

Request For Proposal (RFP) Sales Terms & Conditions

General Information

- Properties offered are typically mixed-use structures, commercial structures, unique properties or properties which have four units or more.
- There are no income requirements for buyers.
- Buyers who own property in the city must be current with their taxes and cannot have any outstanding code violations.
- Buyers must not be considered a prohibited purchaser by the City of Rochester Division of Real Estate.
- Buyers are restricted to a maximum of 3 simultaneous projects on City-owned property.
- Unless otherwise noted, purchase prices are fixed and based on the appraised value of each property plus an in-lieu of tax payment.
- All buyers must complete a development proposal which will require them to describe the projected use of the property, explain their plan for rehabilitation and provide detailed information about purchase and rehabilitation financing.
- The City of Rochester has the right in its sole and absolute discretion to accept or reject any and all proposals.
- The City reserves the right to withdraw from sale any or all of the properties or which the City has made a public offering at any time prior to City Council approval.

Proposal Development

A list of properties along with a showing schedule will be available online a few weeks before proposals are due. Prospective buyers are encouraged to tour the property to determine the condition and potential use. If buyers do not have construction or rehabilitation experience, they are encouraged to bring a knowledgeable contractor or engineer with them to conduct an inspection and assist with the rehabilitation portion of the proposal.

The proposed use of the property should be reviewed with the City's Bureau of Planning and Zoning, Room 121-B, to verify compliance with the City Zoning Code. They can also be reached at 585-428-7043.

After the showings are concluded, proposal outlines will be available at the City of Rochester Division of Real Estate in Room 125-B. The deadline for proposal submissions will be indicated on the outline. When submitting a proposal, buyers are required to pay a \$1,000 refundable proposal deposit.

Once the proposals are received they will be reviewed by a committee of professionals with expertise in economic development, zoning and legal property use, urban planning and real estate. The proposals will be selected based on the following criteria: appropriate legal and practical use for property, adequate development and construction expertise of proposed development team, accurate cost estimate, reasonable time frame to complete project, adequate financial capacity and compatible use for the surrounding area.

Results of the committee meetings and final proposal selections will be available approximately 60 days after the submission deadline. All participants who submitted proposals will be notified in writing whether their proposal was accepted or not.

Proposal selected

Once a proposal is selected, purchasers will be notified in writing with an acceptance letter. Purchasers are required to sign and return the purchase offers enclosed with the acceptance letter and pay the balance of the purchase price and in-lieu of tax payment. The amount due and staff contact information will be indicated in the letter.

Payments must be in the form of:

CASH, MONEY ORDER or CASHIER'S CHECK ONLY

Personal or Business checks WILL NOT be accepted.

Certificate of Occupancy - purchasers are required to apply for a Certificate of Occupancy at the City Permit Office, Room 121B once they are notified that their proposal has been accepted.

Council Approval

- When the signed purchase offers and payment are received by the City, the sale will then be submitted to City Council for approval. All property sales must be approved by City Council.
- Once Council approves the sale of a property, the purchaser assumes care custody and control of the property. A letter will be sent to each buyer indicating that approval has been received and at that time, buyers are to arrange with City staff to have the City pad lock removed and install their own locks.
- **Buyers should NOT start work on the property at this time.** The time period for rehabilitation that was set forth in the proposal will begin upon City Council's approval of the sale. During this specified period of time (typically 9-12 months) all code violations should be corrected and a Certificate of Occupancy issued.

Completion of rehabilitation

- When a Certificate of Occupancy is issued, a copy is to be forwarded by the purchaser to the Division of Real Estate, 30 Church Street, Room 125-B, Rochester, NY 14614. The City Law Department will be notified and the deed will then be recorded in the purchaser's name. The Monroe County Clerk's Office will forward a copy of the recorded deed to the purchaser after it is recorded.

RIGHTS RESERVED BY THE CITY OF ROCHESTER

- Only proposals that comply with all provisions, requirements, terms and conditions of this Request For Proposal (RFP) will be considered for review by the City.
- The City of Rochester reserves the right to request more detailed information from one or more proposers before the final selection is made.
- All materials submitted in response to the City's Request For Proposal (RFP) become the City's property without obligation of the City to return such materials.
- All determinations of completeness of any submission and its compliance with the provisions, requirements, terms and conditions of this RFP and the eligibility or qualifications of any proposer shall be in the sole and absolute discretion of the City of Rochester.
- The City of Rochester may waive any of the provisions, requirements, terms and conditions of this RFP.
- Subsequent to submission of proposals in response to this request, the City in the exercise of its sole and absolute discretion, may enter into parallel negotiations with two or more proposers, may designate two or more proposers for "short list" consideration, may request best and final offers, and/or may conduct other additional competitive proceedings with respect to the potential disposition covered by this request.
- The City reserves the right to issue an addendum should it become necessary to revise any section of this RFP, provide additional information necessary to adequately interpret provisions and requirements of this RFP, or respond to written inquiries concerning the RFP.
- The City, at its sole discretion, reserves the right to accept or reject any and all responses received under this RFP solicitation, to waive minor irregularities, and to conduct discussions with all responsible respondents, in any manner necessary, to serve the best interest on the City of Rochester.
- The City has no obligation to discuss its reasons for selecting, accepting or rejecting any proposals with any proposers or representatives of said proposers.
- The City shall not be liable for any costs or expenses (including but not limited to the foregoing costs and expenses of legal counsel) incurred by any proposer in responding to this Request.
- All costs and expenses incurred by each proposer in connection with this RFP will be borne by the proposer, including without limiting the foregoing, all costs and expenses in connection with: surveys, reports, plans, designs, schematics, studies, research and any other due diligence work; preparation of each proposal; advice and representation of legal counsel responding to this RFP.
- The City reserves the right to withdraw from sale any or all of the properties for which the City has made a public offering at any time prior to City Council approval.
- Proposals shall be accepted from principals only. No brokerage fees, finder's fees, commissions or other compensation will be payable by the City.