

**VILLAGE OF PEWAUKEE
REQUEST FOR PROPOSAL
ST. MARY'S DEVELOPMENT PLAN**

The Village of Pewaukee is interesting in obtaining a development proposal for a parcel of land approximately 16.0 acres in size on Waukesha County GIS upon which the Village has an accepted Offer to Purchase. The site is currently owned by the Queen of Apostles Congregation and the Village of Pewaukee has the option to purchase this property on or before February 1st, 2021. The property contains the former St. Mary's Church, St. Mary's Cemetery, as well as the former St. Mary's school building. A site map of the property is attached hereto and marked Exhibit "A".

- I. Scope of Service and Special Provisions, summary of services required include:
 - A. Residential site development plans/proposal including a completed lot layout map, including total number and type (single-family).
 - B. Public involvement including public meetings and hearings on the development proposal. Minimum of three (3) public meetings are anticipated.
 - C. Offer to Purchase.
 - D. Phasing Schedule.
 - E. Project timeline, written reports, graphic materials, architectural plans and colored renderings of the proposed development.

This project includes the development of approximately 16.0 acres of land. The parcel contains the St. Mary's church building, which the Village wishes to see retained. The Village would anticipate that it may receive a stand-alone proposal for the acquisition of the church, as well as a limited parking area with permanent access from the street adjacent to it, to providing parking to the church building, as well as for the St. Mary's Cemetery which will continue to be owned by the Archdiocese of Milwaukee. The Cemetery may be separated out as an Outlot, provided that parking/access are provided for. The Village will require that a commitment be made by the purchaser to maintain the church building and that it not be razed or otherwise modified without the approval of the Village of Pewaukee Landmark's Commission and the Village of Pewaukee Village Board.

The church site may also be considered as part of an overall development proposal for the entire site and the aforementioned constraints would need to be part of this comprehensive proposal. This Cemetery will be owned and maintained perpetually by the Archdiocese of Milwaukee.

It is anticipated that the former St. Mary's school building will be razed as part of this development proposal. It is possible that the adjacent church gymnasium may be razed as well; however, it is

also possible that the Village may consider maintaining the gym as a community center, dependent upon the proposals received and the ability to integrate that facility into the overall development of the site.

The subject site of this project is surrounded by single-family, residential properties which were developed as such some time ago. This site therefore represents an opportunity within the midst of that single-family, residential area and the Village would require that any proposal that it accepts incorporate single-family or perhaps duplex, residential development in accordance with the Village of Pewaukee Municipal Code.

The Village is in the process of adopting a new Residential Infill-Redevelopment District Overlay ordinance for this property which is currently zoned Institutional. Purchaser(s) of the property will need to agree that it will be developed for single-family or duplex, residential use, together with setbacks, offsets, open space ratio, floor area ratio and similar limitations being generally less restrictive in this overlay district than any of the Village's standard residential districts. This overlay district may also provide the means for possible waiver/modification of certain public improvements requests such as road/cross-section, sidewalk standards, street, trees and street lighting to the extent doing so enhances the overall project. The aforementioned overlay district may allow for the potential of diminished rights-of-way, diminished setbacks and lot sizes and lot size dependent upon Village review and approval in accordance with said District.

Special attention would need to be paid in regards to lighting, traffic, noise and impacts to surrounding properties. The main focus of the land use shall be single family residential.

The developer will be expected to enter into a purchase agreement with the Village and upon receipt of the proper approvals for the development proposal, the developer would purchase the property from the Village for the agreed-upon amount and move forward with the development upon a project timeline and phasing plan agreed to by the Village of Pewaukee.

It should be noted that the Village is considering a blight elimination tax increment finance district to assist in offsetting with costs of public infrastructure necessary to service this development. However, the Village's desire and ability to create such a district will ultimately be based upon the anticipated post-construction developed value of the lands and the absorption rate for the sale and development of the parcels created within this development. For this reason, the developer will be asked to guaranty the post-construction assessed value in an amount and on a schedule to be proposed by the developer and approved by the Village.

Issues that should be considered in detail when finalizing the site design would include, but not be limited to, the following:

- A. Consideration of the roads and perpetual access plans that would ensure access to the St. Mary's Church building/parking and the St. Mary's Cemetery with parking, as well as the single-family lots within this development.

- B. Review of how onsite, code compliant stormwater management would be accomplished within the proposed development taking into account the impervious services already in existence by virtue of the church, cemetery and related parking area.
- C. Consideration of the impact of the development on existing public infrastructure and the ability of public infrastructure; specifically, though not necessarily limited to, sanitary sewer, storm sewer and water service, and local public streets and whether the needs of the development can be met by these existing public infrastructure.
- D. Overall site and road, grading plans and details as to how the roads will serve the developable areas and including design of access points to surrounding streets.

II. RFP Schedule

The contract for development and purchase of the land is expected to be signed before December 15, 2020. The Village would expect to review proposals and choose the developer within four (4) weeks of the closing of the Request for Proposal process. The appropriate rezoning, comprehensive plan amendments, public participation, subdivision review approvals and/or use, site and architectural approvals would then commence with the chosen developer.

III. Insurance Requirements

To the extent that the developer wishes to do onsite investigation and/or testing of the site, the developer would be asked to pay attention to the insurance requirements of the Village which are part of the enclosed packet. A Certificate of Insurance with supporting Endorsements shall be submitted with the signed contract with limits acceptable to the Village and which identifies the Village as an Additional Insured for comprehensive general liability purposes via Policy Endorsement on a primary and non-contributory basis.

IV. Submission of Proposal

Ten (10) hard copies and one (1) digital copy of the proposal shall be submitted in a sealed envelope, a box or other sealed container by noon on October 5, 2020 to the:

Village of Pewaukee
Attn: Scott Gosse, Village Administrator
235 Hickory Street

Pewaukee, WI 53072

Envelopes or the containers must be identified with the following information:

Project: St. Mary's Development Proposal

Developer Name

Developer Address

Due: Noon, on October 5, 2020

V. Proposal Contents

Each proposal shall contain a discussion or information in the following areas:

- A. Table of Contents. Including a clear identification of the material by section and by page number.
- B. Letter of Transmittal. Limited to one (1) or two (2) pages, briefly stating the proposers understanding of the RFP and a positive commitment to perform the development project as defined in the Request for Proposal.
- C. Firm Description. A description of the organization submitting the proposal, its size, organization, legal status, professional registrations, and its recent five (5+/-) years' experience in the performance of similar projects.
- D. Staff Experience and Qualification. For each individual actually involved in the project, submit the individual's name, title and/or duties related to the proposed project, professional registration, a brief description of related past experience, including time contribution in this capacity to past projects.
- E. Project Approach. Please provide a description of the engineering, environmental and public involvement problems you anticipate in this project based on the Scope of Services in Section I above and how you propose to overcome them.
- F. Sub-Consultants/Associates. Indicate the names and addresses of any sub-consultant or associates proposed to be used to complete the project, such as engineers, surveyors, planners, designers, architects, general contractors, builders, etc.
- G. Scheduling. Provide a timetable that includes a sequence and relationship with tasks, services and deliverables within your proposal which are necessary to complete the project.

H. Purchase Price. Provide an Offer to Purchase based upon the development of the proposal, as well as any contingencies that would be related to the purchase.

Attached hereto is a copy of a survey, which is in the public records of the Village of Pewaukee regarding the site which is the subject of this Proposal. Please clearly indicate whether your proposal is solely for the St. Mary's Church and associated parking lot site, or simply for the development of the balance of the site or both.

Also enclosed is a copy of the existing sanitary sewer, storm sewer and water maps for the area surrounding the site.

Village of Pewaukee
235 Hickory Street
Pewaukee, WI 53072