

**Valparaiso Redevelopment Commission  
Request for Proposals  
Housing Initiative  
603 Indiana Avenue**

**Overview**

Consistent with Indiana Code § 36-7-14-22, this Request for Proposals (“RFP”) is issued by the Valparaiso Redevelopment Commission (“Commission”). Proposals from qualified homebuilders (“Respondents”) are invited to acquire Commission-owned vacant property at **603 Indiana Avenue** (“Property”) and construct a single-family residence on the Property. This RFP and supplemental material can be viewed online at <https://ci.valparaiso.in.us/1650/Housing-Initiative>

The residential structure originally on the Property experienced extensive fire damage in October of 2017 and remained vacant for over a year. In an effort to remove the hazardous structure and bring residents and investment back to the neighborhood, the Commission purchased the Property on January 22, 2019 for \$53,000 and contracted to have the burned structure demolished for \$16,800. The Commission has also committed to certain infrastructure improvements and the Commission’s facilitation of sale to the successful Respondent will reduce development costs. These financial incentives are listed below:

**Financial Incentives**

The following costs have been contributed by the Commission, free of charge to the successful Respondent.

Alleyway and Sidewalk Improvements: The Commission, in conjunction with the Valparaiso Public Works Department, has committed to finance alleyway and sidewalk improvements surrounding the Property, for an estimated value of **\$19,100**, following construction of the home. A detailed list of these improvements is included as “Exhibit A”

New Copper Water Line: The Commission, in conjunction with Valparaiso City Utilities, has arranged for the replacement of a lead water line for a new copper line connection, for a total value of **\$4,000**.

**Building/Site Permits and Fees:**

The successful Respondent will be required to apply for a building permit and site permit, and will be required to pay all associated fees, including application fees, utility connection fees, and inspection fees. Fees are outlined on the City of Valparaiso’s webpage at <http://www.ci.valparaiso.in.us/82/Fees>

A permit packet is supplied by the Valparaiso Building Department is listed as “Exhibit C”.

The successful Respondent will also be required to contact Valparaiso City Utilities to install a water meter for an estimated cost of \$790 for a ¾ inch line.

Due to the anticipated use of the Property, **no park impact fee, erosion control fee, or right-of way cut fee will be charged.** Additionally, the sewer tap-in fee will be reduced by **\$500.**

**Property Description**

Address: 603 Indiana Avenue Valparaiso, Indiana 46383  
 Parcel Number: 64-09-24-419-004.000-004  
 Census Tract: 18127050900  
 Zoning: NC

The Property is an 8,712 square foot vacant lot zoned “Neighborhood Conservation (NC 60) District” \* The Property is approximately three (3) blocks from downtown Valparaiso and is within Census Tract 18127050900, **a designated Opportunity Zone.**

\*Standards set by the City’s [Unified Development Ordinance](#) must be met. Note that neighborhood Covenants, Conditions and Restrictions (CC&Rs) do not apply on this lot.

Neighborhood: 603 Indiana Avenue is located in the College Hill Neighborhood, which sits west of Valparaiso University and southeast of downtown Valparaiso. The neighborhood was developed in the late 1800’s to early 1900’s and has retained many historical homes built within the last century. As a result, College Hill contains of a mixture of architecture styles including ranches, split levels, cape cods and two stories. To maintain cohesion with this historic and eclectic neighborhood, respondents are expected to include architecture plans that take into account surrounding styles and designs (see “Exhibit D”).

**Project Timeline**

February 2019	Request for Proposals is released to the public
March 28 2019	Deadline to submit proposals
March 28-April 1, 2019	Building Department reviews site plans to ensure compliance with the City’s Unified Development Ordinance
April 4 2019	Staff submits their recommendation for Respondent selection to the Commission
April 11, 2019	Commission issues decision on Respondent selection
April 12, 2019	Respondents notified of final decision
April 15, 2019	Successful Respondent enters into Development Agreement with the Redevelopment Commission and schedules Closing
May 10, 2019	House construction begins
October 8, 2019	House construction completed
October 8, 2019	Sidewalk and alleyway improvements begin
November 12, 2019	Sidewalk and alleyway improvements completed

\*The house may be placed on the market at any time following the sale of the property to the successful Respondent and **MUST** be listed for sale by November 13, 2019.

Alternative timelines will be considered during the selection process, particularly in consideration of Respondent financing.

## **Proposals**

Proposals are required to meet all City of Valparaiso code, plans, and zoning requirements and are expected to maintain architectural cohesion of the surrounding neighborhood. To be considered, Respondents must propose a purchase price for the vacant lot and provide one to three options for preliminary construction drawings including exterior renderings, site plan, floor plans, and an itemized budget for construction. A real estate marketing plan will also be required.

Respondents must submit the following items to be considered:

1. **Completed Cover Sheet**- Provide a summary of your application, using the worksheet provided as “Exhibit E”
2. **Purchase Offer** – List your purchase offer to the RDC for the vacant lot. When submitting a purchase offer, Respondents are asked to consider costs incurred by the Commission and appraisals provided as “Exhibit B”. The minimum acceptable bid is the average of the two appraisals, at **\$57,500**.
3. **Experience** – Provide: 1) a written narrative (one-page max.) describing your company, its history and ownership, and its single-family residential construction experience; 2) three client references with contact information; and 3) you may also attach up to ten photos and addresses of homes constructed.
4. **Capacity** – Indicate your normal construction time for a single home, from permitting to Certificate of Occupancy.
5. **Site Plans, Renderings and Budgets** – Provide a plan for one (1) to three (3) house model(s). Provide a preliminary site plan, including include lot dimensions, easements, property lines, proposed structure(s), and pavements. This site plan must meet standards outlined in the Building Department’s Permit Packet (“Exhibit C”). Provide a site plan, floor plan, square footage specifications, exterior rendering(s), and preliminary budget for each model/option.
6. **Project Schedule/Timeline** – Include a schedule for the development of the site.
7. **Marketing and Sales Plan** – Provide a one-page marketing plan that outlines strategies for selling the new home, including anticipated sale range. If a buyer has already been identified, provide a Letter of Intent between the Respondent and the buyer.
8. **Financing** – Provide an overview as to how you intend to finance the construction.

## **Submission**

Sealed Proposals are due by 4:30pm, local Valparaiso time, March 28, 2019. All proposals should be submitted to:

Lauren Orchard, Assistant Director  
City of Valparaiso Redevelopment Commission  
Temporary City Hall-Hayes Leonard  
653 Hayes Leonard Rd.  
Valparaiso, IN 46385

## **Review and Selection**

All accepted proposals will be reviewed by the Commission, Building Department, Planning Department, and representatives of the College Hill Neighborhood Association (CHNA) and will be considered on a variety of factors, including, but not limited to:

- The quality of the home plans submitted and the architectural compatibility with the surrounding neighborhood housing stock.
- The experience of the Respondent in building a single-family residence within the proposed timeline.
- The purchase offer amount.
- Factors outlined in Indiana Code 36-7-14-22 (f).

Respondents may be contacted by the Commission for additional information, may be invited to meet with City staff, and CHNA representatives and may be asked to revise plans or other materials submitted, as part of the review and selection process.

Staff will make a final recommendation to the Commission for approval. The Commission reserves the right to reject all submitted proposals.

A final development agreement will be prepared by the Commission and executed by the parties.

**PLEASE NOTE:** The development agreement will require a deed restriction that, upon sale, the Property be owner-occupied for no less than 20 years.

*For any questions or comments please contact Lauren Orchard at [lorchard@valpo.us](mailto:lorchard@valpo.us) or 219-548-4808.*

*Questions related to Building Code, Zoning Code, Permitting, and Fees can be directed to Vicki Thrasher, Building Commissioner, at [vthrasher@valpo.us](mailto:vthrasher@valpo.us) or 219-462-1161*

“EXHIBIT A”

Alleyway and Sidewalk Improvements

The Commission, in conjunction with the Public Works Department, has committed to finance alleyway and sidewalk improvements surrounding 603 Indiana Avenue, for an estimated value of \$19,100, including:

- Resurface the N/S alley to the E/W alley - \$3,000
- Replace Indiana Ave approach to the N/S alley - \$2,500
- Sidewalk replacement in front of the home - \$4,000
- Resurface E/W alley from College to Greenwich - \$6,000
- Replace College approach to E/W alley - \$2,100
- Replace Greenwich approach to E/W alley - \$1,500

“EXHIBIT B”

Click the following links to view two appraisals completed for 603 Indiana Avenue (Property).  
Note that each appraisal provides two amounts: one with the former burned house still on site,  
and one as a vacant lot. Upon sale to the successful respondent, the Property will be a vacant lot.

[Newton Appraisal: \\$70,000](#)

[AER Appraisal: \\$45,000](#)

“EXHIBIT C”

Please view the full Permit Packet provided by the City of Valparaiso Building Department at the following link:

<https://ci.valparaiso.in.us/DocumentCenter/View/6712/Permit-Packet-1-24-2019>

“EXHIBIT D”

Please view surrounding house styles and designs at the following link:

<https://ci.valparaiso.in.us/DocumentCenter/View/6713/-Exhibit-D-603-Indiana>

“EXHIBIT E”

Please complete the following Cover Sheet and include in your response to the RFP.

# 603 Indiana Avenue Cover Sheet

## Contact Information

Name of Respondent: \_\_\_\_\_

Phone Number of Respondent: \_\_\_\_\_

E-mail of Respondent: \_\_\_\_\_

Address of Respondent: \_\_\_\_\_

## If Responding on Behalf of a Business or Organization

Name of Business/Organization: \_\_\_\_\_

Address of Business/Organization: \_\_\_\_\_

Title of Respondent: \_\_\_\_\_

Purchase Offer of Vacant Lot: \$ \_\_\_\_\_

Number of House Plans Submitted (1 to 3): \_\_\_\_\_

Do you plan on requiring any variances from the Board of Zoning Appeals?

Yes/No (Circle one)

\*If yes, please attach a description the variance(s) you will request from the BZA with an appropriate timeline from BZA application to BZA approval.

Projected Sale Range of Completed House (up to 3 answers):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_