

REDEVELOPMENT AUTHORITY OF ALTOONA
1301 12th Street, Suite 400
Altoona, PA 16601
Phone: 814-949-2470 • jtrexler@altoonapa.gov



REQUEST FOR PROPOSALS
PROJECT: 323-325 Wopsonnock Avenue
Altoona, PA 16601

The Redevelopment Authority of Altoona (RA) has acquired the property located at 323-325 Wopsonnock Avenue, Altoona, PA 16601, as well as an adjacent, separate vacant side lot at 327-329 Wopsonnock Avenue. The intent of the Authority is to solicit proposals from individuals or business entities to rehabilitate and sell as a single-family home. The property is approximately 650 square foot in size located in a Residential Multi-Household (R-MH) Zoning District.

MINIMUM BID PRICE:

The RA will except no less than a minimum bid price of One (\$1.00) Dollar. The successful bidder 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.

AVAILABLE USES:

This property is available for a bidder to purchase and renovate as the primary beneficiary, or for a developer or builder to market as for to re-sale as a single-family home. By prioritizing homeownership, the RA aims to strengthen community ties and enhance the overall quality of life, ensuring that homes are occupied by individuals who are more likely to engage with and contribute to the local environment. This aligns with broader goals of revitalizing the area while addressing the pressing need for affordable housing solutions.

TERMS AND STIPULATIONS:

The RA is working to clear the title to the two properties through a quiet title action which is in progress. It is expected that clear title will be confirmed at some point mid-2025. Clear title cannot be transferred from the RA to the successful bidder until that occurs. As a result, titles will not be transferred until the construction work is substantially complete AND the RA has obtained clear title. The successful bidder can begin work prior to the title being cleared, or the successful bidder can wait to begin work at the site until the RA is able to provide clean title. The proposal should indicate whether or not the developer plans to begin work immediately or to wait until the title is clear.

The successful bidder will be required to enter into a Developer's Agreement with the RA for the following items:

- a. Terms of the title transfer options as indicated in bidder's proposal.
- b. Merger of two parcels into one through the standard land development process after title is obtained.
- c. Final inspection to provide verification that proposed project scope is completed and approved by the RA.
- d. Building permits and subsequent inspections will be required for all applicable work.
- e. Proposed plumbing and electrical work must be completed by licensed Masters in the City of Altoona.
- f. The property scope of work must be completed within twelve (12) months of the signed Developer's Agreement.
- g. General Liability Insurance and, if applicable, workers compensation insurance, will be required as part of the executed Developer's Agreement on the property.
- h. Deed restriction that home cannot be in a rental status for ten (10) years from date of acceptance.

FOR ADDITIONAL INFORMATION CONTACT:

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

PROPOSAL INSTRUCTIONS:

1. The property will be **open for inspection on Wednesday, March 19, 2025 from 10:00 AM until 12:00 PM.**
2. Proposal packages must be delivered by mail or by hand to the Community Development Department no later than **12:00 PM on Wednesday, March 26, 2025.** No electronic submissions will be accepted.
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 RA 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 April 25, 2025, RA board meeting. Proposals will be held for ninety (90) days.**
7. Evaluation criteria will include, but not be limited to purchase price (if applicable), prior work experience, financial commitment, schedule of construction, completeness and quality of scope, prior and pending codes violations from bidder within City of Altoona, compliance with the terms of this request for proposals, final occupancy condition related to surrounding neighborhood, and information identified on the attached Certification submitted by the bidder.
8. The RA 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 RA
9. The successful bidder will be obligated to deposit One Thousand (\$1,000.00) Dollars 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.

RA Project Specific Items of Work:

1. All proposals must at a minimum contain the following work items that shall be included in the schedule of values in the subsequent section:
 - a. Roof-7/16” sheathing with shingles for the entire structure.
 - b. Gutters and downspouts.
 - c. Repair soffit and fascia.
 - d. Vinyl siding and ¾” insulation on the entire right side of structure (area missing siding). To include framing and sheathing as needed to repair the existing wall. Using the siding that was removed to repair all the remaining sections of the structure where needed.
 - e. Front porch exterior pre-hung door replacement.
 - f. Floor covering throughout the structure.
 - g. Patching, painting, drywall repair and suspended ceiling replacement where needed.
 - h. Kitchen cabinets and tops with new double bowl sink replacement.
 - i. Required trades improvements.
 - j. Complete bathroom rebuild; entrance door, moisture resistant drywall, floor, tub & shower unit, vanity, toilet, medicine cabinet with a light, light/fan and a GFI.
 - k. Basement exterior pre-hung door replacement.
 - l. Interior drain system with pit and pump.
 - m. Forced air furnace replacement.
 - n. Hot water tank replacement.
 - o. Electrical service 100 AMP replacement.

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 upgrade and 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 major 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. Submit proposed interior floor plans with as much detail to articulate work scope.
6. Submit proposed landscape plans of exterior off-street parking spaces and walkways. (With as much detail to articulate work scope)

7. Provide an estimated detailed construction schedule including when the Developer's Agreement (sample attached) 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.

Proposal submission:

1. Included in your proposal should be
 - Purchase price – One (\$1.00) dollar minimum.
 - Statement that the house will be developed as an owner-occupied unit.
 - Buyer-specific proposal including RA required items.
 - Prior experience and financial capacity.
 - Professional References – Do not include RA board or City of Altoona staff members in this section.
 - Indicated method of title acceptance.
 - Plan for accomplishing the merger of two (2) lots.

STATEMENT OF PROPOSED DEVELOPER:

1. *Upon selection by the RA, I/we agree to enter into a Developer's Agreement (D.A) in form and content satisfactory to the RA Such D.A., among other terms and conditions, shall provide for revestment of title to the land and any improvements thereon to RA in case of failure of developer to satisfy any condition in said Contract with RA (Please note: Developer's Agreements usually are signed within 30 days of RA 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 RA*
3. *I/we understand that after selection of the developer, the RA 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 RA 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 RA 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 RA 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 have accepted the type of title delivery as stated in the proposal and are bound to the terms as such. 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 AND ACCEPTANCE OF STATEMENT OF PROPOSED DEVELOPER

Organization: _____ Phone: _____
Contact Person _____
Address: _____
_____ Email: _____

Developer is a(n) _____ individual, _____ partnership, _____ corporation

I/we have read this Proposal Package and understand what the RA is requiring in order to select a qualified developer for this project, and submit this Proposal this _____ day of _____, 2025.

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