



## SURPLUS OR PROJECT PROPERTY SALE BID PROPOSAL REQUIREMENTS

The goal of the sale of surplus property for residential development is to provide quality, affordable, owner-occupied housing. All proposed housing developments must be site built, conventionally framed construction. Priority will be given to owner-occupied development.

Proposed bids must be sealed, the words "Sealed Bid" written on the outside of the envelope, and include the bidders name and contact information on the outside of the envelope:

Minimum requirements for all bids:

1. Purchase price offer for the property of at least \$1.00 per lot.
2. Statement describing the intended use of the property and improvements to be made.
3. Commitment to the date on which those improvements will be completed.
4. Commitment to establish and maintain appropriate groundcover and at least one tree on the site.
5. Name, address, and other contact information of person making the bid.

For all proposed structural improvements, the following shall be provided.

1. Detailed plans for any new construction submitted to Department of Planning and the Fire Prevention Division of the Fire Department. Any drawings/renderings must be legible and detailed.
2. Detailed write up of changes and improvements necessary to meet code requirements for the repair or replacement of existing structures.
3. Detailed description or illustration, including use of space, for new construction or proposed changes to existing structures
4. Front, side and rear elevations of exterior facades including any significant architectural details for any new construction or proposed changes to the exterior of existing structures.
5. Description of landscape improvements: plan drawings may be necessary.
6. A professional, third-party estimate by a knowledgeable & experienced engineer, architect, or contractor of the entire cost of the rehabilitation of an existing building or any proposed new construction. Estimates should be broken down by cost centers and include a total.
7. Proof of financial ability to complete the project in an amount matching the estimated costs. Proof must be in the form of a letter of credit, loan commitment, proof of cash on hand, or some other proof of financial ability acceptable to the City. Grants or special financing must be listed but cannot count toward financial ability unless a copy of the award notice or other acceptable guarantee is provided.
8. Timeline. A restriction will be included in your deed that states that the property will revert to the City if you do not complete the project as outlined in your bid. You will be expected to complete your project within one year. You may request up to one-year extension **if substantial progress has been made on your project** at the end of one-year.

Depending on the proposed use and improvements on the property, additional items may be recommended to adequately convey the extent of the proposal. Experience with similar projects should be noted.

**Please note: Currently the City has no homes for sale. All properties are vacant lots.**

**If a structure is on-site that needs repair or removal, the building must be removed, or structural integrity of the structure must be reached with 60 days of receipt of the property.** Further, repair or removal of a structure that has a repair or condemnation order requires additional coordination with the Fire Prevention Division of the Fire Department regarding the project timeline and clearly defined benchmarks of work completion. Failure

to comply with Fire Prevention Division of the Fire Department work progression order may result in the demolition of the structure and a lien being filed on the property. The property MUST be always secured.

In addition to bid amount, proposals will be considered in accordance with the following scoring criteria.

<b>Scoring Criteria For Acceptance of Submittals</b>	<b>Possible Points</b>
<b>Property Developed for Residential Use</b>	
First-time Property Buyer/Homeowner Occupied	30
Owner Occupied (not first-time owner)	20
Development for Resale	10
<b>Property Developed for Business/Commercial Uses</b>	
Development will create new jobs paying above minimum wage	30
Development will create new jobs paying minimum wage	20
Development will not create new jobs	10
<b>Timeline to Complete the Project</b>	
Within one year	20
Between 1 to 2 years	10
<b>Landscape improvements including at least 1 new tree</b>	20
<b>Cost Estimates</b>	
Detailed 3 <sup>rd</sup> party estimates/bid	30
Bidder estimated cost with no 3 <sup>rd</sup> party backup	20
<b>Proof of Financial Ability/Letter from Financial Institution</b>	30
<b>Drawings of Plans</b>	
Detailed plans including elevations, floor plans, facades	30
Sketches of plans to be developed	20
Detailed Description with no drawings	10
<b>If the property contains a structure</b>	
Complete rehab of the structure	20
Address major issues, minimal rehab	10
<b>Comprehensive Plan Compliance</b>	20
<b>Total Project Score (minimum score 100)</b>	

**Residential Development:** The goal of selling surplus properties is to increase the affordable housing stock in the City of Paducah by making lots available for as little as \$1.00. Combining lots will only be considered when the proposed development will not fit on a standard building lot, multi-family construction is proposed or if the provisions of Section 126-64 (d) cannot be reasonably met. Under no circumstances will a standard building lot (said lot being a minimum of 8,000 square feet) be transferred for the construction of an accessory structure only. Building lots less than 8,000 square feet may be considered for accessory structures meeting the provisions of 126-86 (a) at the discretion of the Paducah Planning Department.

**Commercial Development:** Commercial Development of surplus properties is also encouraged and will be considered when the proposed development meets the zoning requirements and complies with the Comprehensive Plan. Priority will be given to proposals that create new jobs paying a living wage.

**Property will ONLY be sold if immediate development, repair or rehabilitation is proposed and the probability of such activity is high. The NoCity of Paducah reserves the right to reject any or all bids.**

**NOTE:** New property owner must maintain the premises including mowing. Property MUST be secured at all times.

**If your bid is selected, in addition to the price offered for the property you will be required to pay the deed preparation and recording fees (approximately \$200).**