



**REQUEST FOR PROPOSALS
NEIGHBORHOOD DEVELOPMENT
HASKINS PROPERTY**



Release Date: January 22, 2021

Due Date: March 19, 2021

222 LEWIS STREET | RIVER FALLS, WISCONSIN 54022



Contents

Introduction.....	2
Site Overview.....	3
Vison and Development Goals.....	3
About River Falls.....	5
Local Housing Trends and Need.....	5
What to Expect out of this RFP Process.....	7
Proposal Instructions.....	9
Annexation Process.....	10
Platting	11
Construction.....	12

Introduction

The City of River Falls, Wisconsin, is partnering with a private landowner (Haskins) to solicit proposals from well-qualified firms with experience in traditional neighborhood design to purchase and develop their 23-acre property.

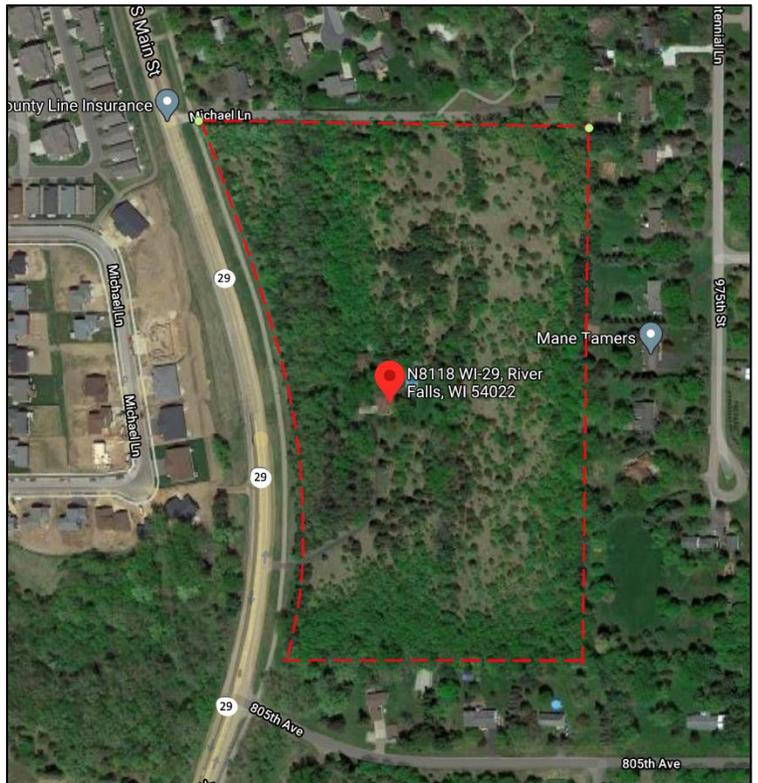
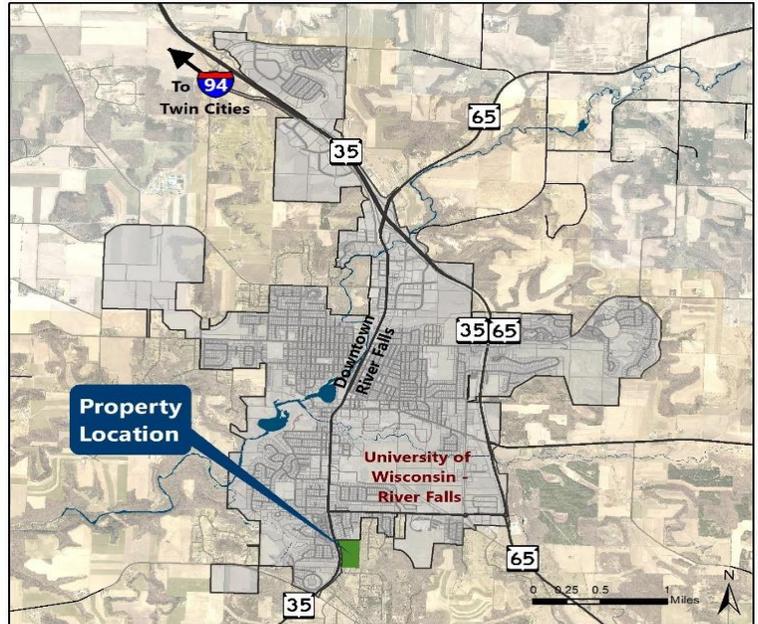
Owner Objectives

Through this RFP process, the landowner is hoping to find a buyer to achieve one of the following outcomes:

- Purchase the whole property, as is, including the existing residence;
- Incorporate the existing residence into the overall design concept for the property; or
- Purchase approximately 20 of the 23 acres to develop, essentially carving out the existing residence to remain in the Haskins' possession. In this approach, Haskins would wish to be party to any utility upgrades to serve the house.



Existing Residence: Built in 1988 by Lund Builders 3,000 sq ft, 5+ bedrooms, 2½ bath. Detached 24X24 shop with second floor man cave/storage, 18x40 in-ground pool with 10x10 pool house.



Site Overview

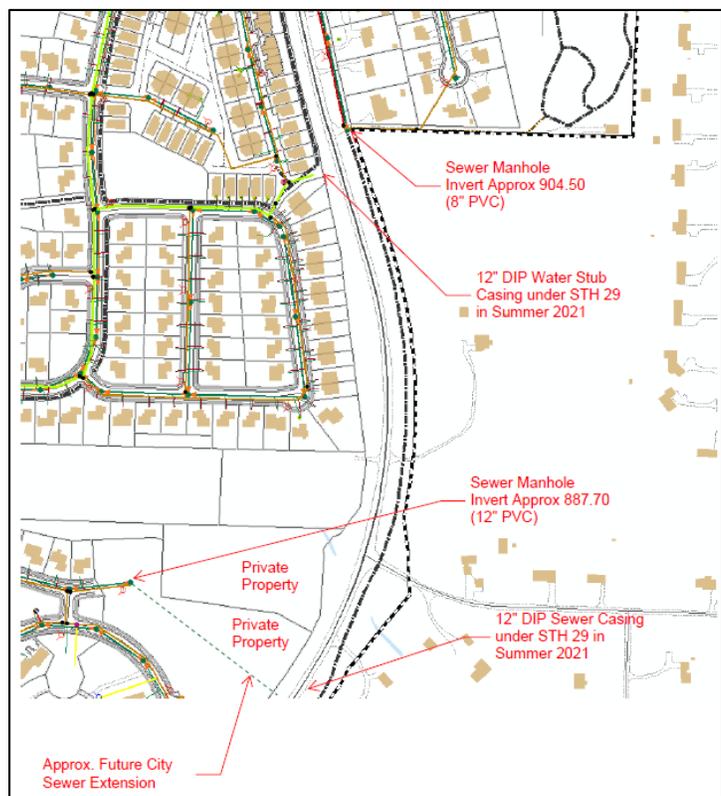
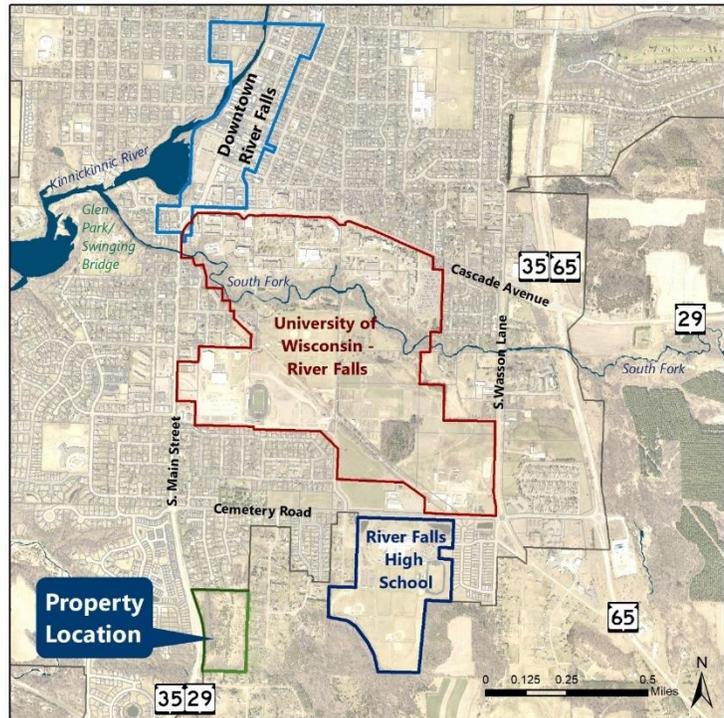
The site consists of 23 acres on the south side of River Falls. The site is:

- 30 miles/30 minutes to downtown St. Paul
- 1 ½ miles to downtown River Falls
- ¾ mile to groceries, restaurants and other amenities
- ¾ mile to UWRF Falcon Center and sports complex
- ½ mile to River Falls High School and 1 mile to Rock Branch Elementary School
- Multiuse trail runs adjacent to property and Larson Park is adjacent to the north

Utilities

This site primarily drains from north to south. A feasibility level look at sewer and water service for the site shows the following options:

- There's a sewer manhole on the northwest corner of the site. The invert is approximately 904.50. Consider constructing a lift station on the south side of this site and running a forcemain up to this manhole.
- There's a deeper sewer manhole southwest of the site on private property slated for future development. The invert is approximately 887.70 and upon development, this sewer will be extended east to the STH 29 right of way and sized to accommodate development on this parcel. In summer 2021, the City intends to construct a sewer casing across STH 29.
- Water service can likely be accomplished through an extension of the 12" main west of the highway through a casing that will be installed under STH 29 in summer 2021.



Vison and Development Goals

City planning documents indicate that this parcel is planned for medium-density residential (4-8 du/acre), which may include a mix of single family, duplex and multifamily units. The land may receive the [Traditional Neighborhood Development](#) (TND) zoning designation once annexed into the City.

A traditional neighborhoods may include a mix of the following:

- Mix of small lot single-family and medium density multifamily dwellings
- Parks and public open space
- Live-work units and small-scale neighborhood-serving commercial (i.e. daycare centers, professional offices, corner store)
- Front porch, street-focused design
- Smaller lot sizes (i.e. 35 – 60' lot widths)
- Smaller front yard setbacks (less than 25 feet)
- Emphasis on walk/bike-ability (sidewalks and trails)
- Live-work options
- Courtyards and alleys

For inspiration, here are some examples of [New Urbanist](#), [Traditional](#), and [Pocket](#) neighborhoods:

- [Prospect New Town](#), Longmont, CO
- [Peninsula Neighborhood](#), Iowa City, IA
- [Third Street Cottages](#), Langley, Washington
- [Geos Neighborhood](#), Arvada, CO
- [Other TND neighborhoods](#)



About River Falls

River Falls is a growing community in St. Croix and Pierce Counties with a population of 15,256 and an annual growth rate is 1.7 percent.

River Falls is located in western Wisconsin with close proximity to the Twin Cities.

A vibrant Main Street with a diverse mix of professional services, restaurants, and retail shops add to the small-town charm of River Falls.

Outdoor enthusiasts visit River Falls to kayak or angle on the Kinnickinnic River, a Class 1 trout stream, hike the miles of wooded, and bike the Whitetail Ridge mountain biking trail.

Families benefit from the 10th best school district in Wisconsin. The City is also home to the [University of Wisconsin – River Falls](#) which was ranked 8th in the nation by students as being worth the expense according to the *Wall Street Journal*, as well as the [Chippewa Valley Technical College](#).

Dozens of businesses call River Falls home, including many historically listed on the Inc. 500 list, such as Minnesota corporate giants like Nash Finch and Land O’ Lakes, and companies with headquarters based in Ireland, Germany, France, and Israel. Corporate businesses in River Falls include innovators in plastics, food, language translation, scheduling, mini markets, plant genetics, metal manufacturing, material science, 3D printing, sharpening equipment, specialty coatings, architectural wooden doors, cabinetry and casework, LED drying technology, and more.

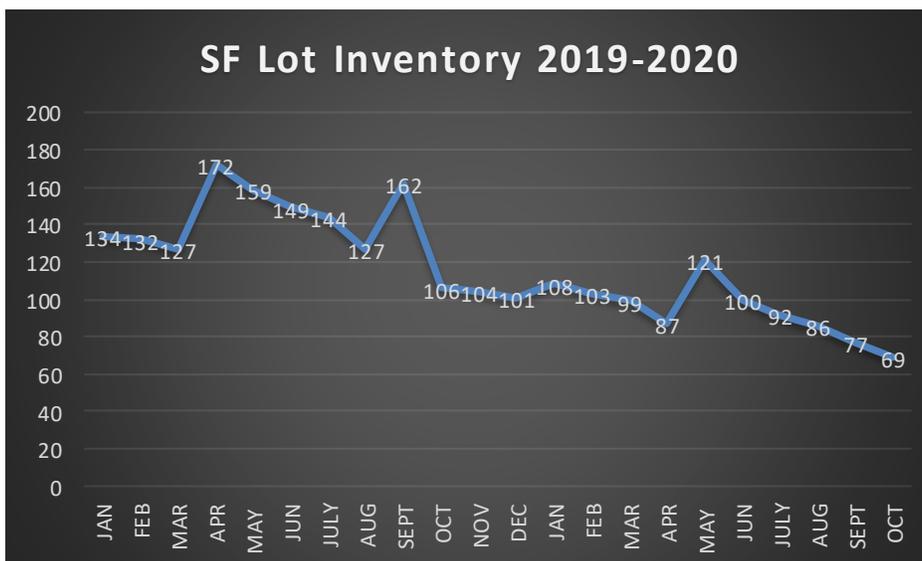
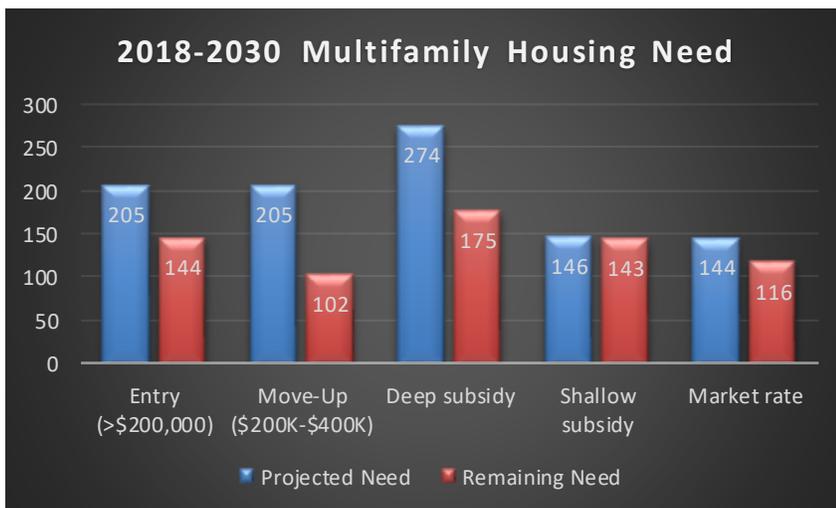
Local Housing Trends and Need

Housing demand has been high in River Falls. A 2018 [Comprehensive Housing Needs Analysis](#) found the demand for housing was outpacing the supply for all types and values. Specifically, housing need projections found determined a minimum of 2,087 housing units are needed to serve the community by 2030. Unit types in the study include single family, multifamily for sale and for rent, and senior. City staff have been tracking the supply vs. projected demand on a quarterly basis. The following graphs depict the projected need in 2018 of units by type compared to the remaining need when subtracting the units constructed in the last two years. As indicated below, as well as an anecdotal, housing demand remains high in River Falls.





Another indicator of demand is the availability of vacant lots. Of the twelve active subdivision plats in River Falls, only 69 single-family lots remain as of October 2020. The annual average new home permits is pulled is 100. Based on current trends, staff anticipates all or nearly all lots to be built by the end of 2021.



River Falls Real Estate Statistics

- \$395,666 - Avg. list price
- \$313,825 - Med. list price
- \$165 - Med. price per Sq. Ft.
- 2,122 - Med. Sq. Ft.

Realtor.com Residential Listings Database – Monthly data updated November 5, 2020



What to Expect out of this RFP Process

1. *Submit proposal*

Proposal instructions are included on page 9. The deadline for submissions is 5:00 p.m. March 19, 2021. City staff will disseminate all proposals to the review team and schedule review meeting to rank submittals.

Schedule	Date
RFP Posted	January 22, 2021
Questions Due	February 12, 2021
Questions and Answers Posted	March 1, 2021
Submission Deadline	March 19, 2021 at 5 p.m.
Submittal Review	March 22-April 9, 2021
Estimated Selection Date/Begin Negotiations	April 30, 2021
The City and owner reserve the right to extend this schedule if circumstances necessitate it.	

All questions regarding this RFP must be submitted in writing by email to: bhowe@rfcity.org with the subject line "Questions about Haskins RFP."

Questions will not be accepted by telephone. All questions and a response to each will be posted on a webpage reserved for this RFP located no later than February 12, 2021.

2. *Staff/property owner review and rank submittals*

A review panel of city staff and the property owner will rank proposals based on the following criteria:

- Quality of development concept and compatability with surrounding development
- Land use and unit mix
- Development team experience qualifacaitons
- Engineering/design team experience/qualifications
- References

Once the rank order has been established, the top developer will be contacted to begin purchase negotiations with the seller. If the top developer cannot reach an agreement with the property owner on the purchase of the land, the next developer on the list will be contacted, and so forth.

3. *Top proposal is contacted to negotiate with property owner*

The property is currently owned by Haskins. The selected developer will be invited to begin negotiations with the property owner and, if successful, enter into an agreement with the owner. The agreement will allow the selected developer reasonable time, with possibility for limited extension of the term under certain circumstances, to complete its due diligence on the property



and predevelopment tasks. The site will be offered “as is”. The selected developer shall be responsible for obtaining all required approvals for their project, including entitlements, site surveys, permits, and any other predevelopment studies, including easements, utility relocations and right-of-way improvements

4. *Enter purchase agreement with property owner – likely contingent on entitlements*

It is anticipated that the developer will be fully (100 percent) responsible for all costs related to development, including, but not limited to:

- Property acquisition
- Annexation process and fees
- Platting process and fees
- Engineering and design
- Installation of public and private infrastructure

5. *Developer or property owner petitions for annexation (see process on page 10)*

6. *Developer enters development agreement with the city and proceeds with platting process (see process on page 11)*

Proposal Instructions

Proposal Contents

1. Provide a cover letter and project narrative.
2. Provide a conceptual site plan with:
 - Site layout and street design.
 - Architectural renderings or product images of sample structures.

Note that the Vision described on page # is the preferred approach for this development project; however, alternative proposals may be accepted with an explanation of the advantages for deviation from this approach.

3. Provide information on the project team (i.e. architect, engineer, etc.) that will work on the project, including but not limited to: role on team, relevant experience, availability, and ability to meet deadlines.
4. Provide a minimum of three (3) examples of related experience performed by the firm during the previous five (5) years. Provide information on your firm's work with other municipalities
5. Provide your firm's overall approach to the project.
6. Describe your firm's philosophy of getting development plan approval from surrounding residents and neighbors.

Submitters are welcome to suggest additional deliverables based on their knowledge of the City.

Submission Procedures

1. Submit an electronic proposal via email to Brandy Howe at bhowe@rfcity.org no later than **March 19, 2021**. All proposals become the property of the City. The City of River Falls reserves the right to reject any or all submissions, to waive irregularities, or to accept such submissions, as in the opinion of the City, will be in its best interests.
2. Proposals are prepared and submitted at the sole cost and expense of the respondent and shall become the property of the City of River Falls; documents will not be returned.
3. Questions regarding this RFP shall be directed to Brandy Howe, City Planner for the City of River Falls, 715-426-3431 or bhowe@rfcity.org.

Annexation Process

Once a concept plan has been agreed upon by the property owner, developer, and staff, the property owner may petition the City to annex the land. When considering whether to annex land into the City, the City Council considers the following:

1. Is the location contiguous to the City?
2. Is the proposed use compatible with adjacent uses?
3. What are the capital costs of the proposed development?
4. How will the City's annual budget be impacted by the annexation?

Landowners and residents initiate most annexations. Direct annexation by unanimous approval¹ is the most common annexation method in Wisconsin. Such annexations require all owners and electors within the territory to be annexed to sign a petition requesting annexation to the city. This process occurs as follows. See also [Title 19](#) of the Municipal.

1. **Petition.** Property owner files a petition with the City that includes the following items. Staff then files the petition on behalf of the applicant to the township clerk and the Wisconsin Department of Administration.
 - a. Annexation petition must be signed by all owners and electors residing in the territory to be annexed. (A sample can be provided upon request).
 - b. A scale map of the property to be annexed prepared by a registered surveyor.
 - c. Legal description of the property meeting statutory requirements (§66.0217, Wis. Stats.) that is prepared by a registered surveyor.
 - d. Annexation review fee per the adopted City of River Falls fee schedule.
2. **Capital Cost Study.** A study is prepared by the City Engineer to determine the estimated cost of capital improvements to serve the annexation area based on the conceptual plan. Such costs include, water and sanitary sewer mains, stormwater facilities, street infrastructure, parks, fire stations or equipment and any other capital costs related to serving the area.
3. **Budget Study.** A budget study is prepared by the Finance Director that determines the estimated annual costs to provide municipal services to the territory proposed for annexation. This study also considers annual revenue including taxes.
4. **Annexation Agreement.** The City prepares an annexation agreement based on the proposed development concept, capital cost study, and budget study. The agreement sets out the terms and conditions under which the City Council will consider the approval of an annexation ordinance, sets forth the obligations of the property owner, City, and developer.

¹ Freeburg, Philip. "[Annexation](#)." Local Government Center, UW Extension, 2015.

5. **Rezoning.** The City initiates a rezoning process to assign a city zoning classification to the land to be annexed. The site is likely to receive the [Traditional Neighborhood Development](#) (TND) zoning designation when annexed into the City
 - a. Notification letters are mailed to property owners within 300' of annexation area.
 - b. A rezoning sign posted on the property.
 - c. Plan Commission review of proposed rezoning and makes a recommendation to City Council.
 - d. City Council considers the rezoning ordinance at the time it considers the annexation ordinance.
6. **Annexation Ordinance.** The annexation ordinance is considered at two consecutive meetings of the City Council; it is acted on by Council at the second meeting. A two-thirds vote of the City Council is required to adopt the ordinance. Adoption of an annexation ordinance puts the annexation into effect.

Platting

Preliminary Plat

Once the land has been annexed, the developer may move forward with the platting process. A plat is required any time a landowner wishes to divide land for a residential housing development. In River Falls, a preliminary plat is required and must be submitted per the requirements of [§16.08.030](#), Municipal Code as well as a review fee per the adopted fee schedule². Preliminary plats are reviewed and approved by resolution of the Plan Commission.

Engineering Plans and Technical Specifications

Once a preliminary plat has been approved, the subdivider must submit and receive staff approval of detailed engineering plans and technical specifications for the proposed subdivision. The City's required subdivision design standards are listed in [§16.12](#) and [§16.16](#) of the Municipal Code and in River Falls Municipal Utilities' (RFMU) [Engineering Standards](#). Once the plans and technical specs have are approved by the City Engineer and Utility Director, the subdivider may begin construction of public improvements, although staff recommends first securing City Council approval of the final plat.

Final Plat

The final plat must be submitted with the review fee within 24 months of preliminary plat approval, [§16.08.030.C](#), Municipal Code. The final plat shall conform to the preliminary plat and to the requirements of all applicable ordinances and state laws and shall be submitted for certification of those agencies having the authority to object to the plat as provided by [§236.12, Wis. Stats](#). The Plan Commission reviews the final plat at a regular meeting and makes a recommendation to City Council for action. Approved

² City of River Falls [Fee Schedule](#) (2020).

final plats shall be recorded in accordance with the statutory requirements prior to the time that lots are offered for sale.

Parkland Dedications

Per §[16.20](#), Municipal Code, whenever a development is platted, the developer is required to dedicate land for parks, playgrounds and other open space purposes. The dedication must be equal to 10% gross area of all property within the plat and must be reviewed and approved by the Park and Recreation Board. If it is determined that a land dedication is not in the public interest, the developer will be required to pay a dedication fee in lieu of land dedication. Dedication fees are established through periodic fee needs assessments as implemented from time to time upon resolutions adopted by the Common Council.

Construction

Pre-Construction

Prior to the start of site construction, the developer facilitates a pre-construction conference with the Construction Inspector, General Contractor, City Engineer, and Building Inspector to discuss the framework of the project, along with any requirements set forth by the City standards and specifications, and/or applicable codes. Before scheduling a preconstruction meeting the following items will need to be submitted, approved, or verified:

1. Approved, stamped construction drawings
2. Letter of credit or bond calculations from Engineering Department
3. Contractor's certificate of liability insurance
4. Applicable contractor's license
5. Stormwater permit, if needed
6. Excavation permit, if needed
7. Grading Permit, if needed

Construction

Upon approval of the preliminary plat, the developer may commence construction of public improvements (i.e. water, sewer, electric, streets, sidewalks, streetlights, etc.). During construction, the City shall have the right to inspect the construction to ensure compliance with plans and specifications, good engineering and construction practices, and all the requirements of law and ordinance.

Final Acceptance of Public Improvements

The Developer's inspector shall notify the City when the public infrastructure is complete. City staff will inspect the site. If the site is acceptable, a recommendation will be made to the Common Council that public improvements be accepted. Upon formal final acceptance by the Common Council, an 18-month warranty period begins on the public improvements.



After completion of the public improvements, the developer’s engineer submits a complete set of record as built drawings. These plans shall show actual surveyed locations and elevations of key features of the storm water facility, such as pipe size, material and invert elevations, berms, spillways, pond elevations (bottom, safety shelf, high water level, and overflow), emergency overflow elevations, and any other items deemed necessary by the City to determine compliance.

Building Permits

Building permits may be issued once the final plat has been approved and recorded, sewer and water infrastructure has passed all required testing, roadways have been constructed through aggregate base course with curb and gutter, and rough grading has been completed per approved plans. Each building permit application shall be accompanied by the appropriate fees including building permit fee, impact fees, and capital costs per the annexation agreement.