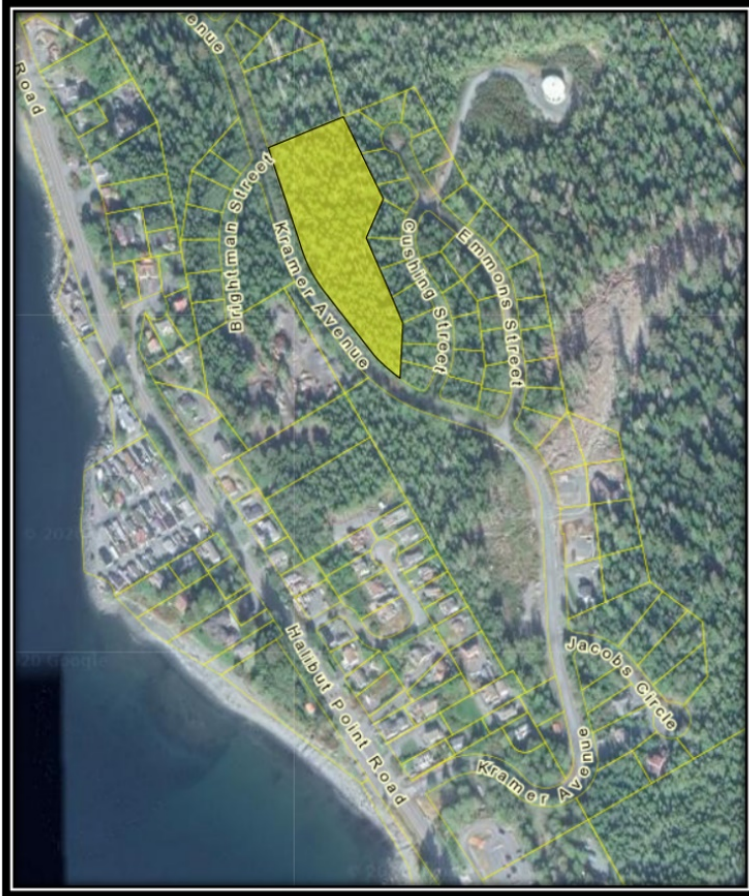


REQUEST FOR PROPOSALS (RFP)

PURCHASE AND DEVELOPMENT OF TRACT A11 WITHIN WHITCOMB HEIGHTS SUBDIVISION



**Advertise Request for Proposal
Submittals Due**

**October 2, 2020 to November 2, 2020
November 2, 2020**

Released October 2, 2020

**REQUEST FOR PROPOSALS
ISSUED BY
THE CITY AND BOROUGH OF SITKA, ALASKA
FOR
PURCHASE AND DEVELOPMENT OF TRACT A11 WITHIN
WHITCOMB HEIGHTS SUBDIVISION
OCTOBER 2020**

A. Overview

The City and Borough of Sitka (CBS) owns 4.035 acres of development land located approximately 2.5 miles northwest of downtown Sitka. This property is part of the area generally known as the "Benchlands".

It is the objective of the CBS to sell Tract A11 for the purpose of residential development.

It is anticipated that proposers will request the flexibility that can be granted through the Planned Unit Development (PUD) subdivision process. The development parameters will be reflected on the approved subdivision plat.

There is PUD designation on the portion of the zoning map that covers the area. This PUD designation was used to list the types of structures that may be placed on specific parcels.

Prior to submitting proposals, proposers are strongly encouraged to review the Planned Unit Development chapter of CBS subdivision regulations. A substantial amount of flexibility is offered through the code sections. Proposed development plans that are submitted may recognize this flexibility and incorporate innovative components.

Zoning and subdivision regulations can be found online in the Sitka General Code at www.cityofsitka.com.

B. Property Characteristics

Between 1985 and 1987 approximately 13,300 feet of gravel surface roads were constructed in the Whitcomb Heights Subdivision. Kramer Avenue is the main collector street running lengthwise through the property for 1.17 miles.

Much of the gravel road system was constructed without utilities being installed. The roads have been minimally maintained since construction, but the roads remain generally sound with minimal environmental damage.

In 2009 the CBS constructed a new 1 million gallon potable water storage tank on the Benchlands. The water tank is located such that it can provide gravity water service to the entire Benchlands property.

A landslide risk assessment was completed in 2016 by Shannon and Wilson for this area and is included as an attachment in the Appendices. CBS will retain ownership of any portion of land deemed to be moderate or high risk per the Shannon and Wilson report.

C. Existing Utilities and Construction Requirements

Water, sanitary sewer, and electrical utilities have been extended in certain areas of Whitcomb Heights. Road and storm sewer improvements have also been extended. Kramer Avenue is an improved two lane gravel road just past Emmons Street.

Substantial storm drainage improvements have been made along Kramer Avenue, Jacobs Circle, and Emmons Street. Due to the importance of accommodating drainage and stream flows, requirements are outlined in Section D of this RFP.

A sixteen inch water main line extends up Kramer Avenue adjacent to an eight inch tank fill water line. A sixteen inch and an eight inch tank fill water line also extend past Tracts A12, A13, and A14 up to the water tank on Emmons Street. There is a privately-owned water main in Kramer Avenue extending from Emmons Street to the Tisher Subdivision; any connections to this main must be approved by both the owner of the water main and the CBS. CBS Utility Connection Permitting and fees will apply along with any “late-comer fee” that may be assessed by the owner of the main.

There is an eight inch sanitary sewer line in Kramer Avenue that terminates on Kramer Avenue at the intersection with Emmons Street. Sanitary sewer is not present in either the Cushing or Emmons Street rights-of-way.

Electrical lines are extended in Kramer Avenue to the Emmons intersection and up Emmons to the water tank. Electric infrastructure was installed recently by the Electric Department and the developer of Tisher Subdivision within the easement of the property that is directly across Kramer Avenue from the subject property. Tract A11 could be served from a primary junction that was installed during development of the Tisher Subdivision, and could also connect to existing electrical infrastructure at the entrance to Emmons Street at a later date to accommodate future development.

The water and electrical lines tend to be on the upland side of streets such as Kramer and Emmons. The sanitary sewer line, in Kramer, is on the seaward side of Kramer Avenue.

The CBS subdivision regulations require that lots in major subdivisions shall not be sold unless served by utilities and roads that are constructed to municipal standards. The municipality must also accept those roads and utilities for maintenance prior to the sale of any individual lot.

All utilities must be sized and constructed to accommodate development adequate for the proposed development. The construction of municipal utilities shall meet the standards of the CBS, the State of Alaska, Department of Environmental Conservation, and all other applicable state and federal standards and regulations. Utility and road design shall be completed by a State of Alaska licensed Civil Engineer.

The proposed location and dimensions of utilities shall be shown in the proposed development plan so they can be evaluated along with the rest of the proposal elements.

Obtaining all necessary geotechnical information and applicable permits during planning, design and construction shall be the sole responsibility of the Selected Proposer or its Contractors.

For each reference, the descriptions above use a relative compass. Relative north is uphill, east is towards town, and west is towards the Channel Club.

D. Drainage Improvement Requirements

Development of this land may increase stormwater runoff onto properties downstream. If sold, the selected proposer for this property will be required to adhere to CBS Stormwater Design Standards and complete a comprehensive hydrology study completed by a State of Alaska licensed Civil Engineer and accepted by CBS Department of Public Works.

E. Wetlands and Binding Plat Notes

A wetlands delineation study has been completed for the property; the 2008 Whitcomb Heights Subdivision Wetland Delineation Report (with Appendix A – Figures) is included as an attachment to this RFP. This is provided as informational only: CBS makes no warranties, either expressed or implied, nor assumes any liability whatsoever regarding the environmental aspects of the parcel to include without limitation: the soil conditions, water drainage, presence of wetlands, physical access, condition of improvements, natural or artificial hazards which may or may not exist, or the merchantability, suitability or profitability of the parcel or improvements for any use. It is the responsibility of the proposers to investigate and determine existing or pending regulations, restrictions and potential defects which would affect the parcel. The feasibility and costs of construction, permitting, engineering, replatting, etc., should be determined by the proposer, and will be borne solely by the selected proposer.

Binding plat notes are in effect for the Whitcomb Heights Subdivision. These plat notes are regulatory in nature and have direct impacts on how the properties can and cannot be developed. The plat is provided in the Appendix of this RFP.

Any modification or subdivision of the parcels will trigger the requirement for a new subdivision plat. Additional plat notes may be required prior to recording. Any new surveying/subdivision of this property will be done at the sole expense of the selected proposer.

F. Requirements for Proposals

It is the goal of the CBS for the selected proposer to purchase this parcel and develop it for a mixture of housing types and income levels. Development must occur in a timely manner with total build out of the project expected within 3-5 years from the date of purchase.

Proposers submitting proposals must include the following requested information arranged in this order:

1. Narrative statement of qualifications of your firm or enterprise and key consultants/contractors to be engaged, if applicable.
2. Qualifications of project manager, engineer(s) of record and surveyor, if applicable.
3. List of projects previously completed of a similar nature including a construction cost and start/completion dates for each project.
4. Submit an organizational chart showing a designated project manager and staff, including consultants/contractors, if known.
5. Statement of firm's experience working in Southeast Alaska or a similar environment.
6. Detailed proposed lot and structure layout with approximate dimensions of parcels, buildings, and improvements.
7. Details on proposed roads, utilities, and drainage improvements to be constructed along with notations as to whether they will remain in private lands or dedicated for public use.
8. Concept narrative of your development plan for the project including estimated time of completion, mixture of housing types and expected income levels of purchasers.
9. Sources of funding for the project and a tentative development timetable. In the event the project is contingent on funding from public housing programs, the deadline for application submittals and tentative award dates shall be provided.
10. Signed statement that plat notes for the Whitcomb Heights Subdivision have been reviewed and understood.
11. Proposed purchase price in U.S. dollars.
12. Responses are limited to no more than 15 pages.

Responses to this RFP will be evaluated and ranked based on the following criteria (100 points total):

1. Development Plan (0 to 30 points)
Does the proposal address the CBS's goals of timely providing a mixture of housing types? Is proposer and associated team qualified to perform the work?
2. Time of Completion (0 to 20 points)
What is the timeframe to bring lots to a saleable condition?

3. Purchase Price (0 to 50 points)

Points for purchase price shall be awarded based upon the following formula:
(Your Purchase Price/Highest Purchase Price) X 50 points

G. Terms and Conditions

1. CBS intends that as a result of the transaction contemplated by this RFP it will have no further responsibility of liability for the subject property. CBS intends that the selected proposer would acquire its interest in the subject property “AS IS/WHERE IS” with all faults and defects.
2. The selected proposer, in order to acquire its interest in the subject property, must acknowledge and agree that CBS has not made and does not make, and CBS specifically disclaims, any representations, warranties, covenants, agreements, or guarantees of any kind or character whatsoever, whether express or implied, oral or written, past, present, or future, with respect to the subject property, which extends to the environmental condition, including landslide risks, and regulatory status of the property.
3. The selected proposer will have the responsibility to investigate and determine existing or pending regulation, restrictions, and potential defects, including landslide risks. The feasibility and costs to remedy defects will be the sole responsibility of the selected proposer.
4. The selected proposer must acknowledge and agree that use of the subject property may be subject to regulatory action by federal, state, and municipal regulators, which is the sole responsibility of the selected proposer to determine.

H. Submissions and Inquiries

Submit five (5) copies of your Proposal(s) to:

City and Borough of Sitka, Municipal Clerk
100 Lincoln Street,
Sitka, Alaska 99835

The exterior of packaging, containing the proposals, shall be clearly marked **Tract A11 Benchlands Development Proposal**.

Proposals will be received until **4:00 p.m. local time Monday, November 2, 2020.**

As a part of the review of proposals, the City and Borough may, at its discretion, require the submittal of additional detailed information.

The City and Borough of Sitka has not, as of the date of the preparation of this RFP, established a review timetable.

Prior to the submittal, inquiries may be directed to Amy Ainslie, Planning Director, City and Borough of Sitka at planning@cityofsitka.org. While phone inquiries can be made to (907) 747-1815, emails are requested to allow for tracking of potential questions.

The City and Borough of Sitka reserves the right to modify this Request for Proposals at any time. The City and Borough further reserves the right to evaluate the proposals in any manner the City and Borough deems appropriate.

The City and Borough of Sitka reserves the right to accept or reject any and/or all proposals, to waive irregularities or informalities in the proposals, and to negotiate a contract with the respondent that best meets the selection criteria.

The materials provided in this RFP and appendices are provided for informational purposes only. Potential submitters shall take responsibility for independently verifying all information. Any sale or lease of the land will be in the condition “as is”. Any buyer will assume the entire risk as to the quality and suitability of the land for their intended purpose(s).

Outline of Appendices

Aerial Imagery

Plat 83-17 Whitcomb Heights Subdivision

Previous Concept Planning

Utility Mapping

**Whitcomb Heights Subdivision Wetland Delineation Report and Appendix A – Figures
Shannon & Wilson 2016 Report – South Kramer Avenue Landslide Report**