



**DEPARTMENT OF FINANCE
PURCHASING DEPARTMENT**

October 14, 2016

REQUEST FOR PROPOSALS

Dear Prospective Buyer:

You are invited to view and make proposal submissions on a surplus property currently in the City of Norwalk's inventory. The City intends to sell this property to the most qualified proposer. The minimum bid for this property is outlined within this document. No bids less than the minimum listed herein will be accepted. Outlined below is an overview of the requirements that apply specifically to this sale.

PROJECT #	3711	
DEADLINE	2:00 PM	November 1, 2016
PROJECT TITLE	SALE OF SURPLUS PROPERTY	
PROJECT SITES	District 2, Block 53, Lot 5 (portion of property) located at the corner of Lowe St. and Dr. Martin Luther King, Jr. Drive	

RFP DOCUMENTS – Information concerning the property is available upon receipt of this invitation over the Internet at <http://www.norwalkct.org/bids.aspx>. Adobe Acrobat reader is required to view this document. If you do not have this software you may download it for free from Adobe.

Prospective buyers will be required to provide:

- o A certified or bank check or money order in the amount of five (5) percent of the proposed purchase price payable to the “City of Norwalk, Connecticut” must accompany each submission as Bid Security. Failure to submit a Bid Security WILL RESULT IN THE AUTOMATIC REJECTION OF THE BID. In the event that the City accepts the submission and the Proposer fails to close on the property within the City’s specified timeframe, the Security will become the property of the City.
- o If the proposer is a resident, or a Firm, located in Norwalk, provide a statement which certifies that “I, (name) or I, (name, title, on behalf of name of company) hereby certify that I am (name of the company is) current with payment of taxes to the City of Norwalk and that I am NOT in receipt of any outstanding delinquent tax notice from the City of Norwalk. Tax Payer ID#_____”
- o Proposer’s full name, address, daytime telephone number, fax number and e-mail address. Companies submitting proposals must provide the name of the company and the name of the individual authorized to submit the proposal.
- o Proposer’s social security number or business identification number (Federal ID number)
- o Copy of valid current personal identification (such as a driver’s license) or company identification.
- o Evidence of financing from a financial institution for property purchase and for construction financing. In the event that a conventional mortgage or loan is not available, Proposers shall document source and availability of funding for purchase and development of the property. Proposers shall also submit, as confidential information, company – firm’s financial statement or individual – credit report.

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- A detailed overview of the Proposer's experience with site/building development projects
- A detailed overview of the Proposer's intended use of the property
- A detailed summary of the projected cost (in addition to purchase price):
 - Hard construction costs including building and site construction costs
 - Soft construction costs including attorney fees, architectural design fees, closing costs, construction permit fees, surveying costs, etc.
- A development schedule to include anticipated closing date, start of construction, and project completion date
- List of anticipated regulatory approvals/permits that are required for the development
- A list of the proposer's potential architectural Firms that would be utilized for design services related to this property
- Provide a description of the proposed construction methodology that would be utilized for this property – single builder/general contractor or self-performing as General Contractor and contract with trade contractors

The deadline for the submission of questions for this project is 2:00 PM, October 27th, 2016. All questions must be submitted in writing to Benjamin Luce, Purchasing Agent, via e-mail to bluce@norwalkct.org or via fax to 203-854-7817.

Businesses without fax or Internet access equipment may contact the Purchasing Department at 203-854-7712 for any RFP information.

Yours truly,
Benjamin Luce
Purchasing Agent,
Ph 203-854-7712,
E-mail bluce@norwalkct.org

SECTION 1 - RESPONSE FORMS

SPECIAL NOTES ON RESPONDING:

ADDENDA information is available over the Internet at

<http://www.norwalkct.org/bids.aspx>

Adobe Acrobat reader is required to view this document. If you do not have this software you may download it for free from Adobe. We strongly suggest that you check for any addenda a minimum of forty-eight (48) hours in advance of the proposal deadline.

SUMMARIES will be available any time after 5:00 PM on the day of the proposal opening over the Internet at <http://www.norwalkct.org/bids.aspx>. Proposal results will not be provided over the phone.

AWARD NOTIFICATION will be issued by mail.

BUSINESSES WITHOUT FAX EQUIPMENT or Internet access may contact the Purchasing Department at 203-854-7712 for this information.

BID RESPONSES are to be delivered to:

City of Norwalk
Purchasing Department, Room 103
125 East Avenue
P.O. Box 5125
Norwalk, CT 06856-5125

All submissions must be labeled ***“Sealed Submission for Project, #3711, Bates Court Property, and indicate the submission deadline [time & date] that is listed on the invitation.”***

1.1 PRICING SHEET #3711 – Surplus Property – 1 Bates Court

Name:		
Address:		
Phone:	Fax:	Email:
Manager:		Fed ID#:

The undersigned acknowledges the receipt of this notice and that their proposal submission reflects the full understanding and acceptance of the terms and conditions outlined therein and understands that in signing this proposal submission agrees to waive their right to plead any misunderstanding regarding the same.

A. Portion of 1 Bates Court (District 2, Block 53, Lot 5) [Minimum bid price \$30,000.00]

PROPOSED PRICE	\$
PROPOSED SUM IN WORDS	

Bid security in amount of 5% of the proposed price is hereby submitted in the form of _____ in the amount of \$_____.

Submitted by -	
Authorized Agent of Company (name and title)	Date

The above signatory acknowledges receipt of the following addenda issued during the bidding period and understands that they are a part of the bidding documents (if applicable):

Addendum #		Dated		Addendum #		Dated	
Addendum #		Dated		Addendum #		Dated	

SECTION 2 – Proposal Requirements

I. MINIMUM PURCHASE PRICE

The minimum purchase price for the property shall be \$30,000.00.

II. PROPERTY INFORMATION

The City of Norwalk is soliciting proposals for the purchase of the City owned portion of property located at 1 Bates Court at the intersection of Lowe Street and Dr. Martin Luther King, Jr. Drive in Norwalk, Connecticut. The property is identified on Norwalk Tax Map as District 2, Block 53, Lot 5 and is owned by Metropolitan Realty Associates, LLC. This lot is commonly listed to be 0.62 acre. However, the portion that is owned by the City (not separately identified on Tax Map) is on the southern end of this property for a total of 10,138 square feet or 0.2327acre (See attached property map).

This property is bounded by Lowe Street to the south, Dr. Martin Luther King, Jr. Drive to the west, Metro North/Penn Central railroad track to the east, and adjacent property to the north. It is partially located in Neighborhood Business Zone and Industrial Zone #1. The property currently is undeveloped and without utility services. There is substantial grade change within this property and appears to be ledge. Vehicle access to this parcel is restricted on three sides and “may” only be possible from Lowe Street which will be subject to the relocation of various utilities and sightline improvements, pending Department of Public Works and utility companies’ approvals.

It is the responsibility of all potential buyers to visit the site and assess the condition of the property and determine his/her ability to comply with all regulatory requirements. The City will dispose of the property in “as-is” condition and transfer the property via Quit Claim Deed.

The City of Norwalk will dispose of the property based on the best interest of the City. The following is a list of evaluation criteria:

- Completeness of the proposal in providing the City with a comprehensive scope for the development of the property.
- Purchase price.
- The Purchaser’s financial capability to close on the property and finance the development.
- Proposed use in meeting the overall neighborhood development/ improvement goals.
- Secondary benefits relating to potential positive impact on nearby developments and financial benefits to the City.

III. PROPOSAL AND APPROVAL PROCESS

A. The proposal and approval process consists of four separate phases:

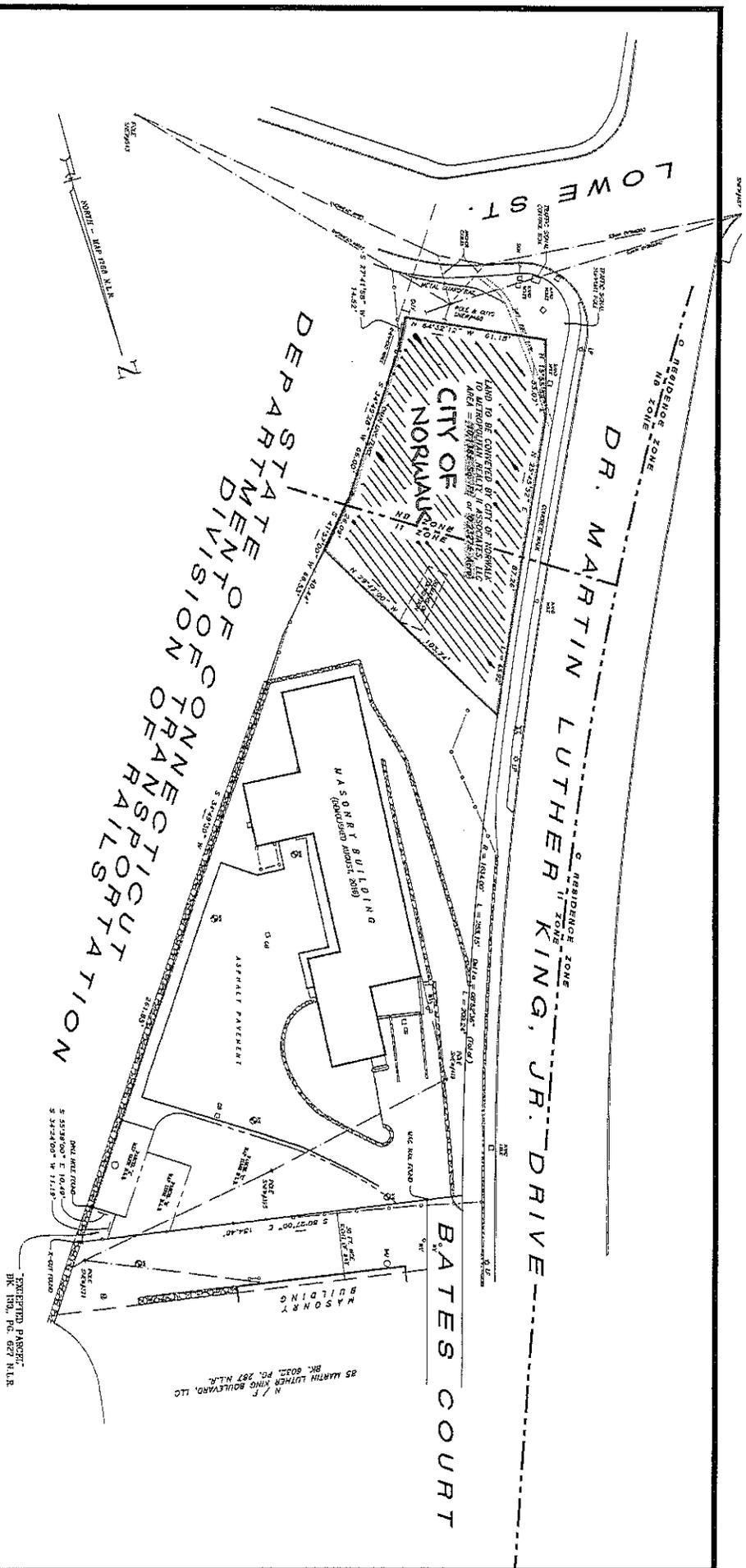
- Proposal submission
- Review and approval of proposal submissions
- Contract execution
- Closing on property

B. Review and Approval of Proposals

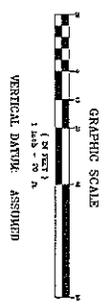
Upon receipt of the proposals, the Land Use and Building Management Committee of the Norwalk Common Council will create a Review Committee to evaluate the proposals. The Review Committee will provide a recommendation to the Land Use and Building Management Committee and final approval of the Purchaser shall be authorized by the Norwalk Common Council.

EXHIBITS:

- Tax Map
- Site Plan

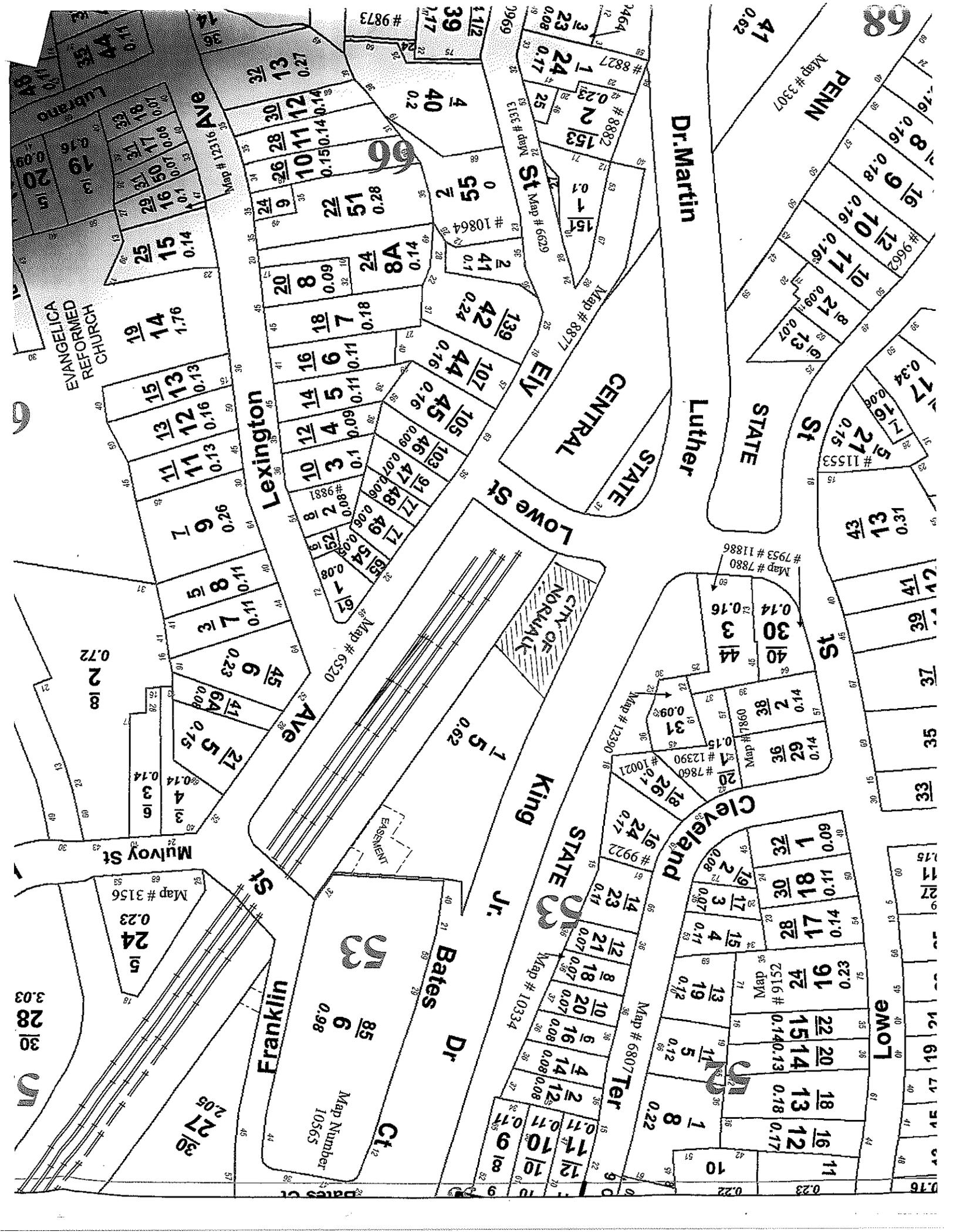


THIS SURVEY AND MAP HAVE BEEN PREPARED BY ACCORDANCE WITH SECTIONS 20-21B-1, 20-21B-2, 20-21B-3, 20-21B-4, 20-21B-5, 20-21B-6, 20-21B-7, 20-21B-8, 20-21B-9, 20-21B-10, 20-21B-11, 20-21B-12, 20-21B-13, 20-21B-14, 20-21B-15, 20-21B-16, 20-21B-17, 20-21B-18, 20-21B-19, 20-21B-20, 20-21B-21, 20-21B-22, 20-21B-23, 20-21B-24, 20-21B-25, 20-21B-26, 20-21B-27, 20-21B-28, 20-21B-29, 20-21B-30, 20-21B-31, 20-21B-32, 20-21B-33, 20-21B-34, 20-21B-35, 20-21B-36, 20-21B-37, 20-21B-38, 20-21B-39, 20-21B-40, 20-21B-41, 20-21B-42, 20-21B-43, 20-21B-44, 20-21B-45, 20-21B-46, 20-21B-47, 20-21B-48, 20-21B-49, 20-21B-50, 20-21B-51, 20-21B-52, 20-21B-53, 20-21B-54, 20-21B-55, 20-21B-56, 20-21B-57, 20-21B-58, 20-21B-59, 20-21B-60, 20-21B-61, 20-21B-62, 20-21B-63, 20-21B-64, 20-21B-65, 20-21B-66, 20-21B-67, 20-21B-68, 20-21B-69, 20-21B-70, 20-21B-71, 20-21B-72, 20-21B-73, 20-21B-74, 20-21B-75, 20-21B-76, 20-21B-77, 20-21B-78, 20-21B-79, 20-21B-80, 20-21B-81, 20-21B-82, 20-21B-83, 20-21B-84, 20-21B-85, 20-21B-86, 20-21B-87, 20-21B-88, 20-21B-89, 20-21B-90, 20-21B-91, 20-21B-92, 20-21B-93, 20-21B-94, 20-21B-95, 20-21B-96, 20-21B-97, 20-21B-98, 20-21B-99, 20-21B-100.



APPROVED FOR THE CITY OF NORWALK
 ATTEST: CLERK OF THE CITY OF NORWALK
 I, CLERK OF THE CITY OF NORWALK, DO HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND CORRECT COPY OF THE ORIGINAL AS FILED IN MY OFFICE ON AUGUST 24, 2016.

PROPERTY SURVEY
 DEPICTING LAND TO BE CONVEYED TO
METROPOLITAN REALTY ASSOCIATES II, LLC
 BY
CITY OF NORWALK
 NORWALK, CONNECTICUT
 SCALE: 1" = 20 FT.
 AUGUST 24, 2016
WILLIAM W. SEYMOUR & ASSOCIATES, P.C.
 LAND SURVEYORS & LAND USE CONSULTANTS
 170 NORWICH AVENUE ~ 203-655-3331 ~ DARIEN, CONN.



EVANGELICA REFORMED CHURCH

Map # 3156

Map # 10565

Map # 6807

Map # 10334

Map # 12390

Map # 7880

Map # 11886

Map # 9662

Map # 3307

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