



Village of Sherwood
W482 Clifton Road
Sherwood, Wisconsin 54169

REQUEST FOR PROPOSALS



Housing and Commercial Development
Village of Sherwood

PROPOSALS SOUGHT BY:
Village of Sherwood
Community Development Authority
Attn: Randy Friday, Village Administrator
W482 Clifton Road
Sherwood, Wisconsin 54169
920-989-1589

administrator.sherwood@newbc.rr.com

February 1, 2016

Village of Sherwood Request for Proposals
Market Rate Senior Apartments
Redevelopment of Subsidized Housing Apartments
Commercial Development
In the Downtown of the Village

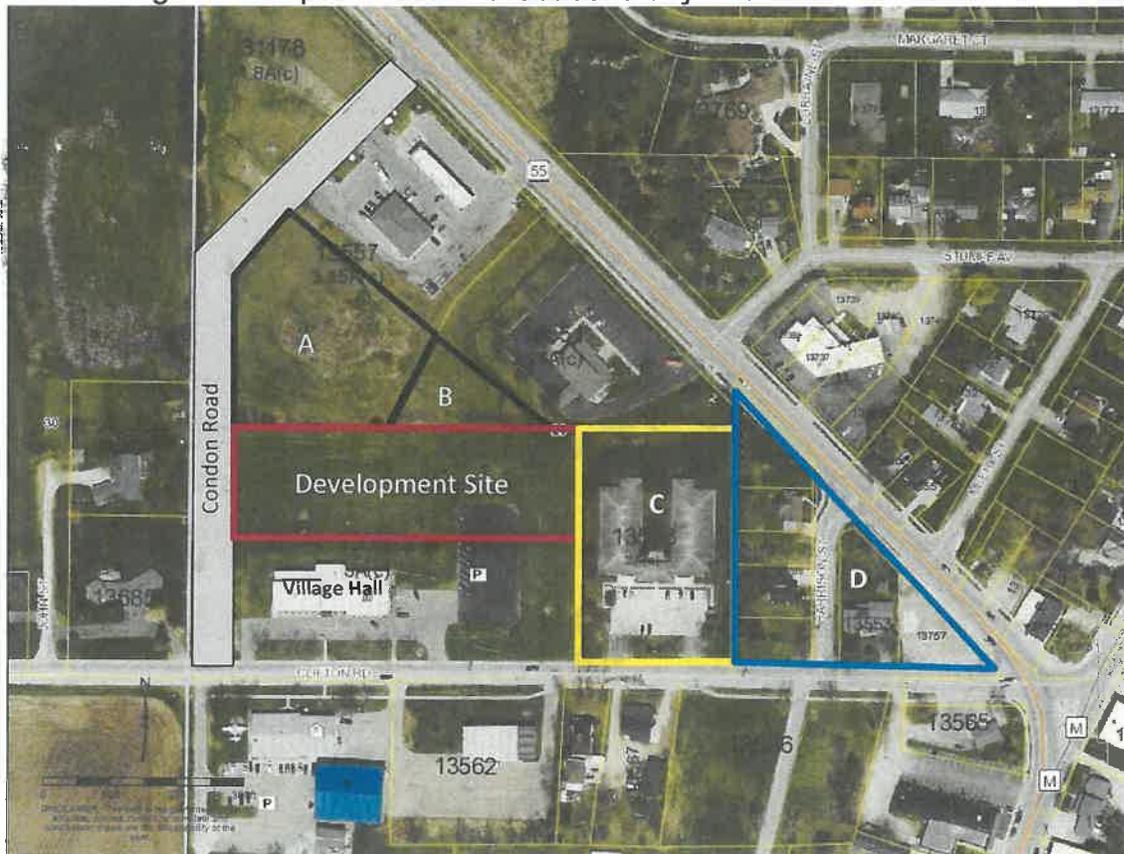
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I. Introduction

The Village of Sherwood is seeking developers who are interested in partnering with the Village to redevelop its downtown area. The goal of redevelopment is to create a central gathering space in the Village. The Village has acquired most of the properties in the area and will make these properties available to qualified developers to help stimulate growth and revitalization. The Community Development Authority completed a master plan with the assistance of planning consultants. The plan calls for a mixture of multifamily housing and commercial businesses in the area of interest. There are three distinct areas for development:

1. Market rate senior housing in the area behind the Village Hall.
2. Redevelopment of a subsidized apartment facility which has recently been acquired by the Village.
3. Commercial development along State Highway 55/114 on properties that the Village has acquired over the last several years.



The senior housing development site outlined in red above is owned by the Village. Additional areas A and B are owned by Condon Oil and the Calumet County Bank, respectively and may be available to augment the Village owned property

The subsidized housing facility is in the area designated as C above. The Village acquired this property at the end of October 2015 and the residents will be relocated and the building vacated by the end of August 2016.

Commercial development is planned in the area designated as D above

These developments are expected to occur in phases, probably starting with the senior housing project. They must be coordinated to assure that the needs of current and future residents are met. Pedestrian friendly environments are desired and good traffic flow with adequate parking are required.

Sherwood Community:

Sherwood is located on State Highway 55/114 approximately 10 miles from downtown Appleton and 30 miles southeast of Green Bay. Sherwood is one of the most highly educated and highest income areas of the Appleton Metropolitan Statistical Area (MSA). The percent of residents having a bachelors degree or higher is approximately 80% higher than the Appleton MSA. The median income is twice that of the Appleton MSA. Sherwood was rated the most affordable community in Wisconsin by Business Insider based on the average cost of housing relative to the income level.

<http://www.businessinsider.com/most-affordable-small-towns-2015-2?op=1#ixzz3Tcqt7CpT>

Abundant open space, two golf courses, a state park, towering cliffs of the Niagara Escarpment, a rich history, a Village park with a state of the art splash pad, 137,000 acre Lake Winnebago for fishing and boating, miles of paved and unpaved walking, bicycling, and horseback trails are some of accoutrements available to residents of Sherwood

II. Market Rate Senior Housing

The Village of Sherwood is soliciting development proposals for a 30 to 40 unit senior apartment market rate housing project in the downtown area of the Village. The site is on approximately two acres owned by the Village adjacent to the Village Hall with a scenic overview of the valley below.



Property Description

For the purpose of this RFP, the Village is offering for acquisition a parcel that is approximately 2 acres located behind the Village Hall. Access to the site is from the newly constructed Condon Road. The site was originally part of an elementary school which the Village acquired some years ago. The site has never been previously developed, however, it is located near the Niagara Escarpment and the subsurface soil conditions are not known. A CSM will be developed to separate the parcel from the remaining Village property.

If additional space is required to make the project viable, adjacent properties may be available for acquisition. The site designated "A" below is owned by the Condon Oil Company and the site "B" is owned by the Calumet County Bank. Acquisition of these properties must be independently negotiated with those organizations.



Zoning

The main development site is zoned institutional. Upon completion of the CSM to separate the property it will be rezoned to multifamily residential (R4). The potential additional sites are currently zoned commercial. They also can be rezoned to R4 if acquired for the project.

Utilities

Public utilities are sized and available to serve the parcel. Sanitary sewer and municipal water supply are available in the right of way of Condon Road.

Development Objectives

The project is consistent with the Sherwood Comprehensive Plan (available at <http://www.villageofsherwood.org/> under the "Village Reports and Plans" tab) to provide "residential development that provides a balance of low-income, moderate income, and high-income housing, and an appropriate mix of single-family, two-family, multi-family, and senior housing". It is also consistent with Village Master Plan (also available at <http://www.villageofsherwood.org/>) which calls for phase I residential development in the site as defined.

The housing development shall be market rate apartments for senior residents over the age of 55. It shall be a multi-floor facility that is consistent with the surrounding area and to take advantage of scenic overlook of the valley to the North and West of the property.

Underground or attached parking should be available to assure safe and easy access to the apartments especially during the harsh Wisconsin winters. The units should consist of an appropriate mix of studio, one and two bedroom apartments. Amenities such as a lounge or club room, game room, fitness center, craft room and others shall be available in public areas accessible to all residents

The Village is willing to assist a qualified developer in conducting a market study to determine the scope of the project by making a 50/50 cost sharing grant of up to \$15,000.

III. Redevelopment of Current Subsidized Housing Apartments



The Village of Sherwood is soliciting proposals to acquire and redevelop the Sherwood Cliffs Apartments located at W450 Clifton Road, Sherwood Wisconsin. The apartments are currently a subsidized housing facility operated under the USDA Rural Development program. Even as a subsidized rent facility it was underperforming with low occupancy rates. It was approaching receivership and the Village has recently acquired it. The Village has no intention of continuing to operate it as subsidized housing and is seeking a developer who will repurpose it to an economically viable asset to the community.

The current residents have been informed of the Village's intent and will begin relocating with the assistance of Rural Development. The Village will honor the current resident's lease up to the expiration. The last lease is due to expire on August 31, 2016.

The building was constructed in 1985 and encompasses approximately 19,000 square feet on a 2 acre site. There are currently 16 one bedroom and 4 two bedroom apartments located in two wings of the facility. A central common area, laundry, office and mechanical room links the two wings. An open courtyard is between the two wings. Electrical heating is individually controlled in each unit. There is no central air conditioning. The windows are substandard and may need to be replaced. Likewise the roof needs to be replaced.

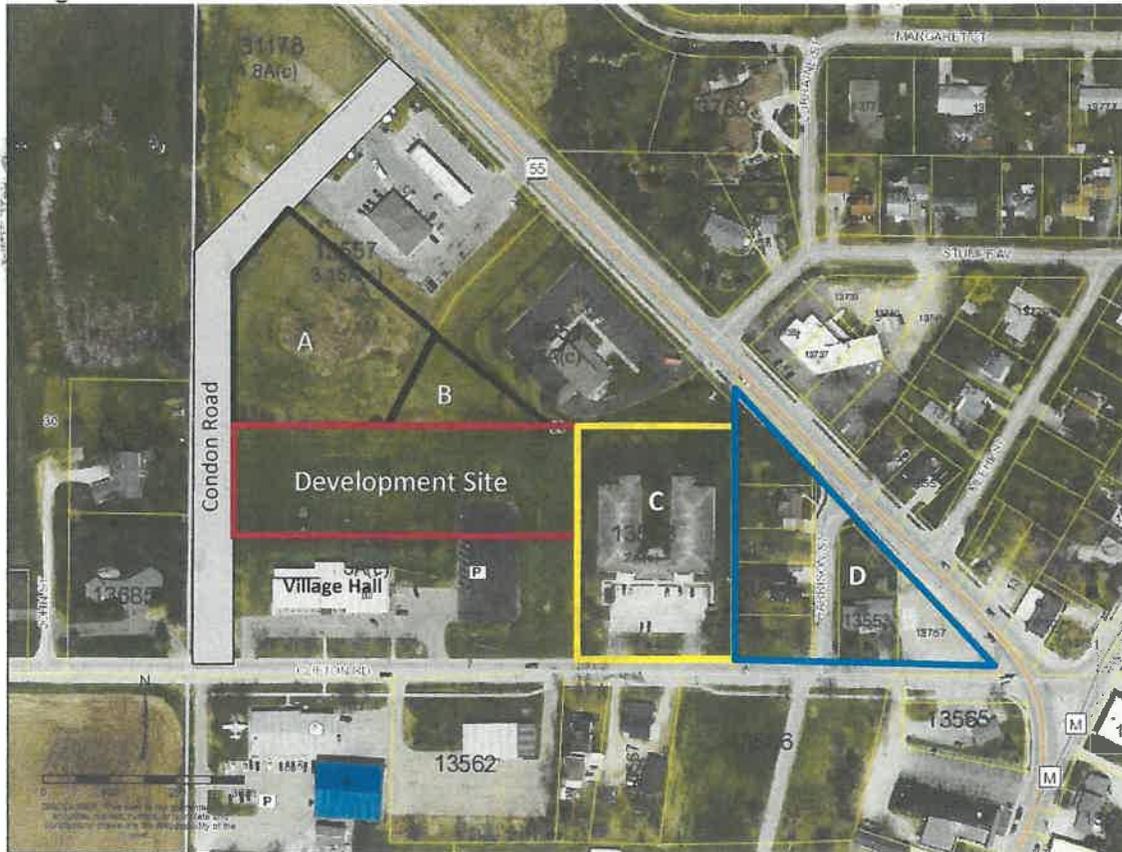
Development Objectives

Since the building is outdated and badly in the need of repairs it is expected that the best use of the property is to demolish the building and rebuild for the intended purpose. However, other options proposed by the developer will be considered. The successful proposal shall develop an economically viable business which is an asset to the community and the residents of Sherwood. It is preferred to be a for profit business to return the property to the active tax rolls, increasing the tax increment for the redevelopment tax increment district in which the facility is located.

The redevelopment should be coordinated with the senior housing project described above and be consistent with the Sherwood Master Plan. It can be a second phase of the overall development plan.

IV. Commercial Development

The final phase of the development plan is commercial development in the area designated as D below.



The Village owns most of this area except for one home which it is currently working to acquire. The light colored area to the right side of the property was previously a service station which has undergone petroleum contamination remediation. The remediation project was closed by the Wisconsin DNR in 2008. Redevelopment of the area will require an impervious layer over the remaining soil. The Village conducted soil borings

on the site in March of 2015. Some residual petroleum residues were detected and excavation and disposal of impacted soils could potentially be used to address remaining site contaminants. This would be required for any subsurface basement construction and to remove deed restrictions imposed by the DNR. The adjacent home site is uncontaminated. The closure report and engineering reports are available upon request.

The master plan calls for a Village square in this area with closure of Clifton Road. Shops and office buildings surround the square. Traffic flow in the area is improved by the Clifton Road closure and one way street access from State Highway 55/114. The area should be pedestrian friendly and provide adequate parking for the planned businesses. See the master plan for more details on the concepts for development of the area.

V. Directions For Submission

To be deemed timely, three (3) hard copy proposals and one (1) electronic copy in a PDF or Microsoft Word format shall be delivered on or before August 1, 2016 at 4:30 p.m.

to: **Village of Sherwood**
Community Development Authority
Attn: Randy Friday, Village Administrator
W482 Clifton Road
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The Village reserves the right to reject any and all proposals or to negotiate any or all aspects of the proposal as permitted by law. Proposals received after the above listed due date and time may be rejected by the Village and returned unopened to the proposer.

Interested developers may submit a proposal for any of the individual projects or combination of projects that they choose.

VI. Proposal Requirements

All proposals must include, at a minimum, the following:

- 1) An Executive Summary (2 page max.) containing:
 - A succinct, high level description of the proposed project
 - Identity and contact information for the proposer(s)
 - The Executive Summary should be signed by a Principal or authorized agent of the proposing developer

- 2) A development plan, including:
 - A detailed description of the proposed project
 - Estimated costs to complete the project
 - Preliminary site plan including parking and landscaping,

- Building renderings
 - Protective covenants (if applicable)
 - Amenities
- 3) Proposed financing strategy including sources and uses of funds. Demonstrate ability to secure sources of funds. Provide documentation to demonstrate project feasibility.
 - 4) Statement regarding development experience and qualifications relative to this project, including references of individuals who can provide assessments of your previous work on similar projects. Examples of similar projects completed.
 - 5) Detailed description of the organizational structure/hierarchy for the development team. Include relationship of the partners to each other (if appropriate), and responsibilities of key personnel to be involved in this project.
 - 6) Request(s) for any Village assistance including but not limited to rezoning, financing assistance, land acquisition, infrastructure, etc.
 - 7) Indicate the offering price to be paid for the site along with any financing conditions or contingencies.
 - 8) Timetable for completion of the project and phasing schedule if applicable.

Any other information you deem relevant in helping us to evaluate your proposal is welcomed. The Village reserves the right to negotiate a development agreement with the developer(s) of the selected proposal.

VII. **Evaluation Of Proposals**

Proposals will be judged on the basis of the degree of compliance with, and adherence to, the preceding proposal requirements and the following principles and guideline items:

- 1) Conformance to the requirements and objectives of the Sherwood Comprehensive plan and Master Plan.
- 2) Compatibility of the project with the adjacent land uses.
- 3) Determination regarding the ability of the developer to carry out the proposal.
- 4) Amount of investment and contribution to the Village's tax base. Please

note, proposed development must be taxable.

- 5) The ratio of private investment to public investment.
- 6) Purchase price of site.
- 7) Quality and stability of proposed development.

The Village reserves the right to reject any and all proposals or to negotiate on any or all aspects of the proposal as permitted by law. Developers may be asked to present their proposal and answer questions of the Village. If such a request is made, developers will be given at least five (5) working days notice.

If you would like to tour the sites, or have any additional questions which may be helpful to you in submitting your proposal, please contact the Village of Sherwood (address listed above) at (920) 989-1589 or send an email to Randy Friday, Village Administrator at: administrator.sherwood@newbc.rr.com. Or Roger Kaas, Chairman, Community Development Authority at: rlkaas@new.rr.com.

VIII. Proposal Schedule

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| • Send out the request for proposal | February 1, 2016 |
| • Pre-proposal conference and Q&A | March 15, 2016 |
| • Proposal due date | August 1, 2016 |
| • Notification of proposals for oral interview | August 29, 2016 |
| • Oral interviews completed | September 30, 2016 |
| • Contract negotiation and approval | October 26, 2016 |

The pre-proposal conference and Q&A session will be held on March 15, 2016 at 1:30 PM in the Village Board Room

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Village officials will be available to answer any questions and conduct site visits at that time.

IX. Supporting Documents

- [Village of Sherwood - Community Survey Results \(04/2015\)](#)
- [Village of Sherwood - Downtown Master Plan \(12/2014\)](#)
- [Village of Sherwood - 2030 Comprehensive Plan \(2008\)](#)
- [Village of Sherwood - Downtown Market Analysis & Strategy \(2012\)](#)

These documents are available on the Village website:

<http://www.villageofsherwood.org/> .

If you prefer to receive these on a CD please contact Randy Friday, Village Administrator at: administrator.sherwood@newbc.rr.com.