



**Request for Proposals  
Purchase of 3 Charles Street  
Proposal No.: P16-031**

**Purchasing Department  
73 Harlow Street  
Bangor, Maine 04401  
207-992-4282**

**Issue Date: April 20, 2016**

## **I. Introduction**

The City of Bangor is requesting proposals for the purchase and rehabilitation of a property located at 3 Charles Street, Bangor, Maine. The property consists of a single family home on a lot with approximately 50 feet of frontage on Charles Street and a total lot area of approximately 7,000 square feet or 0.16 acre. The building is dilapidated and in need of extensive rehabilitation. This property is zoned Urban Residential District 1 (URD-1).

The City took possession of the property at 3 Charles Street (032-098) in Bangor for unpaid taxes. The City will issue a municipal quitclaim deed, releasing to the purchaser any interest the City may have in the property, except for public easements, e.g. for utilities. As a quitclaim deed, the deed will provide no warranty as to the status of the title of the property. Execution of purchase and sale agreement must take place within thirty (30) days.

## **II. Submission**

To be considered, return the Proposal in an envelope **clearly** marked **“Proposal No.: P16-031: Sale of 3 Charles Street”** by **2:00 PM, Wednesday, May 11, 2016** to City of Bangor, Purchasing Department, 73 Harlow Street, Bangor, Maine 04401.

Proposals may also be submitted via email by sending to: [bids@bangormaine.gov](mailto:bids@bangormaine.gov). If emailing, please reference **“Proposal No.: P16-031: Sale of 3 Charles Street”** in the subject line. Proposals will be publicly opened at the time stated above.

## **III. General Information**

General information is available on the City's website at the following web address: [www.bangormaine.gov/proposals](http://www.bangormaine.gov/proposals). By submitting a response to this solicitation, the bidder accepts the responsibility for downloading, reading and bidding by the terms and conditions set forth in the City's "General Information for Vendors".

## **IV. Questions**

Any questions must be directed in writing to [bids@bangormaine.gov](mailto:bids@bangormaine.gov) no later than 4:30 p.m., **Thursday, April 28, 2016**.

The City will issue a response to any questions or inquiries submitted in writing by the date above, on or before 4:30 PM, **Monday, May 2, 2016**. The response will be in the form of an addendum, which will be available on the City's website.

## **V. Site Visit**

Site visits will be made possible upon request. All requests should be directed to Jeff Wallace, Housing Rehabilitation Coordinator, at 207-992-4500. All other questions/inquires shall be directed to [bids@bangormaine.gov](mailto:bids@bangormaine.gov).

## **VI. Objective**

The objective is to correct a blighting condition which detracts from the surrounding neighborhood, to maintain taxable property whenever possible, and to retain needed affordable housing through rehabilitation of housing whenever feasible. The City will consider the demolition of the structure and replacement with a single family home, though the City's preference is for the rehabilitation of the existing home. In any event, any proposal for demolition and replacement of the existing home must comply with the requirements set forth in this Request.

## **VII. Submission Requirements**

Proposals are to be written and presented in the following format and must be submitted with the bid form. Attached are aerial photos of the property. Respondents are to address all questions asked and provide a sufficient level of detail to enable evaluation of the proposal.

### **A. Proposer**

Indicate the name, address, telephone number and email address of the contact person representing the Proposer(s).

### **B. Proposal Summary**

Summarize the principal elements of the rehabilitation plan providing:

- a. A description of the proposed reuse of the property; and
- b. A plan that illustrates proposed changes in the property sufficient to identify any change from the existing layout of the property; and
- c. Estimated improvement costs associated with the rehabilitation; and
- d. A brief overview of how the proposal will be implemented.

### **C. Statements of Assurance**

Proposers must positively affirm that the following conditions will be adhered to:

- a. Compliance with Local, State and Federal Regulations – All work performed shall be in compliance with applicable local, state and federal regulations, including but not limited to zoning, permitting, building codes, asbestos removal, etc; and
- b. Site Requirements – Throughout the duration of the project, the site must be adequately secured at all times and free of trash and debris. Beginning on day fifteen (15) and beyond, vegetation must be maintained at an appropriate height; and
- c. As-Is-Where-Is – The purchase and sale agreement for this property will be as-is-where-is.

#### **D. Financial Considerations**

Proposers must submit a purchase price, a 10% deposit, as well as provide information related to their financial capacity to undertake the proposed project. All proposals must include the following:

- a. Purchase Price – minimum purchase price has been set at \$20,000; and
- b. 10% Deposit - 10% of the proposed purchase price must be submitted as part of the proposal; and
- c. Financing Plan – 1) If the project will be self-finance via existing personal/company assets, adequate documentation must be provided to clearly show financial capacity. In the case of self-financing, the proposer must affirm their understanding that the City and the proposer will enter into a Development Agreement that will include a provision for the transfer of title to the property. 2) If the project will be financed via a financial institution, the proposer must provide a commitment letter from the financial institution that indicates the commitment meets all conditions of the proposers' response. The City and proposer will enter into a Development Agreement that will include a provision for the transfer of title to the property.

#### **E. Experience/References**

Please provide a listing of previously completed projects, similar to the project proposed. Provide the name and location of each project, names and contact information of references for each, as well as enough detail about each project to enable a comparison to this project.

### **VIII. Evaluation/Selection Criteria**

Each proposal will be evaluated based upon the following criteria:

1. Experience and Qualifications;
2. Financial Capacity;
3. Proposed timeline;
4. Purchase price offered.



Request for Proposals  
Disposition of 3 Charles Street  
RFP No.: P16-031

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73 Harlow Street  
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**Note:** Services must be proposed in accordance with specifications listed above and with this Bid Form. Failure to comply with the above may result in disqualification.

Item	Description	Qty.	Total Price
1	Purchase Price Offered	Lump Sum	\$_____

<b>Business Name:</b>			
<b>Street or PO Box</b>			
<b>City, State, Zip</b>			
<b>Telephone Number</b>			
<b>Fax Number</b>			
<b>Email Address</b>			
<b>Contact Name</b>			
<b>Title</b>		<b>Date</b>	