REQUEST FOR PROPOSALS FOR THE PURCHASE AND REUSE OF PROPERTY

I. INTRODUCTION

The objective of the Office of Community Development ("OCD") 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 Community Development seeks a qualified buyer(s) to acquire the following vacant lot located at:

- 1133 S. 2nd Street, Louisville, KY 40203

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

Table of Contents

II. Proposal Guidelines and Requirements .............................................................. 1
III. Evaluation Criteria and Process ........................................................................... 2
IV. General Conditions, Terms, and Limitations ..................................................... 4
V. Exhibits and Information ..................................................................................... 5

II. PROPOSAL GUIDELINES AND REQUIREMENTS

Proposals are due by May 11th, 2020 at 5:00 p.m. 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 Community Development
444 South Fifth Street, Suite 500
Louisville, KY 40202
Phone: 502-574-4016
Inquiries

All communications concerning this RFP shall be submitted in writing/email to one of the above-referenced addresses. OCD will strive to respond to written inquiries within 48 hours of submission. The OCD 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. **Proposal Submission Checklist.** This form must be signed and submitted with the proposal in order to be considered complete. Applicants should utilize this form in order to assist with proposal submissions. Submissions should be addressed to the name and address listed above.

B. **Application.** Applications must include supporting documentation for the items below, where applicable (See Sections B & C on Page 2 of Application). All items on the application must be filled out to be considered responsive. Incomplete applications will not be considered.
   1. Project financing: documentation including the source and availability of funds/financing is required;
   2. New Construction specifications:
      - Detailed description of the construction costs,
      - Name of contractor or person who will perform the work
   3. Site plan(s), elevations, renderings, layouts, etc. (as applicable);

III. EVALUATION CRITERIA AND PROCESS

After the submission deadline, OCD 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 OCD staff.

Each submission will be evaluated using the following criteria:

1. **Type of transaction (Deed or Option):**
   Q: Do you want to purchase the property? *(Owner Occupy, Rent or Resale)*
   A: In this case you will be requesting a **deed**.

   Q: Do you want to reserve the property for future use or development?
   A: In this case you will be requesting an **option**.
2. **Offer price:**
   Q: Do I have to offer the full asking price?
   A: No, you may offer below, matching or above the asking price. Please refer to the “RFP Scoring Criteria” for the point totals associated with your offer. *Please note in the event of a tie offer price, along with individual factors, may be considered to select the winning bid.*

3. **Financing:**
   Q: Do I need to provide proof of available financing with my proposal?
   A: Yes, in order for your proposal to be considered complete you must provide proof of funds (i.e. letter from banking institution, or line of credit documentation) or pre-qualifying letter from a lending institution.

   Q: Does the Office of Community Development provide funding (loans or grants) to rehab available properties?
   A: No, the buyer is required to obtain their own source of funding. The Landbank does not provide funding for private or new construction projects. However, Metro Government at its’ discretion may sponsor projects and provide resources. For private funding sources, please refer to the Office of Housing: (502) 574-5850; L-Home: (502) 452-6341; or the Louisville Affordable Housing Trust Fund: (502) 637-5372.

4. **End-use:**
   Q: Will this property to be your primary residence?
   A: If yes, then you would be considered an owner-occupant.

   Q: Will you build and rent out to tenants long-term or short-term?
   A: If yes, then you would be considered an investor and your end use would be for rental purposes.

   Q: Will you build and resale?
   A: If yes, then you would be considered a developer and your end use would be for resale purposes.

5. **Timeline for construction:**
   Q: How soon will you start the project?
   A: In this case you would provide the number of days/months you expect to begin the project after closing.

   Q: How long will it take for you to complete the project?
   A: In this case you would provide a detailed timeline including the number of days/months expected to complete the project once started.

6. **Construction budget:**
   Q: Do I need to provide construction costs?
   A: Yes, the buyer should submit a detailed breakdown all costs associated with new construction.
Q: Do I have to use licensed contractors or can I do the work myself?
A: Buyers are strongly urged to use licensed contractors for any work that requires a licensed contractor to pull a permit. Please contact Construction Review for all permitting questions or concerns, i.e. electrical, plumbing, or HVAC.

Q: What if I can perform most of the work myself, how do I reflect that in the budget?
A: Buyers should provide a cost for materials and labor. If the buyer is performing the work, an estimate for the cost of labor should be provided and noted that the work will be completed by the buyer.

7. Past-due taxes/IPL liens/fines:
   Q: Does having past due taxes, liens or fines make me ineligible?
   A: Buyers must be in good standing with Metro Government. Any outstanding liens, open maintenance cases or past due property taxes on properties owned by the buyer within Jefferson County, will disqualify the buyer’s application.

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

Note: The winning applicant is required to apply for a Certificate of Appropriateness with Planning & Design Services (PDS) and will be subjected to the requirements and timeline of that process. Closing on the property will take place after the appropriate approvals have been granted. PDS can be contacted at (502) 574-6230 and further information can be found at www.louisvilleky.gov/government/planning-design

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 OCD do not obligate Metro Government in any manner. The OCD 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 OCD deems it in its best interest to do so. The OCD 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 the Louisville and Jefferson County Landbank Authority, Inc., nor Metro Government, 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 OCD 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 OCD 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 OCD and can be used at the discretion of this 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.

V. EXHIBITS & INFORMATION

Exhibit A: Scoring Criteria
Exhibit B: Property Summary for 1133 S. 2nd Street
Exhibit C: Submission Checklist
Exhibit D: Application Form to Purchase Property
Exhibit E: Definitions
Exhibit F: Sample Supporting Documents

Revised: March 10, 2020
RFP Scoring Criteria

The Office of Community Development has developed a 100 point scoring system based on the following evaluation criteria:

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<th>TRANSACTION TYPE (MAX 15 POINTS)</th>
<th>END USE (MAX 25 POINTS)</th>
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<td>Deed = 15</td>
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<td>Sell = 15</td>
</tr>
<tr>
<td></td>
<td>Rent = 5</td>
</tr>
<tr>
<td>OFFER PRICE (MAX 15 POINTS)</td>
<td>COMPLETION TIME – FRAME (MAX 15 POINTS)</td>
</tr>
<tr>
<td>Above = 15</td>
<td>0-6 months = 15</td>
</tr>
<tr>
<td>Asking = 10</td>
<td>7-12 months = 10</td>
</tr>
<tr>
<td>Below = 5</td>
<td>13 + months = 5</td>
</tr>
<tr>
<td>FINANCING (MAX 15 POINTS)</td>
<td>CONSTRUCTION BUDGET (MAX 15 POINTS)</td>
</tr>
<tr>
<td>Cash = 15</td>
<td>$31+ = 15</td>
</tr>
<tr>
<td>Loan = 5</td>
<td>$16 - $30 = 10</td>
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<tr>
<td></td>
<td>$0 - $15 = 5</td>
</tr>
</tbody>
</table>

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, several factors may be considered to select the winning bid.

The Louisville and Jefferson County Landbank Authority, Inc. obtains the right to approve or deny any proposal submitted.
Property Summary for 1133 S. 2nd Street

- Asking Price: $40,000
- Neighborhood: Old Louisville
- Zip Code: 40203
- Council District: 6
- PVA Lot Square Footage: 6,400
- Lot Dimensions: 32 x 200
- Zoning: TNZD (Single Family or Duplex)

Subject Front:
Street Views:
PROPOSAL SUBMISSION CHECKLIST
Utilize this form to assist with complete proposal submissions

☐ Application to Purchase Property - Form completed & signed by applicant. Provide additional documentation, if applicable, to show previous construction experience and information regarding your organization or background.

☐ Estimated Project Budget - Detailed breakdown of construction costs provided by applicant (refer to sample budget).

☐ Verification of Funds Letter - Document provided by applicant showing they have the funds available for the purchase & completion of new construction project (refer to sample funds letter).

☐ Floorplans/Renderings - Drawings must be provided by applicant showing proposed new construction specifications.

☐ Corporate Resolution / Operating Agreement – Provide documentation indicating authorized signatory (if applicable).

Signature of Applicant: ___________________________ Date: _______________

Note: This form must be included with the proposal in order to be considered complete. All submissions must be complete to be considered for this RFP.
APPLICATION TO PURCHASE OR LEASE VACANT LAND
FROM THE LOUISVILLE & JEFFERSON COUNTY LANDBANK AUTHORITY, INC.

To purchase "AS IS" real property from the Landbank's sales inventory, complete this form and return it to the Office of Community Development. A separate application must be submitted for each property you wish to purchase.

APPLICANT INFORMATION
Applicant is a(n): □ Individual or □ Business Entity
Legal Name of Individual: ____________________________
Legal Name of Business Entity: ____________________________
Mailing Address: ______________________________________
City: ____________________________ State: ____________________________ Zip: ____________________________
Phone Number: ____________________________ Email Address: ____________________________

Marital Status (Used to prepare deeds for Individual applicants only): □ Married □ Unmarried
Legal name of spouse if (s)he will jointly own the property: ____________________________

PROPERTY INFORMATION
Address: ____________________________ Parcel ID: ____________________________

Offer Price: ____________________________ (See website for policies relating to pricing)
1. Has applicant previously had ownership interest in the requested property? □ Yes □ No
2. Has applicant previously purchased property from the Urban Renewal sales inventory? □ Yes □ No
3. Per Metro Personnel Policies, Section 1.6 (Ethics), please complete the following information. Additional information may be requested, once application is processed.
   a) Are you a current Metro employee? □ Yes □ No If so, please list your title and department name:
   b) Are you related to a current Metro employee? □ Yes □ No If so, please list their name(s). Also, please include their titles and department names, if known: ____________________________

DISPOSITION PROGRAMS
Please indicate which disposition program Applicant intends to use to purchase the vacant land.

□ Side Yard - A side yard is any unimproved land that is up to 4,000 square feet and is adjacent to property currently owned by the Applicant. See Page 2, Section "A.", for required attachments.

□ Cut It Keep It - This program allows the Applicant to purchase unimproved land that is up to 7,000 square feet, as long as the Applicant owns an occupied residential/commercial structure on the same block, pays the property taxes, and maintains the land for three (3) straight years. See Page 2, Section "A.", for required attachments.

□ Budget Rate - Applicants with a development plan can purchase vacant land for new construction projects. Prices vary based on the land's square footage. See Page 2, Section "B.", for required attachments.
Flex Rate - Applicants without proof of project funding can purchase vacant land for new construction projects based on the land’s current market value. Prices will vary based on the land’s square footage. See Page 2, Section “B.”, for required attachments.

Lease - Applicant is requesting a lease agreement involving the unimproved land for an agricultural or similar project. The licensing fee will be $1.00 per year for up to 7,000 square feet of vacant land. See Page 2, Section “C.”, for required attachments.

PLEASE SUBMIT THE FOLLOWING MATERIALS WITH THIS APPLICATION:

A. IF NO CONSTRUCTION IS PLANNED ON THE VACANT LAND, ATTACH THE FOLLOWING:

- A copy of the Deed, or records from the Office of Jefferson County Property Valuation (“PVA”), for your property if you wish to purchase an adjacent property through the “Side Yard” disposition program.
- A copy of the Deed, or PVA records, for the property that you currently own on the same block as the property you wish to purchase through the “Cut It Keep It” disposition program.

B. IF YOU WISH TO PURCHASE VACANT LAND TO CONSTRUCT NEW SINGLE FAMILY, MULTI-FAMILY, OR COMMERCIAL STRUCTURES USING THE BUDGET RATE OR FLEX RATE DISPOSITION PROGRAM, ATTACH THE FOLLOWING DOCUMENTS:

- Project description that details the end use for the structure (i.e., will be owner-occupied, sold to a neighborhood resident, rented as subsidized or non-subsidized housing, a mixed-use building, etc.)
- Company description and list or portfolio of comparable previous projects, as applicable/available
- Improvement specifications - Describe in detail the improvements, estimated cost for each item, and name of contractor or person who will perform the work
- Estimated project budget
- Site plan and building renderings

OTHER DOCUMENTS TO BE ATTACHED IF APPLYING FOR THE BUDGET RATE PROGRAM:

- A timeline for the completion of the project
- Project financing - Describe and provide proof for the source of funding

C. IF YOU WISH TO LEASE VACANT LAND TO BE USED FOR AGRICULTURAL OR OTHER DEVELOPMENTS, ATTACH THE FOLLOWING DOCUMENTS:

Note: The Community or Market Garden Application must be submitted and approved by Planning & Design Services. Please contact Planning & Design, at 502-574-6230, for application and submittal requirements.

- Project description
- Company description and list or portfolio of comparable previous projects, as applicable/available
- Improvement specifications - Describe in detail the improvements, estimated cost for each item, and name of contractor or person who will perform the work.
- Estimated project budget
- Site plan
- A timeline for the completion of the project
- Project financing - Describe and provide proof for the source of funding
APPLICATION TO PURCHASE OR LEASE VACANT LAND
FROM THE LOUISVILLE & JEFFERSON COUNTY LANDBANK AUTHORITY, INC.

If approved, the Applicant will be given a special warranty deed or license agreement. Certain conditions may apply to guarantee that the proposed improvements are completed within the required timeframe. If desired, title insurance is the responsibility of the purchaser. All property is sold “AS IS”.

I understand that staff will review this request and confirm that it is following existing Policies and Procedures, as well as existing neighborhood plans. I also understand that this form is a statement of interest only. Receiving it does not commit the Land bank Authority to transfer property.

Therefore, I hereby acknowledge that I understand the information provided in this application and the below statements are true to the best of my knowledge:

1. I do not own any other property which has delinquent taxes, unpaid special assessments, or unresolved property code violations found by the Department of Codes & Regulations (formerly known as “IPL”).

2. The business entity(ies) I am operating is/are active and in good standing with the Kentucky Secretary of State and its/their occupational license and/or employee withholding taxes collected by the Metro Revenue Commission are not delinquent.

Signature of Applicant: ______________________________ Date: _________________

For Agents & Brokers If Applicable:

Real Estate Agency / Company Name: __________________________ Phone Number _______________

KY Real Estate License Number: __________________________ Email: __________________________

Submit this application, with the required materials, to:

Office of Community Development
444 South 5th St, Suite 500
Louisville, KY 40202
Telephone: (502) 574-4016 Email: vapstat@louisvilleky.gov
Website: https://louisvilleky.gov/vacant
DEFINITIONS

**Authorizing Body** - the authorizing body is a group of appointed board members (Louisville/Jefferson County Metro Government, Louisville and Jefferson County Landbank Authority, Inc., 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 written document that will be voted on or has been voted on at a meeting of the board of directors for a corporation signed by the appropriate officers of the organization.

**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.
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] here at Fifth Third Bank. If you have any further questions, please feel free to give me a call anytime.

Thank you!

[Redacted]

Retail Trusted Advisor

Louisville Kentucky

Fifth Third Bank
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INFORMATION ONLY