
- PVA Square Footage: 763 sq ft.

Front View

Rear Interior


Interior


Interior

Revised: November 2, 2015

OFFICE OF
VACANT & PUBLIC PROPERTY ADMINISTRATION
A Division of Develop Louisville

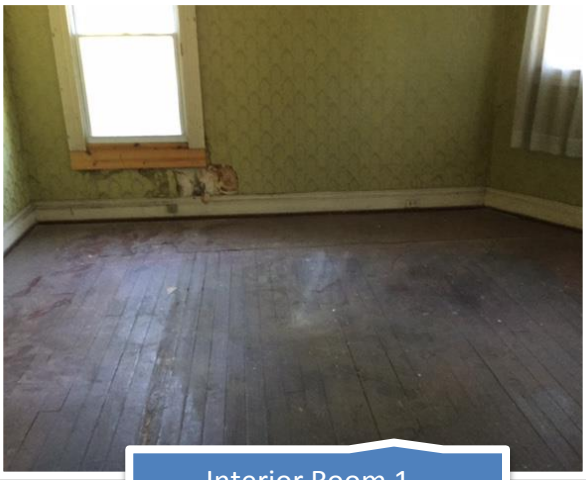
PROPERTY SUMMARY FOR: 2928 VIRGINIA AVE

Open House Dates & Times:

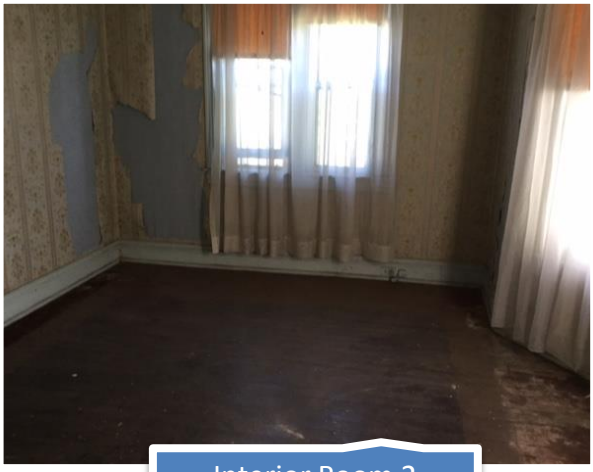
November 10, 2015 between 12:00pm – 1:00pm
November 15, 2015 between 1:30pm – 2:30pm

- Minimum Asking Price: $2,500
- Neighborhood: Parkland
- Zip Code: 40211
- Council District: 1
- PVA Square Footage: 2,123 sq ft

Front View



Interior Room 1



Interior Room 2

Revised: November 2, 2015

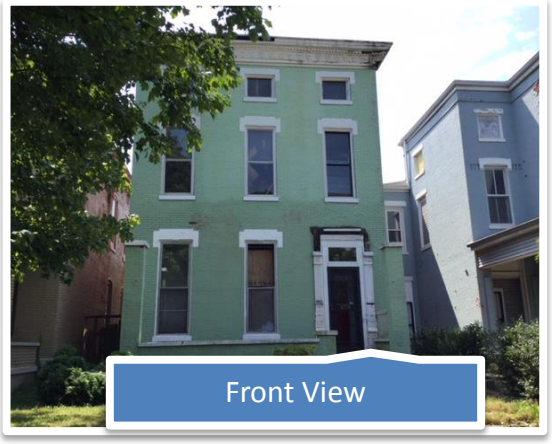
OFFICE OF
VACANT & PUBLIC PROPERTY ADMINISTRATION
A Division of Develop Louisville

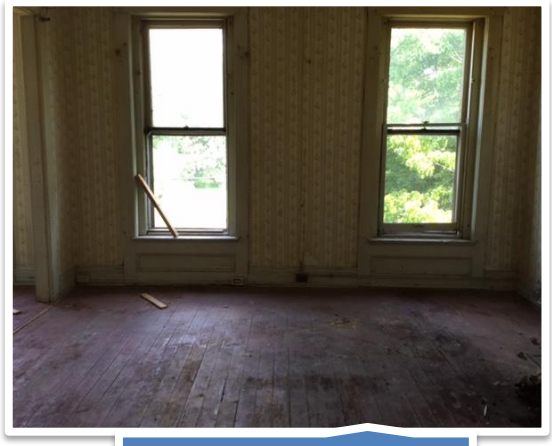
PROPERTY SUMMARY FOR: 2208 W CHESTNUT ST

Open House Dates & Times:

November 10, 2015 between 1:30pm – 2:30pm
November 15, 2015 between 3:00pm – 4:00pm

- Minimum Asking Price: $5,000
- Neighborhood: Russell
- Zip Code: 40211
- Council District: 4
- PVA Square Footage: 3,228 sq ft


Front View


Interior

Interior 2

Interior 3

Revised: November 2, 2015

OFFICE OF
VACANT &
PUBLIC PROPERTY
ADMINISTRATION
A Division of Develop Louisville

Cover Letter

Name of applicant: _____
Name of corporation or other entity (if applicable): _____
Mailing address: _____
City: _____ State: _____ Zip: _____

Dear Vacant & Public Property Administration:

I, _____ accept all terms and conditions of the RFP and certify the following:

[Please Initial]

1. _____ No delinquent taxes or fines are owed to Louisville Metro Government.
2. _____ All properties owned do not have any open property maintenance cases with the Department of Codes & Regulations (IPL).
3. _____ All business entities are active and in good standing with the Secretary of State.
4. _____ All respondents are in good standing with the Revenue Commission.

Signature of Applicant: _____ Date: _____