

**REDEVELOPMENT AUTHORITY OF ALTOONA**  
**1301 12<sup>th</sup> Street, Suite 400**  
**Altoona, PA 16601**  
**Phone: 814-949-2470 • [planning@altoonapa.gov](mailto:planning@altoonapa.gov)**

**REQUEST FOR PROPOSALS**  
**PROJECT: 1305-1307 18<sup>th</sup> Avenue**  
**Altoona, PA 16601**



The Redevelopment Authority of Altoona (R.A.) has acquired title on 1305-1307 18<sup>th</sup> Avenue, Altoona, PA 16601. The intent of the Authority is to solicit proposals from individuals or business entities to rehabilitate and sell as a single-family home, or for an individual home buyer to rehabilitate and occupy as a single-family residential home. The property is approximately 1800 square feet above ground located in a Residential Multi-Household (R-MH) Zoning District.

## **MINIMUM BID PRICE:**

Although the selection of the successful bidder will be determined by more than just the amount of the bid, the Authority expects a minimum bid price of \$10,000.00. The successful party will be required to provide written proof of financial ability to rehabilitate the property as described in the following proposal. This proof may consist of verification of funds in a bank account, documentation of a line of credit availability, or bank issued construction loan or bond, or similar.

## **PURCHASE TERMS AND STIPULATIONS:**

The successful bidder will be required to enter into a Developer's Agreement with the R.A. for the following items: The Authority will issue a quitclaim deed for the property, and the deed will be held in escrow until a final inspection of the items within the proposed project scope are completed and approved by the R.A. Building permits and subsequent inspections will be required for all applicable work. Proposed plumbing and electrical work must be completed by licensed Masters in the City of Altoona. The property scope of work must be completed within 180 days of the signed Developer's Agreement. General Liability Insurance and, if applicable, workers compensation insurance, will be required as part of the executed Developer's Agreement on the property. The deed will contain a restriction requiring that the property be maintained and continued as an owner-occupied single-family residence for a period of 10 years upon completion.

## **FOR ADDITIONAL INFORMATION CONTACT:**

Diana White, Director  
City of Altoona  
Community Development Department  
1301 12th Street, Suite 400  
814-949-2470  
planning@altoonapa.gov

## **PROPOSAL INSTRUCTIONS:**

1. The property will be **open for inspection on Wednesday, June 12, 2024 from 2:30 PM until 4:30 PM.**
2. Proposal packages must be delivered to the Community Development Department no later than **12:00 PM on Monday, July 8, 2024.**
3. Must include the signed statement on page 6.
4. All submissions, including attachments, must be on 8 ½" x 11" paper.
5. Respondents must submit **3 copies** of the proposal, including attachments.
6. After a proposal is received and evaluated, the R.A. reserves the right to discuss with an applicant, any and all items contained in their proposal, including but not limited to: scope of work, prior experience, financial concerns or clarifications, schedule of work or values, and missing items or work. Upon review and discovery, the applicant will have 5 business days to re-submit any required items needed for a complete proposal. **It is expected that the successful proposal will be selected at the July 19, 2024, R.A. board meeting. Proposals will be held for ninety (90) days.**
7. Evaluation criteria will include, but not be limited to, purchase price, prior work experience,

financial commitment, schedule of construction, completeness and quality of scope, lack of prior codes violations from bidder within City of Altoona, compliance with the terms of this request for proposals, and information identified on the attached Certification submitted by the bidder.

8. The R.A. reserves the right 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 the R.A.
9. The successful bidder will be obligated to deposit \$1,000.00 into an escrow account, held by the Redevelopment Authority, to cover legal counsel fees and costs related to the Developer’s Agreement and other transaction costs. The deposit will be credited upon completion of Developer’s Agreement and will be forfeited if bidder fails to start or complete the project.

**R.A. Project Specific Items of Work:**

1. All Proposals must contain the following items of work and shall be included in the schedule of values in the subsequent section:
  - a. New 10’ sidewalks parallel to 18<sup>th</sup> Avenue, property line to property line.
  - b. Removal of invasive landscaping on property and reestablishment of adequate landscaping upon completion.
  - c. Replacement of **all** windows and screens.
  - d. New HVAC.
  - e. Repointing and/or repairing of loose brick.
  - f. Repairing and repainting soffit and fascia.
  - g. Establishing off-street parking in rear of property.
  - h. Rebuild/restore porches.
  - i. Replace all shutters.
  - j. Provide adequate interior finishes of market quality.

**Buyer Specific Proposal:**

2. Describe all work that is proposed in detail, including the above items, as part of this submission. (For example: Walls throughout will be demolished to the studs with new drywall and paint applied, kitchen will be demolished with builder grade cabinets to be reinstalled, electrical system is up to date and needs only minor repair, termite, or pest removal, etc.)
3. Describe the number of bedrooms, bathrooms, kitchen, living rooms/den, dining room, etc. that are proposed for the completed renovation. Also, include the number of off-street parking spaces.
4. Provide a detailed cost breakdown of all proposed items of work. The use of a contingency item shall not exceed 5% of proposed project cost. Describe in detail specific activities with units of measure when appropriate. Below is an example of the format which should be used to satisfy this step. Please include a total of all proposed work. Failure to complete this step will constitute an automatic rejection of your proposal.

EXAMPLE:

First Floor Carpeting	111 square yards	\$ 2,000
Kitchen Cabinets	1 lump sum	\$10,000
Drywall (primed and painted)	2000 square Feet	\$ 3,500
Furnace and Ductwork	1 Lump Sum	\$25,000

5. Provide a list of improvements that should be evaluated as part of your proposal.

EXAMPLE: (not a complete list)

Heating system(s) and type	Flooring	Roof
Plumbing system	Walls and Ceilings	Building Exterior
Electrical system	Kitchen	Windows
Rear and Side Yards	Structural Defects	Water Damage
Site Improvements		

6. Submit detailed interior floor plans for staff evaluation of spaces.
7. Submit detailed plans of exterior off-street parking spaces.
8. Provide an estimated detailed construction schedule including when the Developer's Agreement will be executed and expected work completion date. Please include information on your ability to manage the property (i.e., paying all necessary expenses) until the property is sold and/or occupied.

**Prior Experience, Financial Capacity, and References:**

1. Provide in detail past jobs you have completed or vocation trade experience that you possess that demonstrates your effectiveness to successfully complete this project.
2. Provide verifiable evidence of your financial capability to complete the proposed rehabilitation, including exact sources of funds. (Examples include but are not limited to verification of funds in a bank account, written proof of irrevocable letter of credit, bond, mortgage, etc. for the project, and/or documentation of line of credit availability.) **Please note: Proposals will not be considered complete without proof of financial capacity.**
3. Provide at least three professional references that we may contact to verify the above information. If the applicant is an organization/agency or company, please describe your organization in detail.

**Total Proposal Price:**

1. Provide a total proposal price for the project, including sale price for the property and all proposed improvements. **The Authority expects the sale price of property to be at least \$10,000.00.**

## **STATEMENT OF PROPOSED DEVELOPER:**

1. *Upon selection by the R.A., I/we agree to enter into a Developer's Agreement (D.A) in form and content satisfactory to the R.A. Such D.A., among other terms and conditions, shall provide for revestment of title to the land and any improvements thereon to R.A. in case of failure of developer to satisfy any condition in said Contract with R.A. (Please note: Developer's Agreements usually are signed within 30 days of R.A. approval of proposal.)*
2. *I/we agree not to seek any variances from the Altoona City Code of Ordinances without the expressed written permission of the R.A.*
3. *I/we understand that after selection of the developer, the R.A. reserves the right to cancel its relationship with the proposed developer and not issue a D.A. 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 property/project. I/we may not at any time after the execution of the D.A. make any claim against the R.A. 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 the R.A. 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 the R.A. to me and/or us.*
7. *I/we certify the following:*
  - (1) *I/we am/are not delinquent in paying real estate taxes on any property located within the City of Altoona or Blair County wherein I have an ownership interest.*
  - (2) *I/we have no outstanding violations of the property maintenance code or other codes regarding properties located within the City of Altoona or Blair County wherein I have an ownership interest.*
  - (3) *I/we have no outstanding municipal utility bills that are more than one year outstanding and owed to the City of Altoona or Blair County.*
  - (4) *If I/we am/are submitting this application on behalf of an entity, I/we make the above certifications on behalf of the entity and all Related Parties.*
  - (5) *To the best of my/our knowledge, all of the information in this application is true, correct, and complete.*
8. *I understand that I will be acquiring a quitclaim deed for the property, which is a type of deed that I/we understand conveys only such interest in property as the Grantor (in this case the Redevelopment Authority of Altoona) may have. If it is necessary to clear the title, it will be my/our responsibility to seek legal counsel to perform a review of the title and take whatever steps, if any, are necessary.*

**CONTACT INFORMATION (COMPLETE LEGAL INFORMATION ON NEXT PAGE):**

Organization: \_\_\_\_\_ Phone: \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_

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

I/we have read this Proposal Package and understand what the R.A. is requiring in order to select a qualified developer for this project, and submit this Proposal this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

**LEGAL INFORMATION**

APPLICANT NAME(S) (EXACTLY AS IT/THEY SHOULD APPEAR ON THE DEED):

\_\_\_\_\_

APPLICANT STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

MARITAL STATUS: \_\_\_\_\_ SINGLE \_\_\_\_\_ MARRIED \_\_\_\_\_ N/A

OWNERSHIP (REGARDLESS OF MARITAL STATUS):

\_\_\_\_\_ INDIVIDUAL \_\_\_\_\_ JOINT \_\_\_\_\_ OTHER (DESCRIBE): \_\_\_\_\_

IF APPLICANT IS AN ENTITY, LIST ALL INDIVIDUALS AND ENTITIES THAT HAVE A DIRECT OWNERSHIP, CONTROLLING OR MANAGING INTEREST IN THE ENTITY (E.G., OFFICERS, DIRECTORS, PRINCIPALS, GENERAL AND LIMITED PARTNERS, MANAGING PARTNERS, MEMBERS, MANAGERS, AND STAKEHOLDERS) (COLLECTIVELY "RELATED PARTIES"):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DOES THE APPLICANT HAVE ANY OWNERSHIP INTERESTS IN ANY PROPERTIES LOCATED IN ALTOONA OR ANY OWNERSHIP, CONTROLLING, OR MANAGING INTEREST IN ANY BUSINESS ENTITY THAT OWNS PROPERTY LOCATED IN ALTOONA? \_\_\_\_ YES \_\_\_\_ NO  
*IF YES, LIST THE PROPERTY(IES) AND/OR ENTITY(IES) BELOW. INCLUDE THE PROPERTY ADDRESS AND ZIP CODE, OWNER/ENTITY NAME:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DO ANY RELATED PARTIES HAVE ANY OWNERSHIP INTEREST IN ANY PROPERTIES LOCATED IN ALTOONA OR ANY OWNERSHIP, CONTROLLING, OR MANAGING INTEREST IN ANY BUSINESS ENTITY THAT OWNS PROPERTY LOCATED IN ALTOONA? \_\_\_\_ YES \_\_\_\_ NO  
*IF YES, LIST THE PROPERTY(IES) AND/OR ENTITY(IES) BELOW. INCLUDE THE PROPERTY ADDRESS AND ZIP CODE, OWNER/ENTITY NAME:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

IF THE APPLICANT IS AN ENTITY, INCLUDE A COPY OF THE CURRENT ORGANIZATIONAL DOCUMENTS. SUCH DOCUMENTS INCLUDE:

- A. ARTICLES OF INCORPORATION, ASSOCIATION, OR ORGANIZATION, INCLUDING AMENDMENTS (STAMPED AS ACCEPTED BY THE STATE)
- B. CERTIFICATE OF LIMITED PARTNERSHIP, INCLUDING ADMENDMENTS (STAMPS AS ACCEPTED BY THE STATE)
- C. LLC AGREEMENT, INCLUDING AMENDMENTS (SIGNED)
- D. PARTNERSHIP AGREEMENT, INCLUDING AMENDMENTS (SIGNED) IF THE APPLICANT IS A NONPROFIT ENTITY, INCLUDE A COPY OF A CURRENT IRS 501(C)(3) LETTER OF DETERMINATION