City of Auburn, Maine

"Maine's City of Opportunity"

Community Development Program

REQUEST FOR PROPOSALS
CURB APPEAL PROGRAM
MARCH 18, 2013

The Community Development Department of the City of Auburn is accepting proposals for its Curb Appeal Program. Eligible properties must be in one of the following target areas: Downtown, New Auburn, or Union Street. Please check the map in Appendix A to see if your property is in one of these target areas.

Proposals are due by 2 pm on Monday, May 20, 2013. Late proposals will not be considered.

Questions regarding this Request for Proposals should be directed to Reine Mynahan, Community Development Director, at rmynahan@auburnmaine.gov or telephone 207-333-6601 ext. 1330.

60 Court Street • Suite 344 • Auburn, ME 04210
(207) 333-6601 Extension 1330 • (207) 333-6626 Fax
www.auburnmaine.org

I. INTRODUCTION

The City of Auburn is pleased to offer this Request for Proposals (RFP) to help improve the visual quality of properties in target areas. The City has approved a $50,000 budget for the Curb Appeal Program from the 2012 allocation of Community Development Block Grant funds, and will allocate an additional $100,000 to the program in May 2013. The City will also make available to selected applicants, free of charge, the services of a building architect to assist with any design features that the applicant may want advice on. The Curb Appeal Program is subject to all of the Community Development Program rules including compliance with lead based paint requirements, compliance with Housing Standards for residential properties, Federal Labor Standards Provisions for commercial properties, and the requirement for competitive bidding. Further, every effort should be made to preserve the architecture of the building, if significant.

II. FUNDING OFFERED

Grant: $10,000 maximum per property subject to the applicant contributing an equal amount in owner cash or privately financed funds

Loan: $10,000 maximum, @ 2% with a maximum term of 15 years

Grant and loan awards will be contingent on participants being current on their real estate taxes and in good credit standing.

III. SCORING CRITERIA

Proposals will be scored using the following criteria. Those receiving the overall highest scores will be based on how well the project meets the following criteria.

1. Degree of visual improvement the proposed project will bring to the streetscape and greatest impact on target area (maximum 30 points)

2. Design compatibility with other buildings in the neighborhood and historic context (maximum 20 points)

3. Visual prominence of the building and its location (maximum 20 points)

   Buildings with frontage on the following streets will be considered a higher priority:

Broad Street	Mill Street
Main Street	Elm Street
Court Street	High Street
Hampshire Street	Goff Street
Turner Street	Minot Avenue

4. Private investment greater than 50% of the project budget (maximum 15 points)

5. Proximity to other buildings that have been improved (maximum 15 points)

IV. SUBMISSION REQUIREMENTS

Please submit an application form (Appendix B) and provide a proposal package that includes the following:

1. **A narrative of the project which includes a description of each building component that will be improved, and an estimate of the cost (maximum 250 words).** It is not necessary to obtain bids, but it is important that you have a clear understanding of the size/scale of the project and associated costs.

3. **Pictures (preferably on a disk) of the building in its current condition, and close ups focusing on individual building components that you want to improve**. If you are not able to provide photos, please contact me and I will send someone over to take them for you.

4. **Identification of materials to be used (sample is helpful) and colors**. Provide catalog cuts or product information.

5. **A list of sources and uses**. This should include source of private investment that will be used to match the grant (example cash on hand or a bank loan), and identification of a City loan request. Sources should be readily available when the project receives final approval.

6. **Indicate whether or not you are interested in using the City's free architectural services.**

7. **Indicate the estimated time to complete your project.**

V. PROPOSAL DEADLINE

Proposal should be delivered to the Community Development Department, City of Auburn, 60 Court Street, Auburn, ME 04210 by 2 pm on Monday, May 20, 2013. The City will not consider late proposals.

VI. CURB APPEAL COMMITTEE

All eligible applications will be reviewed by a 7-member committee who will be responsible for scoring proposals. Projects that rank the highest will be selected for funding until funds are exhausted. Several applications may be placed on hold pending further funding or dropout of higher ranked applications.

The Community Development Department will notify each applicant of their status. Those who are accepted will be issued a notice to proceed to the next phase with a written timeline for final submission. Since this phase will involve work outputs by Community Development staff, each

application may have a separate deadline. Any selected proposals that require exterior painting will take priority.

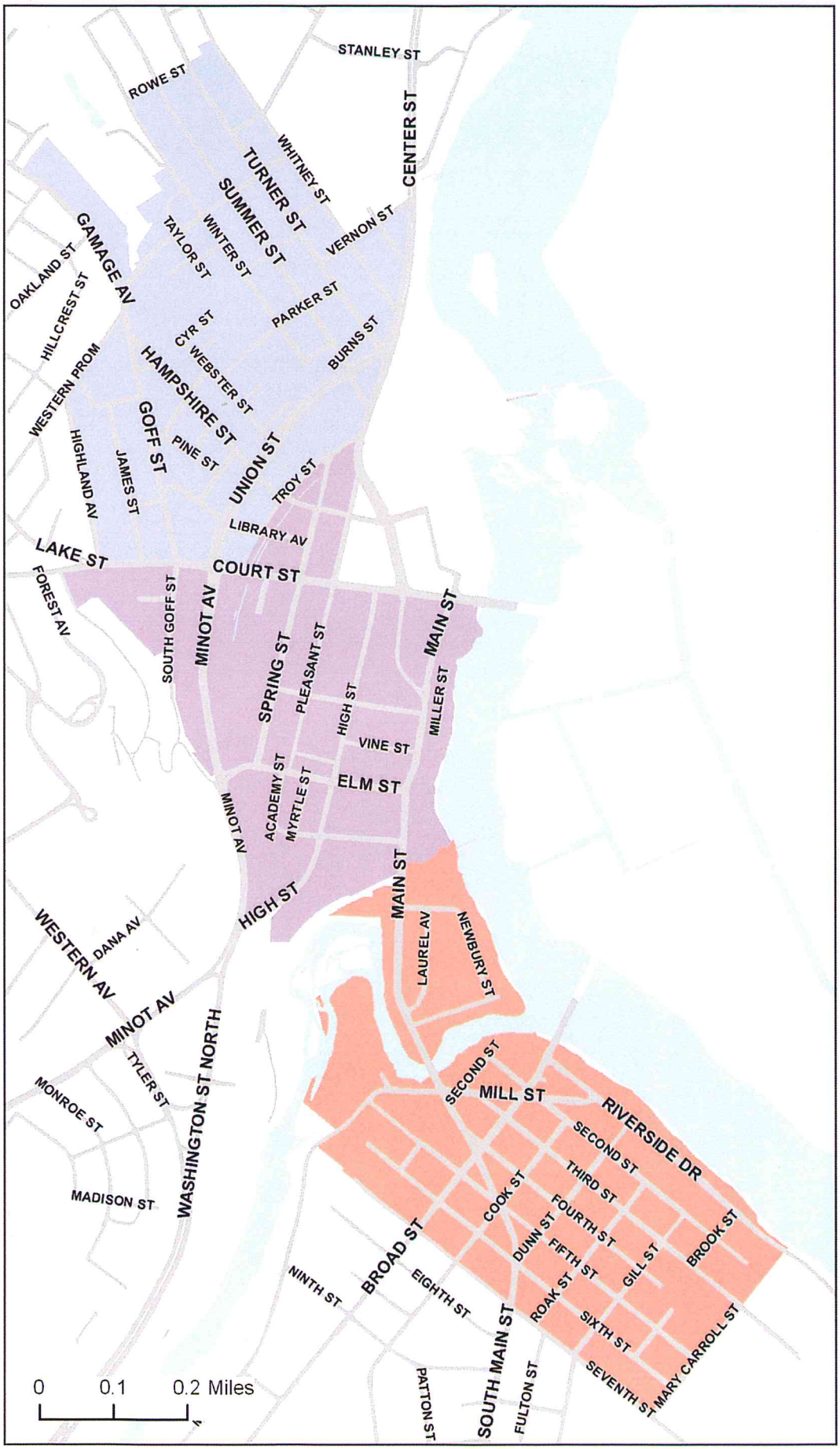
VII. APPROVAL PROCESS

Applications will be approved in two phases. The committee will issue conditional approvals for selected projects. The City will then assist the selected applicants through the next phase of the process which will include:

1. Inspection of the exterior of the property, and review of scope of work
2. Inspection of the interior of the property, if residential, and issuance of inspection report
3. Finalize scope of project/City produces project specifications
4. City/owner coordinate competitive bidding process
5. Financial analysis/due diligence process by Community Development staff
6. Finalize sources/uses
7. Second review by Curb Appeal Committee and final approval

Once the project receives final approval, the Community Development Department will schedule a closing. Community Development and match funds will be placed in an escrow that is controlled by the Community Development Department and the owner.

CDBG Target Areas



City of Auburn

60 Court Street
Auburn, Maine 04120

PHONE: (207) 333-6600

FAX: (207) 333-6623

www.auburnmaine.gov

Legend

CDBG Target Areas

- Downtown
- New Auburn
- Union Street

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DISCLAIMER

While every effort has been made to ensure that these data are accurate and reliable, the City of Auburn cannot accept any responsibility for any errors, omissions, or positional accuracy, and therefore, there are no warranties which accompany this product. Users of the information displayed on this map are strongly cautioned to verify all information before making any decisions.

OFFICE USE ONLY
Date Received: _____

CURB APPEAL PROGRAM APPLICATION – PART 1
City of Auburn, Community Development
60 Court Street, Auburn, ME 04210 Telephone 333-6601

The Curb Appeal Program is funded through a grant from the U. S. Department of Housing and Urban Development. Fill out and sign the application and return with your proposal. Complete sections 2 and 3 only if applicable.

1. APPLICANT INFORMATION

Contact Person_____ Email Address_____

Mailing Address _____

Phone: Home _____Work _____ Cell _____

Address of Property to be Improved: _____

Type of Building: _____Residential _____Commercial _____Mixed Use

Grant Request: $_____

Loan Request: $_____

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2. BUSINESS ONLY

Business Name_____ Business Address_____

Business Telephone # _____ Web Address _____

Fax _____ Email _____ Date Established _____

Type of Business: Sole Proprietor, Corporation, Partnership, S-Corporation, LLC _____

Federal Tax ID #_____ Dun & Bradstreet # _____

Name of Principals of Business _____ _____

_____ _____ _____

3. LOAN APPLICANTS ONLY

CONSUMER CREDIT AUTHORIZATION

Applicant:_____Applicant's Social Security # _____

Co-Applicant: _____ Co-Applicant's Social Security # _____

Address: _____

Have you been denied credit in the past year?_____ What were the reasons for denial?_____

The following information is needed to complete a personal credit investigation. This form is to be completed by each applicant (individual, corporation or partnership), co-applicant, and a separate form for each shareholder holding a 20% or more interest in the company.

I/we authorize the City of Auburn to contact credit reporting agencies and creditors with regard to the status of any past or outstanding debt, or such other credit information that such agencies normally hold available for credit worthiness evaluation at present or at any time in the future for the purpose of making or monitoring the loan.

Client information may be shared with only those individuals, entities, or committee members designated or acknowledged by the City as an interested party to the client's application process excluding information declared as public records pursuant to M.R.S.A. Title 1 §401, Public Records and Proceedings. Otherwise, the information furnished will be held in strict confidence.

4. ACKNOWLEDGEMENT

I/we hereby certify the information contained in this application is accurate and complete to the best of my/our knowledge and belief.

_____ _____

Date Applicant's Signature

_____ _____

Date Co-Applicant's Signature