CITY OF MERRILL
Redevelopment Authority (RDA)

Tuesday, January 5th, 2016 at 8:00 a.m.

Location – City Hall Common Council Chambers
1004 East 1st Street

AGENDA

Voting RDA Members: Bill Bialecki, Ryan Schwartzman, Amanda Kostman, Wally Smith, Karen Karow, Jill Laufenberg, and Tony Kusserow

1. Call to order

2. Public Comment

3. Consider approval of meeting minutes from December 3rd, 2015

4. Consider award of $231,000 demolition bid to C&D Excavating, LLC for former Page Milk structure located at 2200 Sturdevant St. (Tax Increment District No. 9 – Idle Sites Project)

5. Consider a resolution authorizing development agreement by and between the City of Merrill and Mark Raymer for 1504 West Main St. rehabilitation (Tax Increment District No. 8) with $30,000 TIF development incentive

6. Update on accepted $200,000 offer to purchase 17 acres and request for proposals for new development at 1501 Highway 107 (Tax Increment District No. 5)

7. Next RDA meeting

8. The RDA may convene in closed session per Wis. Stats. Sec. 19.85(1)(e) - deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session to consider:

    a. Continued discussion on potential new commercial development in TID No. 3 (East Side) and potential TIF development incentives

    b. Update on and consideration of potential request for proposal responses for redevelopment at 120 S. Mill St. (former Lincoln House site) in TID No. 6

    c. Discussion of potential property acquisition in northwest Merrill to facilitate new residential development (Proposed site would be included in future expanded TID No. 8 boundary amendment)

9. The RDA may reconvene in open session to potentially take action(s) on above matters.

10. Adjournment

Agenda prepared by RDA Secretary Kathy Unertl
Reviewed by RDA President Bill Bialecki

Note: A potential quorum of the Common Council could attend the meeting for information. There will be no Common Council action taken.

The Merrill City Hall is accessible to the physically disadvantaged. If special accommodations are needed, please contact the Merrill City Hall at 536-5594.

Date and time agenda was posted: _____ *Posted by:* _____

City of Merrill
Redevelopment Authority (RDA)

3

Thursday, December 3rd, 2015 at 8:00 A.M.
City Hall Basement Conference Room

RDA Present: Bill Bialecki, Wally Smith, Amanda Kostman, Ryan Schwartzman, Karen Karow, and Jill Laufenberg

RDA Absent: Tony Kusserow

Others: Alderperson Dave Sukow, City Administrator Dave Johnson, Finance Director Kathy Unertl, City Building Inspector Darin Pagel, Ken Maule from Lincoln County Economic Development Corp., Diane Goetsch from Kindhearted Home Care, LLC., Kristen Fish, Mike Morrissey, and Mary Rajek from Redevelopment Resources

Call to Order: Chair Bialecki called the meeting to order at 8:00 a.m.

Public Comment: None.

Consider approval of meeting minutes from November 3rd:

Motion (Schwartzman/Kostman) to approve the meeting minutes with correction that RDA Commissioner Karen Karow was not at the November 3rd meeting. Carried.

Consider a resolution authorizing development agreement by and between the City of Merrill and Alamsa, LLC (900 E. 1st Street in TID No. 6):

Diane Goetsch from Kindhearted Home Care, LLC and Unertl responded to RDA Commissioner questions. Construction would begin about mid-April 2016 with target of occupancy on September 1st. Property ownership and development agreement will be under Alamsa, LLC.

Motion (Karow/Laufenberg) to recommend the resolution and development agreement to the Merrill Common Council. Motion carried.

Continued discussion of Westside Renewal Plan and Downtown Vision Plan:

Unertl advised that the she had included recent article from Wisconsin Technology Council as to what millennials are looking for in a community. Bialecki added that a recent Northern Wisconsin economic summit highlighted the major workforce challenges for the region. Community amenities such as new aquatic center, Merrill Festival Grounds, and River Bend Trail are important to attracting people to live in the community. Bialecki emphasized that another challenge in Merrill is quality housing.

The new public Wi-Fi/internet capability is being used in the downtown area. Personnel and Finance Committee direction is to expand service to Normal Park, Merrill Area Recreation Complex, and Merrill Festival Grounds. Unertl noted need to potentially

Continued discussion of Westside Renewal Plan and Downtown Vision Plan (Continued):

partner with the Merrill Housing Authority related to future west side business area Wi-Fi/internet expansion.

As to proposed downtown "pocket park", Unertl and Johnson advised that still waiting for response from Lincoln Community Bank to proposed $10,000 purchase offer. Besides authorization to use the property in return for mowing and snow removal, Merrill Federal Savings and Loan is considering donating their adjacent lot to the City.

Status update and discussion on Idle Sites grant activities (Tax Increment District No. 9):

Johnson reported that sixteen potential contractors had attended the mandatory walk-through of Page Milk building which has been marked (via spray paint) for locations of lead paint, asbestos, etc. Only firms participating in the walk-through will be allowed to bid. The bids are due on Monday, December 14th. Maule asked about timing of work? Johnson responded that based upon contractor availability and pricing.

Next RDA meeting: Tuesday, January 5th, 2016 at 8:00 a.m.

Bialecki read the following notice:

The RDA may convene in closed session per Wis. Stats. Sec. 19.85(1)(e) - deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session to consider:

a. Potential TIF development incentives for proposed new rental housing development in TID No. 5 (Highway 107)

b. Update on potential new commercial development in TID No. 3 (East Side) and potential TIF development incentives

c. Continued discussion of potential property purchases in Redevelopment Area No. 3 to facilitate demolition of "blighted" structures and redevelopment

Motion (Schwartzman/Karow) to move to closed session. Motion carried 6-0 on roll call vote at 8:20 a.m.

There was discussion on above issues and options.

Adjournment: Motion (Schwartzman/Kostman) to adjourn at 8:50 a.m. Carried.

Minutes prepared by RDA Secretary Kathy Unertl

Unertl, Kathy

From: Johnson, David
Sent: Monday, December 14, 2015 3:59 PM
To: Unertl, Kathy
Subject: Page Milk bids
Attachments: Page Milk Demo Bid Results.xlsx

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Attached is the bid results from the Page Milk abatement and demolition project.

This project was advertised nationally and 16 firms from two states attended the mandatory project walk-through on December 2. Six firms submitted bids that ranged from a high of $470,000 to a low of $231,000.

David Johnson, City Administrator
City of Merrill
1004 E. 1st St.
Merrill WI 54452
715-536-5594

Page Milk Demo Bids

2200 Sturdevant St. (TID No. 9 - Idle Sites Grant Project)

Bidding Firm	Abatement Bid	Demolition Bid	Total Bid	Bid Bond	Insurance	Exceptions	Completion Date
Steen Construction	$65,000	$335,000	$400,000	Yes	Yes	Add $70K for roof asbestos if needed	08/01/2016
Badgerland Demo & Earthwork Inc.	$160,000	$238,519	$398,519	Yes	No	None	06/01/2016
Legacy Construction	$37,000	$200,000	$237,000	Yes	Yes	None	07/01/2016
Robinson Bros.	$106,750	$151,000	$257,750	Yes	Yes	None	06/01/2016
Balestrieri	$42,410	$275,690	$308,100	Yes	No	None	03/15/2016
C&D Excavating	$60,000	$171,000	$231,000	Yes	Yes	None	06/01/2016

City of Merrill – TIF Development Incentive Overview

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TID No. 8 (West Side)

Property Owner: Mark Raymer purchasing property from Gerald & Jane Kleinhans

Location: 1504 W. Main St. (Rich's Discount)

Development: See Mike Morrissey proposed project summary and Sources & Uses Statement

Infrastructure: N/A – None for City of Merrill.

TID Development Incentives:

Developer: Total of $30,000 upon completion of rehabilitation

TID Lifespan Tax Increment:

New tax increment projected at over $115,000 - please see TIF spreadsheet.

Fiscal Impact of 1502 W. Main St. Redevelopment:

Mark Raymer previously acquired and rehabilitated the adjacent vacant building at 1502 W. Main St. The following is actual assessed valuations and resulting real estate property taxes.

	2012 Valuation	2015 Valuation	Change
Land	$12,700	$12,700	$0
Improved	$30,400	$293,700	$263,300
Total	$43,100	$306,400	**$263,300**
Real Estate Tax	$1,192.11	$8,231.06	**$7,038.95**

Proposed Project Summary

1504 W. Main Street, Merrill, Wisconsin

The proposed project consists of rehabilitating an existing commercial building located at 1504 W. Main Street, known as "Rich's Discount" Market. The developer for the property is Mr. Mark Raymer, who previously acquired and rehabilitated the 1502W. Main Street property.

The project, as outlined, consists of a mixed use development. The first level will be renovated throughout to accommodate approximately three (3) leasable commercial spaces; one space of which will be leased to a newly configured Rich's Discount market in a separate storefront. The second floor will be completely renovated into two (2) new apartments. All interior spaces will be completely remodeled with new flooring, ceiling, walls and updated electrical and plumbing, as necessary to create fully-improved commercial and residential space. Total development cost is estimated to be $376,000 based on previous similarly styled developments. Total square footage in the property is approximately 9,720. Interior rehab of $263,000 yields a very affordable cost of $27/sq ft.

The exterior façade will be completely reconstructed into three new separate and independent business storefronts with new entrances, windows and designed exterior surfaces for both the south and west elevations. Exterior surfaces will consist of new windows and doors, a combination of wood frame, EFIS (Exterior Finish Insulation System) together with brick/masonry accents. The existing parking lot would be re-surfaced.

Both the interior spaces/floor plans and exterior improvements are being designed by Kye Studios (who has also designed Central Carpeting, 811 First Street (Antiques), 406 W. Main (Center For Creative Wellness) and Ballyhoos. Construction will begin after all approvals are in place and disbursement of funds will occur during construction.

Sources & Uses Statement

Rehabilitation of 1504 W. Main Street

December 2015

SOURCES

	Owner	Bank	City 1 TID No. 8	City 2 Façade Loan	Total
USES					
Acquisition	80,000*1	-0-	-0-	-0-	80,000
Rehabilitation	-0-	203,000*2	30,000	50,000*3	283,000
Soft Costs (A/E)	-0-	-0-	13,000	-0-	13,000
Total	80,000	203,000	43,000*4	50,000	376,000
	(21%)	(54%)	(11%)	(14%)	(100%)

Footnotes:

*1 – Property is contributed by owner via a 1031 exchange transaction.
*2 - Bank financing will take first mortgage position, as collateral.
*3 – City Loan financing under existing façade loan program. City mortgage would be in 2nd position behind primary lender's $203,000.
*4 – City TIF incentive is structured as a grant paying for building rehab.

City of Merrill - Projected Tax Increment for "Rich's Discount" Rehabilitation

1504 W. Main St. **Property Owner - Mark Raymer**

PIN: 251-3106-104-0106 Parcel: 34-0104-003-250-00-00

Real Estate		Existing Valuation		Projected Valuation
	Land	$17,000	Land	$17,000
	Improved	$70,600	Improved*	$275,600
	Total	$87,600	Total	$292,600

*Includes exterior and interior rehabilitation

Projected RE Tax Increment **$205,000**

Personal Property - Projected:

New furniture/fixtures **Projected** **$15,000**

with projected future replacement in 2029

Projected Tax Increment (TID No. 8 - West Side)

Const. Year	Value Year	Revenue Year	PP Value Increment 10% Dep.	Total Value Increment	Tax Rate	Real Estate Tax Increment	PP Tax Increment	Projected Total Tax Increment
2016	2017	2018	$15,000	$220,000	$27.07	$5,549	$406	$5,955
	2018	2019	$13,500	$218,500	$27.07	$5,549	$365	$5,915
	2019	2020	$12,150	$217,150	$27.07	$5,549	$329	$5,878
	2020	2021	$10,935	$215,935	$27.07	$5,549	$296	$5,845
	2021	2022	$9,842	$214,842	$27.07	$5,549	$266	$5,816
	2022	2023	$8,857	$213,857	$27.07	$5,549	$240	$5,789
	2023	2024	$6,500	$211,500	$27.07	$5,549	$176	$5,725
	2024	2025	$6,500	$211,500	$27.07	$5,549	$176	$5,725
	2025	2026	$5,000	$210,000	$27.07	$5,549	$135	$5,684
	2026	2027	$4,500	$209,500	$27.07	$5,549	$122	$5,671
	2027	2028	$4,500	$209,500	$27.07	$5,549	$122	$5,671
	2028	2029	$4,500	$209,500	$27.07	$5,549	$122	$5,671
	2029	2030	$15,000	$220,000	$27.07	$5,549	$406	$5,955
	2030	2031	$13,500	$218,500	$27.07	$5,549	$365	$5,915
	2031	2032	$12,150	$217,150	$27.07	$5,549	$329	$5,878
	2032	2033	$10,935	$215,935	$27.07	$5,549	$296	$5,845
	2033	2034	$9,842	$214,842	$27.07	$5,549	$266	$5,816
	2034	2035	$6,500	$211,500	$27.07	$5,549	$176	$5,725
	2035	2036	$6,500	$211,500	$27.07	$5,549	$176	$5,725
	2036	2037	$6,500	$211,500	$27.07	$5,549	$176	$5,725
				Projected Tax Increment		**$110,982**	**$4,946**	**$115,928**
						Real Estate	**PP**	**Total**

DRAFT

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING A DEVELOPMENT AGREEMENT BY AND BETWEEN THE CITY OF MERRILL, WISCONSIN AND MARK RAYMER (FOR 1504 W. MAIN ST. REHABILIATION)

WHEREAS, the Common Council of the City of Merrill created Tax Increment District (TID) No. 8 on September 13, 2011 and amended the boundaries and TIF Plan on September 24, 2013 and September 22, 2015; and,

WHEREAS, Mark Raymer proposes rehabilitating the exterior façade and interior of a commercial building located at 1504 West Main Street, which is located within TID No. 8; and,

WHEREAS, the City of Merrill finds that the proposed redevelopment and the fulfillment of the items and conditions of the attached Agreement are in the vital and best interest of the City of Merrill, Redevelopment Authority and City residents and serves a public purpose in accordance with State law; and,

WHEREAS, the City and Mark Raymer have negotiated the development agreement to provide an incentive payment not to exceed $30,000 to facilitate the rehabilitation of a commercial building;

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF MERRILL, WISCONSIN this 12th day of January, 2016, that the Mayor and City Clerk are authorized to sign the development agreement by and between the City of Merrill and Mark Raymer and to facilitate the implementation thereof.

Recommended by: Redevelopment Authority (RDA)

Moved: _____

Passed: _____

CITY OF MERRILL, WISCONSIN

_____
William R. Bialecki
Mayor

_____
William N. Heideman
City Clerk

Request for Proposals

6

Prime Property (17 acres) Available for Development

1501 Highway 107
City of Merrill, Wisconsin 54452

Merrill Redevelopment Authority (RDA)
Kathy Unertl, RDA Secretary
1004 East 1st Street
Merrill, Wisconsin 54452
(715) 536-5594

RFP Issued December 23rd, 2015

PROPERTY BACKGROUND -

This is a 17 acre parcel zoned Rural Development located on Merrill's west side. The parcel has frontage on Grand Avenue (State Highway 107), Highland Drive, and Edgewater Drive. Sewer and water are available in adjacent street.

The parcel is immediately adjacent to the Merrill Area Recreation Complex which is adjacent to Council Grounds State Park. The Merrill Area Recreation Complex includes the Smith Center with an indoor ice rink, the Bierman Family Aquatic Center, ball diamonds, soccer fields, concession stand, and fenced dog park.

See Attachment A for Certified Survey Map of the parcel.

PROPOSAL SUBMISSION –

Proposals submitted to the City of Merrill should be presented in concise form responding specifically and directly to purchase and development of the 1501 Highway 107 property.

All questions regarding the proposal shall be directed to and the proposal shall be submitted to:

Kathy Unertl, RDA Secretary
1004 East 1st Street
Merrill, Wisconsin 54452
Telephone: (715) 536-5594
Fax: (715)539-2668
email: Kathy.Unertl@ci.merrill.wi.us

City Contacts:

- Dave Johnson, City Administrator 715-536-5594
- Kathy Unertl, Finance Director 715-536-5594
- Tom Hayden, City Attorney 715-536-3510

PROPOSAL COMPONENTS –

Prospective developer proposals should follow the suggested components as listed below:

1. Proposal Summary –

   Provide a brief description of the proposed uses for the property once acquired. How would the proposed uses benefit the adjacent area and businesses?

2. Project Summary Outline and Tentative Schedule –

   Provide an outline of primary tasks necessary to develop this site, such as design, permitting, financing, construction, occupancy of the property, and any other tasks required to complete the proposed project.

   Identify any phases in the development and include a timeline for the Scope of Work and list all anticipated conditions that might affect completion of the proposed project.

3. Development Organization –

   Provide necessary details about the acquiring party whether individual, limited liability company LLC, partnership, and a brief history or level of experience in property redevelopment and a statement which demonstrates that bidding/acquiring party has financial capacity to perform.

   Include contact information for the individual or company as well as contact information on project team: contact telephone number(s), cell phone numbers and email addresses which will be used in for communication while developing this project.

   In the event more than one individual or company joins with another entity all of the above information is required for each participating party. The primary bidder will be the responsible party for all contracts, performances and guarantees.

4. Proposal Price Offer –

   Each individual or party shall submit to the City of Merrill **an offer to acquire** listing any terms and conditions as they may apply to acquiring the property. The City's expectation is for a viable development project on this property.

PRELIMINARY SCHEDULE (all dates are for 2015-2016)

Wednesday December 23, 2015	RFP Available For Distribution
Thursday January 21, 2016	NOON CDT, PROPOSAL DUE DATE
February 25 – February 9, 2016	Discussion and negotiation of project details, as well as Redevelopment Authority and Common Council review/approvals. Closing Date after RDA/Council approvals.

EVALUATION AND SELECTION CRITERIA –

Any award to be made for this project will be based upon the proposal with consideration for operational, technical, cost and business experience qualifications. The following items will be the primary considerations utilized to evaluate proposals and selection of the bidder or buyer:

1. Completion of all proposal component responses -
2. The extent to which the proposal fulfills City goals -
3. Developer's experience, history of successful property ownership and redevelopment experience -
4. Proposal and demonstration of financial ability -
   the developer's offer is not the sole basis for award.

The City of Merrill reserves the right to discontinue this Request For Proposal process without notice for any reason.

All dimensions, assessment values and any estimates are presented to the best of the City knowledge and should be verified by those individuals submitting proposals. The City may reject any and all proposals; may waive formalities in the review of proposals and may select whichever proposal it deems to be in the best interest of the City of Merrill.

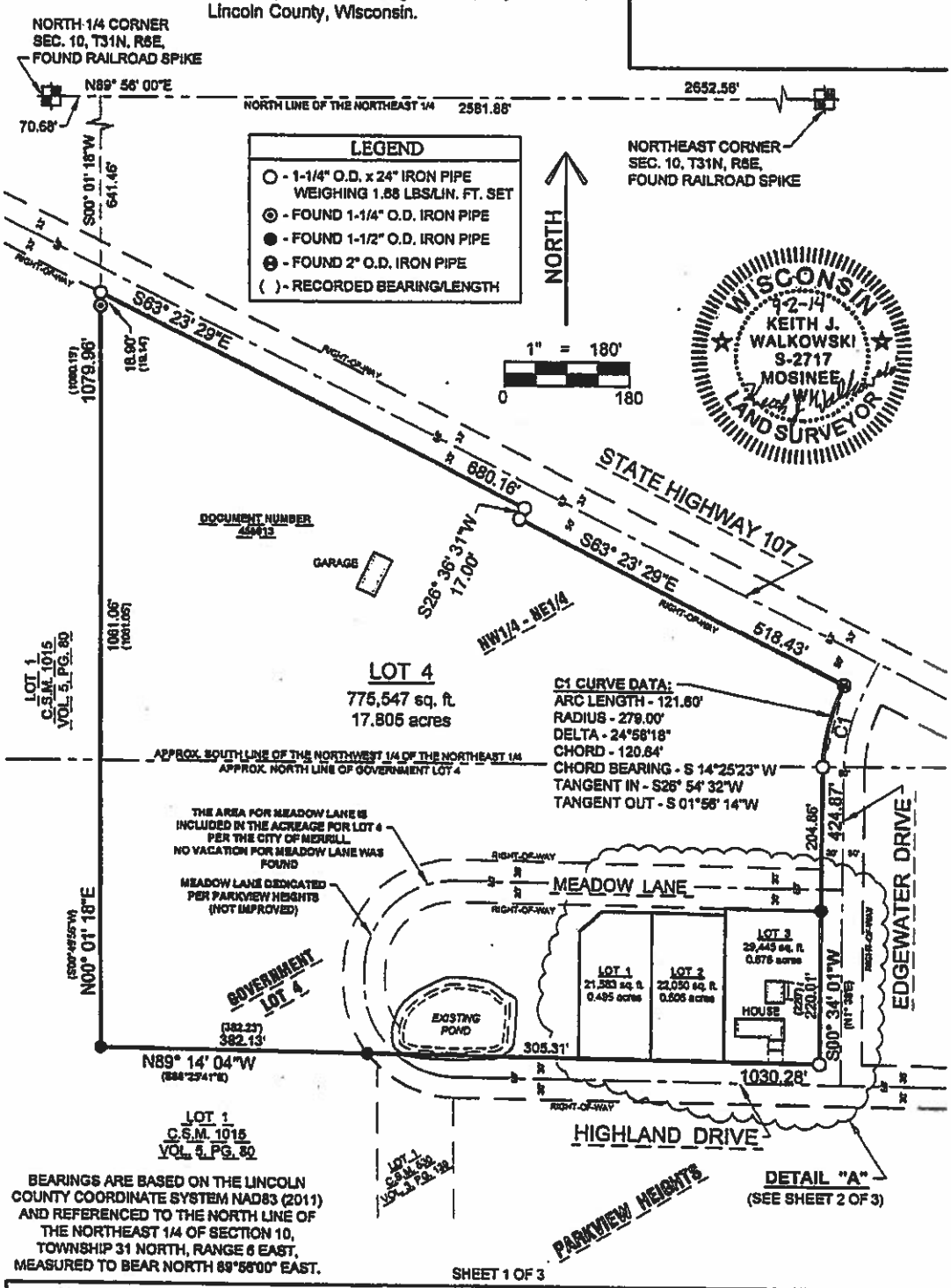
510060
LINCOLN COUNTY, WI
10/15/2014 10:27:02AM

PAGES: 3

V.14 p.58

LINCOLN COUNTY
CERTIFIED SURVEY MAP NO. 2467

Of part of the Northwest 1/4 of the Northeast 1/4 and part of Government Lot 4 located in Section 10, Township 31 North, Range 6 East, City of Merrill, Lincoln County, Wisconsin.



BEARINGS ARE BASED ON THE LINCOLN COUNTY COORDINATE SYSTEM NAD83 (2011) AND REFERENCED TO THE NORTH LINE OF THE NORTHEAST 1/4 OF SECTION 10, TOWNSHIP 31 NORTH, RANGE 6 EAST, MEASURED TO BEAR NORTH 89°56'00" EAST.

SHEET 1 OF 3

RIVERSIDE LAND SURVEYING LLC
6304 KELLY PLACE WESTON, WI 54476 PH 715-241-7500 - FAX 715-355-6894
email - mail@riversidelandsurveying.com

DRAWN BY M.F.L.	DATE AUGUST 28, 2014
CHECKED BY K.J.W.	PROJECT NO. 1847
PREPARED FOR: JEFF LOKEMOEN	

8b

Request For Proposals

Lincoln House Redevelopment Site

Merrill, Wisconsin

The City of Merrill, Wisconsin, is seeking proposals from individuals and developer entities to redevelop the city-owned former Lincoln House property located at 120 S. Mill Street. The city is undertaking a revitalization initiative in order to improve its downtown and increase the community's overall livability.

The Request For Proposals (RFP) full document outlining contemplated uses, proposal requirements and schedule is available at the Clerk Treasurer's office at Merrill City Hall, 1004 East First Street, Merrill, Wisconsin, and is posted on the city's website at www.ci.merrill.wi.us .

Proposals for redeveloping the Lincoln House site are due to the City of Merrill at 4:00pm CST on December 29, 2015 or postmarked not later than that day. Information and questions on the RFP may be directed to Mr. David Johnson, City Administrator, at Merrill City Hall or telephone (715) 536-5594.

Request For Proposals

"Redevelopment of
The Lincoln House Site"

City of Merrill, Wisconsin

The City of Parks

Office of the City Administrator
Merrill, Wisconsin
(715) 536-5594

December 2015

Request For Proposals
Contents

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Proposal Schedule -	7
Evaluation & Selection Criteria -	8

Introduction -

Background - The City of Merrill, Wisconsin, invites qualified individuals and development teams to submit a proposal to the city for acquisition and redevelopment of the vacant Lincoln House site. The City of Merrill recently completed a Downtown Vision Plan as part of a revitalization program in its central business district. This program consists of actions to enhance the viability of Merrill's downtown and the City overall by capitalizing on existing assets and improving the livability of the community. Redevelopment of the Lincoln House site is an important element within the plan.

The City of Merrill's settlement commenced in 1843, five years before Wisconsin was established as a State. Originally called "Jenny Bull Falls", the city was a hub of social and economic activity through the timber boom years. Located at the crossroads of State Highways 51 and 64 Merrill had a 2010 population 9,661. Today, Merrill is a full service community with a diverse economy.

Purpose - In an effort to revitalize its downtown area and preserve historic resources the City of Merrill purchased the Lincoln House on June 30, 2011, from the Bank of Wausau. The structure itself was razed in 2013. This center-piece property is located at 120 South Mill Street and is prominently located within the central business district on Main Street, 2 blocks west of the historic Lincoln County Court House and near the historic former Merrill City Hall.

This request for proposals is designed to provide sufficient background and property information so that individuals and developer teams may submit a proposal to the city.

Property Overview –

Site Overview and Zoning –

The Lincoln House site is a 10,800 square foot vacant property located at 120 S. Mill Street in the center of Merrill's downtown. There are no covenants or restrictions on the property.

The Lincoln House property is currently zoned within the Business "B" Zoning District. This zoning classification is the established center of distribution of goods and services in the City and is intended to be used principally by a combination of uses which encompasses the downtown district. It is understood that a zoning reclassification may be necessary to accommodate proposed developments which meet Merrill's goals and outcomes for redevelopment.

The ¼ acre site initially housed the historic Lincoln House Hotel which was originally built in 1878 and in one form or another has been a hotel and (but for four small businesses on the first floor) has primarily served a residential property for its entire existence.

The ¼ acre property is of even grade and easily developable. The site is served by all municipal and private utilities necessary for development of a full-service building. Wi-Fi is available throughout the downtown area. A public parking facility located (approximately 40 feet west) of the Lincoln property and may be considered future parking space for a Lincoln site development.

Contemplated Uses -

The City of Merrill is anticipating that developers may propose a wide range of possibilities for reuse of the Lincoln House site.

Possible uses include:

- Residential dwelling units: workforce housing for moderate income and or mixed income individuals and families is a desired future use in connection with the City's objective to revitalize the downtown as a place to live and work.
- Commercial uses: commercial use may include financial, restaurant, office space for new or expanding business(es).

- Mixed use: Any combination of residential, commercial or retail uses would make the proposal an attractive marketable development considering its location within the center of the downtown.

PROPOSAL SUBMISSION –

Proposals submitted to the City of Merrill should be presented in concise form responding specifically and directly to the type of redevelopment activity being proposed for the site.

All questions regarding the proposal shall be directed to:

Mr. David Johnson, City Administrator
1004 East First Street
Merrill, Wisconsin 54452
Telephone: (715) 536-5594
Fax: (715)539-2668

- Proposals shall respond to the outline of the components as presented.
- The entire proposal shall be not more than 15 pages including all spreadsheets, drawings and sketches.
- Proposals shall be submitted by the deadline: 4:00pm CST, December 29, 2015 to the above listed office.

City Contacts include:

- David Johnson, City Administrator 715-536-5594
- Kathy Unertl, Finance Director 715-536-5594
- Tom Hayden, City Attorney 715-536-3510

PROPOSAL COMPONENTS –

Prospective developer proposals shall include the suggested components as listed below:

1. Proposal Summary –
   a. A statement or outline on the project's principal features for the proposed work including a description of proposed use(s) and anticipated user(s).
2. Project Summary Outline and Tentative Schedule –
   Provide an outline of primary tasks including design, permitting, financing, construction, occupancy and any other tasks required to complete the proposed project. Material shall include a timeline for completion of the proposed project.

3. Development Organization –
   Provide necessary information about the organization of the development entity to include official registered name, place and date of organization, level of experience in comparable projects and a statement which demonstrates financial capacity to perform. Also, provide any irregularities relative suspensions, defaults or bankruptcies and other matters which may have an effect or impact on this proposal.
   Include contact information for the individual or company as well as contact information on project team leader or primary contact to include office number, cell phone numbers and email addresses which will be used in developing this project.

In the event more than one individual or company teams with another entity all of the above information is required for that entity or company as well and the arrangements and relationships are fully disclosed. A prime developer will be the responsible party for all contractual performances and guarantees.

4. Project Team and Management Qualifications-
   Include material (website address), a list of or a brief description of experience and qualifications of owner entity and experience.

5. Financial Viability and Investment Strategy –
   The developer shall demonstrate proof of financial viability. This may include a variety of documents including financial statements, loan commitments or other evidence of performance.

The developer shall provide a summary indicating the amount and timing of investments necessary to complete the proposed development in a timely way.

REQUEST FOR PROPOSAL SCHEDULE

December 11th, 2015 - RFP Available For Distribution
December 11-28th 2015- Developer & City Questions/Discussion
December 29th, 2015 - Proposal Due Date to City
December 31st , 2015, - Internal City Selection of Proposal(s)
January 2016 – RDA and Common Council Selection/Approval

- (Note: The City of Merrill has owned the 120 S. Mill Street Lincoln House property since 2011 and has made the property available for redevelopment over that period. If insufficient proposals are submitted or rejected under this Request For Proposals, the City of Merrill reserves the right to negotiate and enter into discussion with future individual developers or development entities without future advertising or providing public notice. The property will be continually available for sale until sold or transferred.)

EVALUATION AND SELECTION CRITERIA –

Any award to be made for this project will be based upon the proposal with consideration for operational, technical, cost and management requirements. The following items will be the primary considerations utilized to evaluate proposals and selection of the developer:

1. The extent to which the proposal fulfills stated requirements – 20 points
2. An assessment of the developer's organization and ability to deliver the project as proposed – 20 points
3. Developer's experience, history and record of performance – 20 points
4. Availability of skilled and experienced personnel for project tasks – 10 points
5. Overall Investment level – 20 points
6. General sense of the proposal's understanding and approach to the redevelopment process – 10 points

Evaluation scoring is only a guideline that the City of Merrill will utilize to rate and rank proposals. The developer's final score may not be the sole basis for award. The City of Merrill reserves the right to discontinue this Request For Proposal process without notice for any reason; the City may reject any and all proposals; may waive formalities in the review of proposals and the City may select whichever proposal it deems to be in the best interest of the City.