



CITY OF MANCHESTER REQUEST FOR PROPOSAL

TO MOVE OR SALVAGE OF HOME AT 104 N TAMA STREET, MANCHESTER, IOWA 52057

PROPOSAL

Proposals are being accepted for this house to be moved off site and restored on your own lot. The house will be offered free, with preference given to proposals to move and restore the house; however, in the event that no such proposals are received, proposals for salvage will be considered. The house must be moved by June 1, 2019. All permits, relocation costs, insurance requirements and restoration costs for the house are the responsibility of the successful bidder. The successful bidder, whether moving or salvaging, will be required to clean up the site including all debris and remnants of the house from the site. The successful bidder will be responsible for leaving the site in a stable, safe condition, including repairing/restoring any areas damaged during removal/salvaging operations.

HOUSE BACKGROUND AND CURRENT CONDITIONS

This house is located at 104 N Tama Street. It was built in 1900. The 1 ½ story, single family wood-frame home is 1, 594 square feet. The exterior of the home is vinyl lap siding, completed with composite asphalt shingles extending from the home over an attached deck. The main level has hardwood floors, carpet and updated windows. Interior walls are a plaster on lath/drywall combination. The house has been converted for use as a commercial business. This house is being offered “as is” and without warranty of any kind. It may contain asbestos, lead paint, or other hazardous material.

HOUSE TOURS

Parties who are interested in viewing the house are encourage to set up a time with the Manchester Building Inspector/Zoning Administrator during the weeks of October 1st- 15th. Please contact Tim Heims at 563.927.3636 or theims@manchester-ia.org to set up an appointment.

BIDDER'S RESPONSIBILITIES

Interested parties must accept the following key obligations:

1. The interested party must respond to this RFP by 3:00PM on October 18, 2018 at the City of Manchester City Manager's Office (208 E Main Street, Manchester, Iowa 52057). Proposals should be clearly marked “Request for Proposal: 104 N Tama Street, Manchester, Iowa.” Proposals received after the closing time and date will be returned unopened. Faxed or emailed proposals will not be accepted.
2. Financial Viability. All interested parties will be responsible for demonstrating that they have the financial capacity to perform the project, as described. Proof of financial capacity may include a certified financial statement, provision of approval for project financing from a financial institution licensed by the State of Iowa, a designation of cash reserves for the project in an amount satisfactory for completion, or other means. Plans which indicate a more substantial investment in rehabilitation of the structure will receive a more favorable review.
3. The interested party must procure any and all permits and approvals from any and all regulatory agencies, utilities, etc., for relocation or salvage.
4. The interested party must enter into a purchase agreement in a form approved by the City Attorney's Office incorporating all provisions determined reasonably necessary to allow the project to proceed, including but not limited to insurance, site cleanup requirements, acceptance of building “as is” and without warranty and an acknowledgement of the City's right to demolish the building if it is not relocated by the scheduled deadline.

5. The interested party must cover all moving costs associated with relocating or removing the house. The relocation of the house must be undertaken by a qualified, licensed house moving contractor. Qualifications of the house moving contractor will be subject to City approval. The house moving contractor may also be required to provide evidence of insurance and bonding.
6. The interested party must be in a position to complete the relocation on or before June 1, 2019 (the final relocation date). In no event may the structure remain at the site after this date.

DEADLINE AND SUBMISSION REQUIREMENTS

Please provide a concise and specific proposal that addresses each of the following areas:

1. **Proposed Use:** A statement of the interested party's intention to relocate or salvage the home. The proposed relocation site is also to be submitted.
2. **Proposed Strategy for Timely Completion:** A statement of the date for removal of the structure from the property, as well as a description of the interested party's strategy to accomplish the relocation of the house in a timely and professional manner.
3. **Financial Capability.** Proof that the interested party has the financial capability to perform the responsibilities of the project, such as: current bank records indicating sufficient funds on hand, a preapproved letter for a loan in sufficient size from a bank or similar lending institution or lender reference, or other similar types of documentation.
4. **Other Factors:** A description of any other factors that the City should take into consideration.

SELECTION CRITERIA/PROCESS

City staff will review the proposals, as well as any additional information that may be requested from the applicants, and make a recommendation to the City Council based on the following criteria:

1. The City of Manchester clearly states its preference for relocation of this home within the City. Relocation of the home outside of the City of Manchester is also acceptable.
2. The City of Manchester will consider the financial terms of the proposals, although preference will be given to relocation proposals rather than salvage proposals.
3. The City of Manchester will consider the proposed date for removal of the structure in a timely and professional manner.

AWARD

The City Council, at its sole discretion, may select the successful interested party under this RFP. The City reserves the right to reject any and all proposals. The City reserves the right, at its sole discretion, to rescind its selection of any interested party under this RFP, and any subsequent agreement implementing its selection, in the event that the City determines, in its sole judgement, that:

1. The City cannot reach an agreement with the selected interested party under the proposed terms and conditions for conveyance of the building to the interested party, and
2. There is any other procedural or substantive issue relating to the development of the project.

It is anticipated that the City Council will select the preferred proposal on October 22nd during their regular City Council meeting.

ADDITIONAL INFORMATION

Specific questions regarding this RFP should be addressed to Tim Vick, City Manager at 563-927-3636 or tvick@manchester-ia.org from 8:00am – 4:00pm, Monday through Friday.

