



4141 Douglas Drive North • Crystal, Minnesota 55422-1696

Tel: (763) 531-1000 • Fax: (763) 531-1188 • www.ci.crystal.mn.us

REQUEST FOR PROPOSALS (“RFP”)

3533 Lee Avenue North Lot Price \$45,000

The Economic Development Authority of the City of Crystal (“the EDA”) is requesting proposals from builders to purchase 3533 Lee 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 reserved by another builder (see box below).

***** NEW *****

Builders may reserve a lot for six months for a \$500 fee. This would enable you to market a new house to potential homebuyers without having to worry about another builder getting the lot. During the 6 month period, you would be required to list the property on the MLS as a “to be built” new house, and the listing would have to show a house plan meeting the minimum guidelines established by the EDA (although you may submit a different plan once you have a buyer, if they want something different). If interested, please contact me for more details.

If you have questions about the RFP process or the enclosed Guidelines, feel free to contact me at 763.531.1142 or john.sutter@ci.crystal.mn.us. Thank you for your interest.

Regards,

John Sutter
City Planner/Assistant Community Development Director

PROPOSAL FORM

PROPOSAL TO THE ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF CRYSTAL

3533 Lee Avenue North

Lot 7, Block 3, Woodland Homes

BUILDER OFFERS \$45,000 FOR THIS LOT (this is the EDA's minimum price)

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

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. If this 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.

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:

House #1: _____

House #2: _____

House #3: _____

SUBMIT PROPOSAL TO: John Sutter City of Crystal EDA 4141 Douglas Drive Crystal MN 55422
City of Crystal EDA 4141 Douglas Drive Crystal MN 55422
TEL: 763.531.1142 FAX: 763.531.1188
john.sutter@ci.crystal.mn.us

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**

RFP GUIDELINES FOR 3533 LEE AVENUE NORTH

A. Property Information.

- The property is legally described as: Lot 7, Block 3, Woodland Homes.

B. Anticipated Timeline for Lot Sales.

Because this lot is now being sold on a “first come, first served” basis, there is no date-specific schedule. However, once 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 is essentially level, dropping about 1 foot from west to east. The estimated top of foundation would be 906 feet. This elevation would be refined by Builder and EDA staff during the development of specific house plans 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.
- 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 to the street and alley, not adjacent properties to the north and south. 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. At a minimum, Builder will install silt fencing to prevent runoff silt from flowing onto 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, but excepting reasonable costs associated with sewer stub replacement discussed in e) below.
- d) Municipal Water. Municipal water is available at the lot line along Lee using an existing service stub. There are no WAC charges.
- e) Municipal Sanitary Sewer. Municipal sanitary sewer is available at the curb along Lee using an existing service stub.

Upon exposure of the end of the sewer stub, Builder or its agents shall call the city's Utilities staff (763.531.1166) and have the stub and wye inspected before doing further work. If in poor condition, the city may require Builder to replace the stub to the wye. If such work is required, then the EDA will reimburse Builder for reasonable costs related to such work.

There are no SAC charges levied by Metropolitan Council Environmental Services.

- f) Private Utilities, including natural gas (Centerpoint Energy), electricity (Xcel Energy), telephone (Qwest), and cable television (Comcast). The houses shall access private utilities via underground connections only. Centerpoint is located in the street right-of-way. Xcel, Qwest and Comcast are located on poles along the alley.
- g) Questions regarding city utilities should be directed to Engineering Project Manager Mick Cyert (763.531.1161 or mick.cyert@ci.crystal.mn.us). Questions regarding private utilities should be directed to the respective utility company.

3. Driveways and Curb Cuts. A hard surfaced driveway is required to the house's garage. The house's building permit application, or garage building permit application if submitted separately, must include a site plan showing the proposed driveway layout. The driveway will be accessed from the alley.

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 is as follows: 30 feet from the front lot line, 30 feet from the rear lot line, 5 feet from the side lot lines. City code does have some limited exceptions to the front and rear setbacks; those can be discussed in detail with EDA staff if your proposal is accepted.
- 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 a detached garage for at least two cars. If the garage directly faces the alley then it shall be set back 20 feet from the rear lot line along the alley. If the garage does not face the alley (i.e. side loaded) then it shall be set back 3 feet from the rear lot line along the alley. Eaves may extend into the 20 foot setback but not the 3 foot setback.
- g) The design should emphasize the front door as the focal point for the front of the house. Large and usable (minimum depth 6 feet) front porches are desired.

- 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 tree planting is required:

- in the boulevard along Lee Avenue, one large-species deciduous shade tree to be planted between 10 and 15 feet from the curb; and
- elsewhere in the front yard, one ornamental or large-species deciduous shade tree; and
- in the rear yard, one large-species deciduous shade tree.

Species, size and specific location of all new trees must be approved by City Forester James Burks (763.531.1162 or james.burks@ci.crystal.mn.us). 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. Proposals submitted by parties who do not meet this requirement shall not be considered by 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 purchases within two months of the EDA approving the lot sale (EDA meeting #2).
6. Be capable of completing the houses 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 lot 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 for the lot.
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.

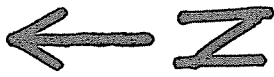
When applying for a building permit to construct the new house, Builder will need to provide a complete building permit application, including the following items:

- 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:

- Overhead aerial photo showing location of subject property
- Water tie card
- Sanitary sewer tie card
- Survey annotated with setback lines (11" x 17")



WATER SERVICE RECORD

FILE NO. R-85-950-AR

Address 3533 Lee Ave. N.

Lot _____ Block _____ Plat _____

MAIN: Location LEE AVE. Size 6" Kind C.I.P. Depth _____ Soil _____
(Street)

TAP: Size 1" Thread Type AWWA

CORP: Size 1" 1/8 Bend Yes Conn. C Make Mueller Cat. No. H-15010
(Yes-No) (Copper-Lead-Wipe)

SERVICE PIPE: (Corp to Curb Stop) Size 1" Kind C Depth _____ Length _____

CURB STOP: Size 1" Conn. 1" 1" Make Mueller Cat. No. H-15151
(In) (Out)

Minn. Thd. Yes Invert. Key No Waste No
(Yes-No) (Yes-No) (Yes-No)

CURB BOX: Make Mueller Size 1 1/4" Adjust. Slip Extension Rod No
(Slip-Screw-No) (Yes-No)

SERVICE PIPE: (Curb Stop to Bldg.) Size 1" Kind C Depth _____ Length _____

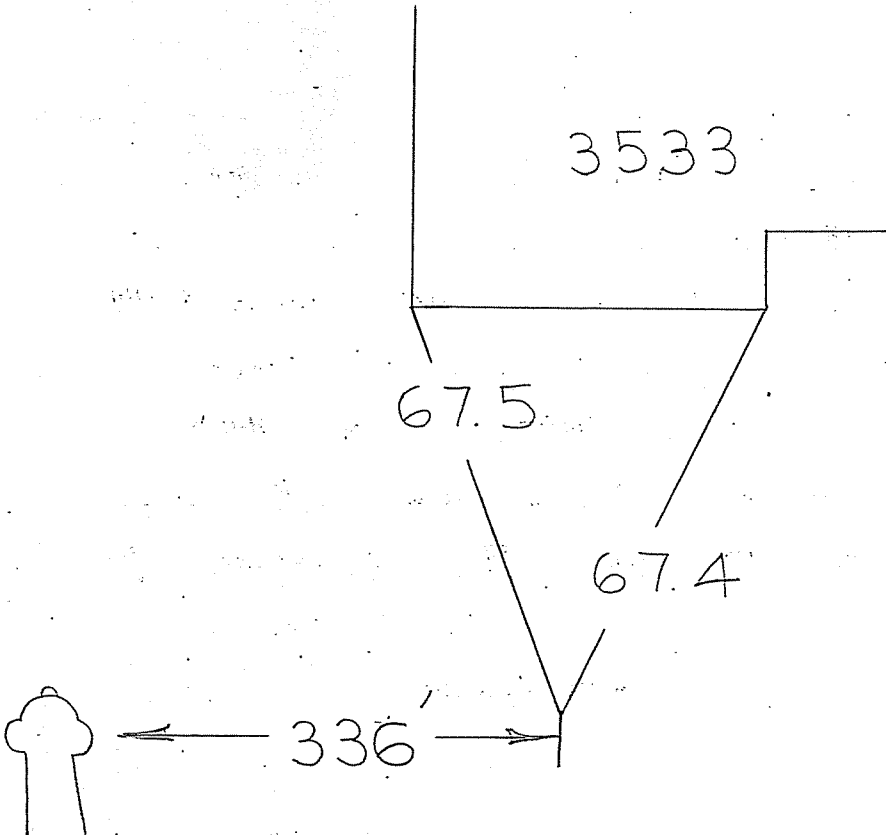
TAP LOCATION:

Water Disconnect 10-8-08

CURB BOX LOCATION:

Tapped By _____ Date 4/5/71 Permit No. 5620
(Plumber)

HYD. 35th AVENUE



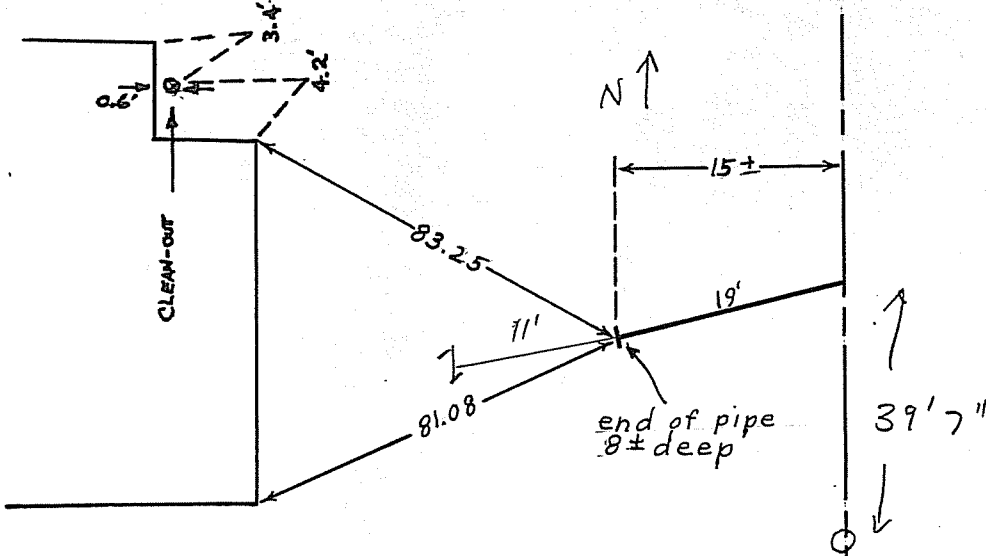
SANITARY SEWER SERVICE RECORD

2-67

Address: 3533 - Lee

Legal: Lot 7 Block 3, Woodland Homes

Permit No. 5994 Plumber Johnson Bros. Date Completed 9-10-61



Remarks: 1-18-78 CLEAN-OUT INSTALLED OUTSIDE FRONT OF HSE.

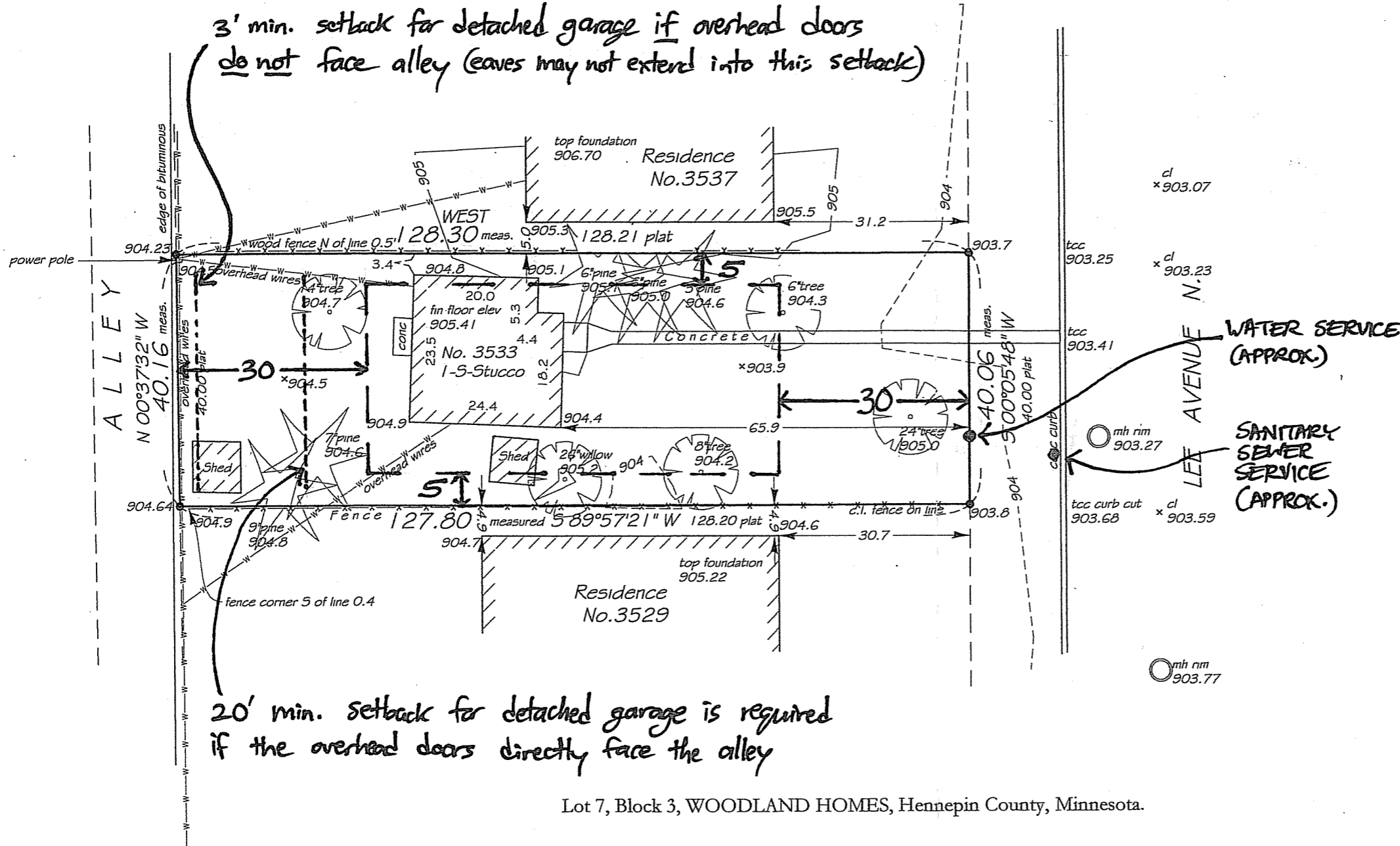
NOTED ORIGINAL LINE FROM HSE, WAS ORANGEBURG PIPE.

Oct 8-08 Disconnected. Roots in LINE - 11' Behind CURB

CITY OF CRYSTAL

Property located in Section
7, Township 29, Range 24,
Hennepin County, Minnesota

3' min. setback for detached garage if overhead doors
do not face alley (eaves may not extend into this setback)



20' min. setback for detached garage is required
if the overhead doors directly face the alley

Lot 7, Block 3, WOODLAND HOMES, Hennepin County, Minnesota.

INVOICE NO. 77229
F.B.NO. 1038-29
SCALE: 1" = 20'

- Denotes Found Iron Monument
- Denotes Iron Monument
- Denotes Wood Hub Set for excavation only
- x000.0 Denotes Existing Elevation
- 000.0 Denotes Proposed Elevation
- ↖ Denotes Surface Drainage

Benchmark:
Top Nut of Hydrant at NE quadrant of
35th St. and Lee Ave.
Elevation = 909.18 feet NGVD 1929

Established in 1962
LOT SURVEYS COMPANY, INC.
LAND SURVEYORS
REGISTERED UNDER THE LAWS OF STATE OF MINNESOTA
7601 73rd Avenue North (763) 560-3093
Minneapolis, Minnesota 55428 Fax No. 560-3522
Surveyors Certificate

The only easements shown are from plats of record or information provided by client.
We hereby certify that this is a true and correct representation of a survey of the boundaries of the above described land and the location of all buildings and visible encroachments, if any, from or on said land.
Surveyed by us this 10th day of April 2008.

Signed Charles F. Anderson
Charles F. Anderson, Minn. Reg. No. 21753 or
Gregory R. Prasch, Minn. Reg. No. 24992

Rev	Drawn By J. Munson
	File Name
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