

**REQUEST FOR PROPOSALS FOR CITY OWNED PROPERTY:  
717 WALDO STREET POLK CITY, IA 50226**

**GUIDELINES**

**A. General**

The following information is for the guidance for those who are preparing a proposal in response to the offering described in **Resolution No. 2022-30** of the City Council of Polk City, Iowa (the "City") adopted on **March 14, 2022**. This is not all inclusive, and those submitting proposals are responsible for investigation of all matters which they take into consideration in preparing a proposal.

In addition, these Guidelines contain certain items which the developer is required to submit, and which the City will need to enable it to evaluate each proposal.

**B. Description of the Project**

1. Property Being Offered

Property currently owned by City of Polk City, Iowa and located at 717 Waldo Street, Polk City, Iowa (the "**Property**").

2. Proposed Development and Objectives

All proposals shall provide for a plan to reconstruct or newly construct a single family residence. All proposals must be in compliance with all applicable laws and regulations including the Polk City Code of Ordinances and building code.

3. Proposed Land Use

R-1 Residential.

4. Land Acquisition

The proposal should specifically provide for the acquisition of all the Property, and shall, at a minimum, agree to all provisions of these Guidelines.

5. Statement of Qualifications

The proposal must provide adequate evidence and information and data to the City of the financial ability to either reconstruct or construct and complete the

residence, and must provide such further information as required or requested by the City from time to time. The right is reserved for the City to reject any proposal where an investigation of the available evidence or information does not satisfy the City that the developer is qualified to properly carry out the construction project.

The proposal must include an Irrevocable Letter of Credit from a qualified bank as evidence of the purchaser's financial ability to complete the acquisition of the Property.

6. Knowledge of the Disposition Tract and Documents

Each developer should visit the Property and become fully acquainted and informed regarding the existing conditions, and the difficulties, if any, and restrictions affecting development of the Property. The developer should thoroughly examine, and become familiar with all parts of the documents affecting same. The developer shall in no way be relieved of any of its obligations due to failure to receive or to examine any form of legal instrument, or failure to visit the Property to examine existing conditions. The sale of the Property will be "AS IS", and the City makes no representation that it is suitable for any particular project. The City will be justified in rejecting any claim based on facts which the developer should have noted or become aware of.

7. Land Conveyance

The City will sell the Property to the approved developer, and will enter into a contract for such purposes, provided the proposal by the developer is in the public interest. Such contract shall be subject to the approval of the City.

8. Price of Property

The Property sold by the City pursuant to the proposal of the developer will be done so at not less than **\$85,000**.

C. Submission Requirements

The proposal shall contain the following materials or other evidence of same:

1. Statement containing the developer's name, address, telephone number, and name of person(s) authorized to represent the developer.

2. Statement describing experience, background and accomplishments pertinent to the proposal.
3. Evidence of financial ability to obtain construction and permanent financing or demonstration of ability to timely finance the residence, including a Letter of Credit as evidence of the developer's financial ability to complete the acquisition.
4. Proposed development schedule.
5. Price.
6. Any other terms that the developer wishes the City to consider.

**D. Reservation**

The City reserves the right to reject all proposals and to make recommendations for changes in any proposal submitted and may, in the process of this recommendation, allow the developer to make such recommended changes in its proposal. The City reserves the right to require additional information from the developer, financial or otherwise, and to hold meetings with any developer to review the offer and development proposal and to waive any of the requirements set forth herein.

**E. Selection of Developer**

An agreement will be accepted from the developer submitting a proposal that the City deems to be in the public interest, and for the best development of the Property. The successful developer will be notified by the city.

**F. Assignment of Interest**

No developer shall assign or transfer to any other person or corporation, any interest in his proposal prior to the award of a contract without the express written authorization of the City. After award of such contract and until the proposed residence has been completed, no interest in the contract may be assigned or transferred without the written consent of the City except as set forth in the contract, and the City reserves the right without qualification, to require of any proposed assignee the same qualifications and financial responsibility and such other requirements made of the original developer pursuant to the instructions herein contained.

**G. Subsoil Investigations**



The City makes no guarantees or representations as to the suitability of the subsoil conditions.

**H. Development Pursuant to Federal, State and Local Laws**

These Guidelines and all disposition procedures are subject to all provisions of applicable statutes of the United States of America, the Code of Iowa, and applicable laws, codes, and ordinances of Polk City, Polk County, Iowa including but not limited to zoning and building regulations.

