

# REDEVELOPMENT AUTHORITY OF THE CITY OF ALLENTOWN

City Hall, Suite 330  
435 Hamilton Street  
Allentown, PA 18101-1699  
Phone: 610-437-7733 • Fax: 610-437-7570

## PROPOSAL PACKAGE

### PROJECT:

Acquisition and redevelopment of 416 Oak Street into a single-family home to be resold to an income-qualified homebuyer. (RACA will be prioritizing proposals that plan to sell this property to a household below 50% of AMI.) The property is a 900 square foot, 2 ½ story, single-family row home. It is located in a residential (R-MH) zoning district.



### MINIMUM SALE PRICE:

The property carries a minimum sale price of \$1. Selected developers will also be required to deposit \$1,000 into an escrow account to cover legal fees associated with the transfer of the property.

### FOR ADDITIONAL INFORMATION CONTACT:

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## INSTRUCTIONS TO DEVELOPERS

1. The Redevelopment Authority of the City of Allentown (RACA) is seeking proposals for the redevelopment of this site into a code-compliant single-family home that will subsequently be resold to an income-qualified homebuyer. The reuse of the parcel must meet any requirements attached to the Neighborhood Stabilization Program (NSP) funding it has already received.
2. Proposal packages may be delivered to the offices of the Redevelopment Authority by 3pm on Tuesday, December 8<sup>th</sup>.
3. Be certain to include the signed statement appearing on page 10.
4. All submissions, including attachments, must be on 8 ½ by 11 paper (excluding maps, plans, sketches, or pre-existing brochures).
5. Respondents must submit 10 copies of the proposal, including attachments.
6. After a proposal is received by RACA, the results of the evaluation will be made public. RACA reserves the right to negotiate with developers for better terms, to reject any or all proposals (in all or in part), to waive any technicalities or informalities, to advertise for new proposals, or to proceed with work when its completion is in the best interest of RACA.
7. The selected redeveloper will be obligated to deposit \$1,000 into an escrow account, held by the Redevelopment Authority, to cover counsel fees and costs related to the transfer of the property.

At minimum, please provide sufficient, concise information regarding the following:

1. Describe precisely what you plan to develop at the site (for example, residential units, professional offices, membership club, institutional use, etc.)

2. Upon completion, improvements will consist of the following:

# of bedrooms	_____
# of bathrooms	_____
# of kitchens	_____
# of off-street parking spaces	_____
Square feet of office/commercial space	_____
# of meeting rooms	_____

3. Describe specific planned improvements to each of the following systems or justify why certain systems do not need to be addressed at this time (use extra pages as necessary):

Heating system  
Plumbing system  
Electrical system  
Roof  
Building Exterior

Flooring  
Walls and Ceilings  
Kitchen  
Windows  
Rear and Side Yards

*NOTE: Any response that does not outline plans for each item above will be considered incomplete and not be reviewed by RACA's Board. In addition, the City of Allentown's Bureau of Building Standards and Safety must verify to the Redevelopment Authority that, upon project completion, the above systems can reasonably be expected to function properly **for a minimum of ten years** with no more than routine preventative maintenance.*

4. Although RACA will require that the entire property conform to applicable housing, building and zoning codes, list those rehabilitation items you feel will substantially exceed the requirements of those codes.

5. Provide the estimated costs of the proposed rehabilitation work. These must be clearly itemized and totaled so that RACA staff will be able to verify all figures.

6. Submit floor plans (as an attachment) in reasonable detail so that RACA staff can determine the exact layout of interior space. Also include your plans (if applicable) for off-street parking.

7. Provide verifiable evidence of your financial capability to complete the proposed rehabilitation, including exact sources of funds. (Examples include but are not limited to bank accounts, loan commitments, and irrevocable letters of credit.)

8. Provide an estimated construction schedule that will follow your signing a redeveloper's contract with the Redevelopment Authority. (Please be as detailed as possible.)

9. If other than an individual, describe your organization in detail.

10. State your experience (list and describe prior and current projects) and provide contact information for at least two references.

11. List any services, loans, or grants you expect the City, RACA, or any public agency to provide. (Please note: Funding may be available through the SSDC.)

12. Provide the cash sale price you are offering for this property.

### **Examination of Proposals**

After a proposal is received by RACA and the designs are evaluated, the results of the evaluation will be made public. RACA reserves the right to negotiate with developers for better terms, to reject any or all proposals (in all or in part), to waive any technicalities or informalities, to advertise for new proposals, or to proceed with work when its completion is in the best interest of RACA.

**STATEMENT OF PROPOSED DEVELOPER**

1. *Upon selection by the Redevelopment Authority, I/we agree to enter into negotiations with RACA to conclude in a Redeveloper’s Contract (“Contract”) in form and content satisfactory to RACA. Such Contract, among other terms and conditions, shall provide for revestment of title to the land and any improvements thereon to RACA in case of failure of developer to satisfy any condition in said Contract with RACA. (Please note: Normally, Redeveloper’s Contracts are signed within 30 days of RACA approval of redeveloper.)*
2. *I/we agree not to seek any variances from the zoning, building, or housing codes of the City of Allentown without the expressed written permission of RACA.*
3. *I/we understand that after selection of the developer, RACA reserves the right to cancel its relationship with the proposed developer and not issue a Redeveloper’s Contract regardless of the amount of time, money, or energy the proposed developer has expended pursuant to this project.*
4. *I/we have examined the existing conditions at the project site and are fully informed as to the conditions and limitations of the project site. I/we may not at any time after the execution of the Redeveloper’s Contract make any claim against RACA based upon insufficient data or any incorrect assumptions on my/our part. I/we fully understand that the property is being sold “as-is” and “where-is.”*
5. *I/we understand that RACA reserves the right to utilize a multitude of evaluation techniques, so that, although the offered price will be a consideration, the selected developer may not necessarily be the “highest bidder.”*
6. *I/we agree to pay any and all real estate transfer taxes, reasonable attorney fees, costs of title insurance and recording fees that may be required pursuant to the transfer of this property from RACA to me/us.*

**Developer Information**

Organization: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
 \_\_\_\_\_ Email: \_\_\_\_\_

Developer is a(n) \_\_\_\_\_ individual, \_\_\_\_\_ partnership, \_\_\_\_\_ corporation

I/we have read this Instruction Package and understand what is required by RACA in order to select a qualified developer for this project, and submit this Proposal this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
 Signature Title  
 \_\_\_\_\_  
 Signature Title