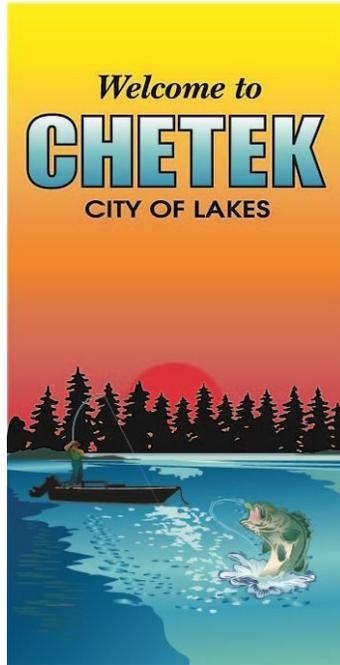
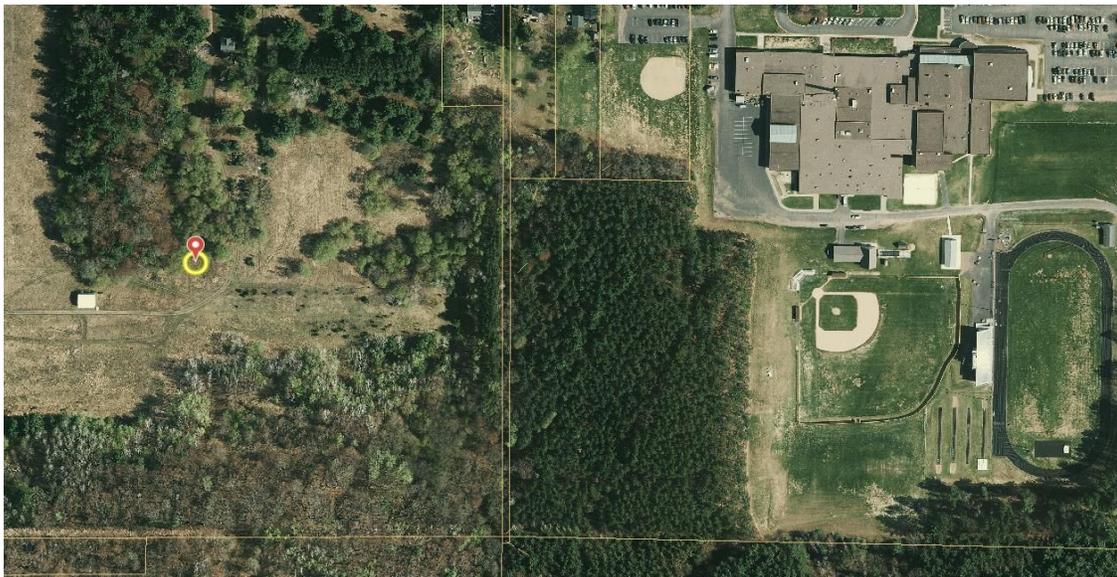


# City of Chetek Request for Proposals



1301 Knapp Street



## Summary:

RFP Title: Knapp Street Housing Development  
Deadline for submission: 4:00 p.m. September 21, 2020  
Submit to: City of Chetek, PO Box 194, Chetek, WI 54728  
Labeling: All submissions must be sealed and clearly labeled  
With RFP title, developer name, and address

## Introduction:

The Chetek Common Council seeks proposals from qualified developers for the development of a 38-acre parcel located at 1301 Knapp Street. The development may cover the entire 38 acre parcel or any part thereof. The project should complement the surrounding environment and meet the community's needs as outlined in the housing study completed in 2019. Click on the link to read the study.

[https://www.cityofchetek-wi.gov/wp-content/uploads/2019/10/Chetek\\_-HOUSING-STUDY-AND-NEEDS.pdf](https://www.cityofchetek-wi.gov/wp-content/uploads/2019/10/Chetek_-HOUSING-STUDY-AND-NEEDS.pdf)

The site was previously used as a turkey grow-out farm and residence for the property caretaker. The property sustained a fire approximately ten years ago and the buildings were removed. The property has had a Phase 1 and 2 completed. Copies of those reports will be made available on request.

## Disclosure:

This Request for Proposals ("RFP") is being furnished by the City of Chetek for the recipient's convenience. Any action taken by the City in response to submissions made pursuant to this RFP, or in making any awards or failure or refusal to make any award pursuant to such submissions, or in any cancellation of awards, or in any withdrawal or cancellation of this RFP, either before or after issuance of any awards, shall be without any liability or obligation on the part of the City and its employees, officers, or members of the Common Council and/or its committees.

The City, at its discretion, may at any time withdraw this RFP, may accept or decline any submissions, and may waive any abnormality if the City deems appropriate and if it is in the City's best interest. The City has the ability to determine the responsiveness and acceptability of any submitted proposal.

It is the responsibility of the developer to fully understand and interpret all applicable City of Chetek ordinances and building codes when preparing and submitting prop. Prospective developers should be aware of the City of Chetek's review and approval process for development within the applicable zoning districts. The City is not liable for the misinterpretation of city laws and ordinances. The City makes no guarantees that any submission which conforms to the requirements of this RFP will be selected for consideration or approval.

The City and the selected developer(s) will be bound only if and when a submission, as same may be modified, and any applicable definitive agreements and budgetary authorizations pertaining thereto, are approved by the City of Chetek's Common Council and then only pursuant to the terms of the definitive agreements executed among the parties.

### **Site Description:**

The site is currently zoned agricultural but has been identified as future residential use in the comprehensive plan. Please refer to the City of Chetek Zoning Ordinance for regulations regarding setbacks, land uses/permitted/conditional uses, parking, landscaping, stormwater management, etc. which can be accessed on the City's website at the following link.

<https://www.cityofchetek-wi.gov>

The site has approximately 1,200 feet of frontage on Knapp Street and approximately 1,300 feet of frontage on 15th Street and is located within walking distance to the Chetek-Weyerhaeuser High School-Middle School.

### **Development Goal:**

As outlined in the housing study, Chetek has a housing shortage. This site offers the potential for single-family housing or with a mixture of multi-family housing. The development needs to be well-planned to allow for the separation of multi-family housing and single-family housing.

The development needs to be focused on creating a vibrant, family-oriented neighborhood with units ranging from one to three-bedroom units and an outdoor play area. Rental units shall include garages for each unit, professional management, additional parking area, in-unit laundry facilities.

### **Economic Development Financing:**

The City of Chetek is in the process of establishing a new tax incremental district (TID) that will overlay this development. The TID can incur the cost of various needed public improvements by using a portion of the revenue generated by the new valuation which is created by the development.

The developer may apply for housing tax credits through WHEDA. The Housing Tax Credit, or HTC, is a dollar-for-dollar reduction of federal income taxes owed by owners/investors in qualified projects for tenants whose incomes are at or below 60% of County Median Income (CMI).

WHEDA was appointed by the Governor to administer the IRS federal Housing Tax Credit Program for Wisconsin, so an application for Tax Credit must be submitted to WHEDA. Applicants must meet mandatory threshold requirements for financing, market, site control, and zoning. Applications are then evaluated and points are awarded for select criteria as outlined in WHEDA's current Qualified Allocation Plan.

### **Purchase price of land:**

The cost of the real estate shall be determined on the overall value of the proposed development. The land was purchased in 2018 by the City of Chetek for \$150,000. The City reserves the right to negotiate the purchase price after the submission of proposals with the prospective developer(s).

**The City will not base its decision solely on the value of the project and the purchase price of the land.**

**Proposal Requirements:**

1. The developer's background
2. A summary of the proposed development
3. Development Team
  - a. Personnel assigned to the project
  - b. Responsibility of each team member
  - c. Expertise and related experience of the development team
4. Proposed Development
  - a. Conceptual site plan
  - b. Conceptual floor plan
  - c. Land use, housing types
  - d. Total value of the project
5. Project Timeline, Marketing, & Long Term Management Plan
  - a. Developer expected to complete project within 2 years of award
  - b. Detailed project schedule for construction and occupancy
  - c. Marketing approach
  - d. Management plan for rental property once the development is complete
6. Financials
  - a. Explain the financial strategy (including sources and uses of funds) and demonstrate project feasibility. Explain any grants, loans, or financial assistance programs being accessed and the teams experience with these programs.
  - b. Financial assistance needed such as tax incremental financing, installation of utilities, etc.
7. Additional Information
  - a. Examples of similar development projects
  - b. Summary of the overall economic impact and tangible benefits for the City, including tax base generation.
  - c. Provide municipal references

In addition to the evaluation of the proposals, the Common Council, its committees, and/or City staff may conduct interviews with developers. It is anticipated that a summary presentation will be made by the developer to the City in the final selection process.