

# REQUEST FOR PROPOSALS

Sale of Real Estate

301 E Main St Waupun,  
Wisconsin

City of Waupun  
201 E Main St  
Waupun, WI 53963

May 14, 2024

## 1. General Community Information

The City of Waupun is located in south-central Wisconsin on the southern branch of the Rock River and along the US 151 corridor, which intersects with WI-STH 49, 26 and 68. The community is known for its historic downtown, unique shops, growing art scene, and outdoor recreational opportunities that include the northern access points of the Horicon National Wildlife Refuge, and world-class facilities that include a baseball complex and aquatic center. The City's historic downtown is listed on the National Register of Historic Places, which, along with other cultural and historical sites, attracts visitors to the area. Waupun has an estimated population of 11,300 and is in the center of Wisconsin's opportunity, within an hour of the major urban markets of Madison, Milwaukee and the Fox Cities. A stable and growing economy is supported by employment generated through numerous Department of Correction facilities. The Waupun Industrial Park is also undergoing a major expansion with a large-scale agribusiness development in process. You will find the small town charm of Waupun naturally inviting with a little something for everyone to enjoy! Learn more by visiting [fdl.com/Waupun](http://fdl.com/Waupun).

## 2. Property Information

The City of Waupun is the owner of property being offered for sale. The property is located at 301 E Main Street, and is within the historic central business district. The building consists of three floors – the main level; an upper level, which is vacant; and, an unimproved basement area, which has low headroom and is primarily used to house

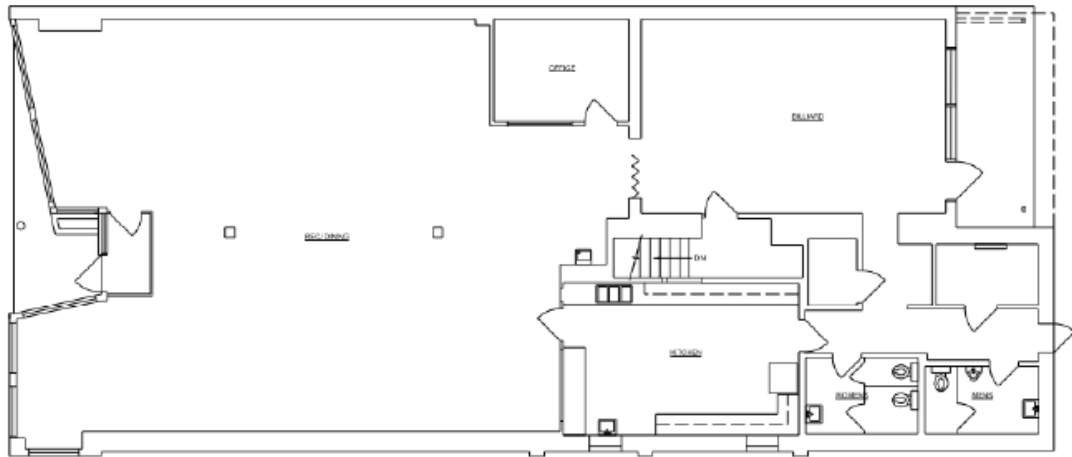
mechanicals. Currently the building houses the Waupun Senior Center/Community Room on the first floor and is vacant on the second floor. The Waupun Senior Center will vacate the first floor in fall of 2024 when it moves to a new facility currently under construction. The upper level of the building includes two sets of stairs, one to the second level that was abandoned and walled off. A second is a shared emergency exit staircase with easement agreement that will need to be renegotiated with the property owner of



305 E Main Street upon purchase. The property was renovated into a Senior Center/Community Room in 1988 with 3,800 square feet of usable space on the main level. The building has store frontage on Main Street and is accessible via a back public alley way with public parking. The parcel number for the property is 292-1315-0512-047. The property is currently tax exempt. The appraised value of the property is \$142,026. A copy of a certified appraisal is available upon request. The site is zoned B2 Central Business District, and is designated for mixed-use development in the City's Comprehensive Plan. The uses of the surrounding properties include retail, government facilities, banking and professional services. The uses permitted in the B2 District are identified in Chapter 16 of the Municipal Code, which can be viewed on the City website by visiting:

[https://library.municode.com/wi/waupun/codes/code\\_of\\_ordinances?nodetd=CH13BUCO](https://library.municode.com/wi/waupun/codes/code_of_ordinances?nodetd=CH13BUCO)

Floor plan of the first floor is as follows:



### 3. Desired Project

The City will consider all development proposals that contemplate a future use of the property compatible with the surrounding commercial business district, with preference given to owner-occupied retail or retail tenant space with an identified and describe use. To be considered, developers must submit a development proposal in response to this Request for Proposals (RFP), in the manner prescribed herein. The City makes no representations or warranties as to the condition of the property, and proposes to sell the property "as is."

### 4. Proposal Requirements

Proposals should be labeled "Sale of Real Estate – 301 E Main Street" and mailed or delivered to the City Clerk, at City of Waupun City Hall, 201 E Main Street, Waupun, WI 53963.

The proposals can also be submitted electronically to [angie@cityofwaupun.org](mailto:angie@cityofwaupun.org). The proposals should be submitted by **4 p.m. on July 24, 2024**.

The proposals should include the following information:

#### A. Purchaser Information

- Identification of the Purchaser w/ Contact Information
- The respondent should provide a brief description and general history of the individual, firm, or entity that is anticipated to become the owner of record, and/or will have primary responsibility for implementing the proposal. The respondent's specific experience in implementing the type of project proposed should be highlighted.

#### B. Development Description

- Provide a description of the proposed use of the property.
- Submit preliminary floor plans if major changes are proposed.

#### C. Schedule, Costs and Financial Projections

- Indicate the offering price for the property.

- Redevelopment plan and schedule/timetable for the future use of the property.
- Estimated cost of improvements.
- Plans to attract tenants, if applicable; identify types of tenants to be sought, if applicable.
- Proposed sources and uses of funds.
- Verification of financing resources to complete a proposed project.

#### D. Related Documentation

- Indicate if there are any zoning modifications or other changes needed to complete the project.

### **5. Scheduled Open House**

An Open House to allow interested parties to walk through the property will be held on June 4, 2024, from 1 to 4 p.m.

### **6. Selection Process**

The City shall consider the following information when evaluating submissions to determine the proposal that is in the best interests of the City:

- Quality of the development proposal, with specific attention to tenancy plans (preference given to owner-occupied retail or leased retail with an identified retail tenant).
- Financial capability of the respondent to complete the purchase and proceed with the development proposal in a short timeframe.
- Qualifications of the respondent to implement its development proposal.
- Compatibility of the development proposal with site planning considerations and existing land uses within the neighborhood.
- Financial benefit to the City of Waupun, with consideration to purchase price offered and future property tax generation potential of the real estate and personal property.

The following schedule represents the anticipated timeline for the selection of development proposals, which may be altered by the City as the need arises:

- RFP formally announced and distributed – May 20, 2024
- Open House / Viewing of Building – June 4, 2024 from 1 to 4 p.m.
- Deadline for receipt of proposals – July 24, 2024 at 4 p.m.
- Initial review of proposals by July 30, 2024
- Buyer due diligence period and negotiations August/September 2024
- Closing date on sale of property – October 2024 (tentative and contingent on final construction schedule of new facility)

### **7. Contact Information**

Questions regarding this proposal can be directed to:

Kathy Schlieve, City Administrator/Director of Economic Development

City of Waupun  
201 E Main Street  
Waupun, WI 53963  
Phone: 920.324.7912  
kathy@cityofwaupun.org

## **8. Additional Information**

The selected developer will be required to enter into a development agreement with the City regarding the details of the development.

The contents of this packet are for informational purposes only and the representations made herein are without warranty. Developers should rely exclusively on their own investigations and analysis.

The City of Waupun retains the right to reject all proposals.

## **9. Appendices**

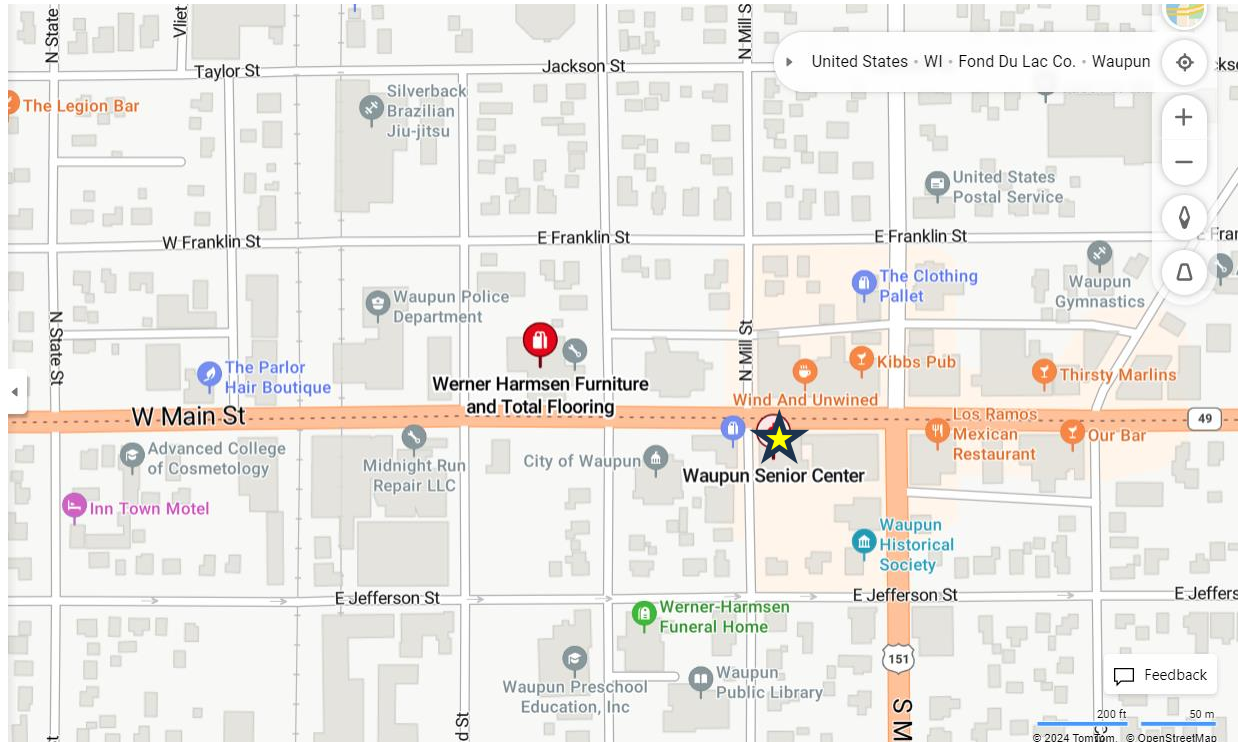
The following documents are included for review:

- Appendix A – Age of Major Building Components
- Appendix B – Location Map
- Appendix C – Building Photos

## Appendix A – Age of Major Building Components

Year Built: Senior Center										
Item	Building	# of Units	Install Date	MFG Date	Location	Model No.	Serial No.	Type	Est. Total Life	Work or Replace Date Estimate
Furnace	Senior Center	1	2010	Dec-09	Hallway to basement	RGRK-12ERAJS	HE5D707F480902211	Rheem	15 YRS	2024
AC	Senior Center	1		Nov-88	Ceiling in hallway west side of building (1st floor)	517ENO30015	4688AO8125	Bryant	15 YRS	2019
Roof	Senior Center	1	2008						20 YRS	2028
AC Coil Units	Senior Center				Above furnace in hallway to basement				15 YRS	TBD
AC Condensing Units (A)	Senior Center	1			Roof above pool room - south	N2A360AHA200	E061002920	Comfortmaker	15 YRS	TBD
AC Condensing Units (B)	Senior Center	1		Jun-09	Roof above pool room - north	N2A336AHB200	E082512217	Comfortmaker	15 YRS	TBD
Water Heater	Senior Center	1			Closet in hallway between billiards room & bathroom	SS8 661ART4 JW	8.9E+08	State		TBD
Masonry Wall Repairs including sill painting	Senior Center				Major Project					TBD
Partial Replace, Crack Fill and Seal Coat Parking Lot	Senior Center								4 YRS	2019

## APPENDIX B – Location Map



**APPENDIX C – Building Photos**



**FRONT VIEW OF  
SUBJECT PROPERTY**

Appraised Date:  
Appraised Value: \$



**REAR VIEW OF  
SUBJECT PROPERTY**



**STREET SCENE**



