

 **LANDS & RESOURCES**

**Request for Proposals & Application Form**

For more information, contact: Dan Bleidorn, Deputy Land Manager City& Borough of Juneau

155 S. Seward St.

Juneau, Alaska 99801

Phone: (907) 586-0224

Email: Lands\_Office@Juneau.org

Please visit the Division of Lands & Resources Land Sales page for more information: <http://www.juneau.org/lands/CityLandSales.php>

Applicants are encouraged to consult the CBJ [Assembly Goals (2017),](https://cdn.juneau.org/wp-content/uploads/2017/06/2017_Assembly_Goals.pdf) the [Juneau Economic Development Plan](http://www.juneau.org/archive/pdfs/20150226040900.pdf), and [Housing Action Plan t](http://www.juneau.org/cddftp/documents/HousingActionPlanFINAL-03.20.2017.pdf)hat provide insight into community housing goals. Applicants are encouraged to review Title 53.09.200 of City Code which relates to Disposals and leases.

**Due Date:** Proposals and Application Materials must be received by 2:00pm Alaska Time, Tuesday, January 16, 2018. A non-refundable application fee of $500 is due upon submittal.

Mail application with non-refundable fee to: CBJ Purchasing Division, Attn: 9290 Hurlock Ave. Application, 155 S. Seward Street, Juneau, Alaska 99801 or hand-deliver to the CBJ Purchasing Division Office at 105 Municipal Way, Room 300.

**Introduction**

The City and Borough of Juneau (CBJ) is requesting Proposals and application materials for a negotiated sale or lease of the land and buildings associated with 9290 Hurlock Ave, Juneau, Alaska. This property, located at the corner of Mendenhall Loop Road and Hurlock Avenue, has most recently been utilized as the Cornerstone Campus operated by Juneau Youth Services (JYS). JYS intends to vacate the property at the end of December 2017, at which point the property will revert back to City management. The zoning for this property is D5, single-family residential.

The CBJ is requesting proposals and completed application materials from entities with the experience and capacity to develop this site to meet community needs. This property houses a large, aging facility with three additional buildings totaling over 6,400 square feet. The total size of the parcel is 36,122 square feet. The operation costs calculated by JYS from the past year of the Cornerstone Campus are around $5,000 - $6,000 per month, including heating oil, electricity, and regular maintenance.

Proposals and Application Materials must be received by **2:00 pm Alaska Time, January 16, 2018**.

* A nonrefundable application fee of $500 is due upon submittal.

Contents of all applications will remain confidential until the submission deadline. All submitted materials will then be presented to the CBJ Assembly Lands Committee and the CBJ Assembly at future public meetings.

Mail application materials with non-refundable $500 fee to CBJ Purchasing Division, Attn: 9290 Hurlock Ave. Application,155 S. Seward Street, Juneau, Alaska 99801 or hand-deliver to the CBJ Purchasing Division office at 105 Municipal Way, Room 300.

If you have questions, email Dan Bleidorn at Lands\_Office@Juneau.org

**Process Timeline:**

* CBJ solicits Proposals and applications for a negotiated sale or lease of 9290 Hurlock Ave.
* Proposals, application, and non-refundable application fee are due by

**2:00 pm Alaska Time**, **January 16, 2018**.

* An appraisal has been ordered will be made available as soon as it’s completed.
* CBJ staff will evaluate applications as well as other options for this property and will make a recommendation to the CBJ Assembly Lands Committee at their **January 29, 2018** meeting located at City Hall Assembly Chambers, at 5:00pm
* The Lands Committee may recommend to the Assembly a preferred applicant or recommend disposing of the property for fair market value.
* If the Assembly selects a preferred applicant, CBJ staff and chosen applicant will draft terms of sale or lease of the property, which will be authorized through an ordinance approved by the Assembly.
* The Assembly motion will be reviewed by the Planning Commission prior to the Assembly public hearing and the ordinance adoption process.
* CBJ Planning Commission comments will be forwarded to the Assembly with the authorizing ordinance.
* Once approved by ordinance, terms of the negotiated sale or lease will be executed.

To better understand the City and Borough of Juneau’s public process, please consult CBJ Code CBJ§53.09.260 - CBJ§53.09.270.

**Application Checklist**

Check all items that you have included with this application:

 Letter of Interest

 Completed Application

 List of References

 $500 Non-Refundable Application Fee

# 1. Property Information

Property Owner: City and Borough of Juneau

Property Addresses: 9290 Hurlock Avenue, Juneau, Alaska 99801

Legal Descriptions: Fraction of U.S.S. 381

 Parcel Code No.: 5-B16-0-102-023-0

Site Sizes: 36,122 square feet

Zoning: D5

Utilities: CBJ Water and Sewer Services

Access: Hurlock Avenue

Existing Land Use: Juneau Youth Services, Cornerstone Campus will vacate the site on December 31st, 2017. The main building and 3 outbuildings total 6,400 square feet of living area. There is also enough gravel parking for roughly 20 vehicles.

Surrounding Land Use:

North: Egan Drive

South: Renninger Skate Park (City Parks & Recreation)

East: Residential

West: Mendenhall Loop Road

#  2. APPLICANT IDENTIFICATION

Legal Entity:  Non-profit  Ltd./General Partnership  Corporation

 LLC  Individual  Other (Describe):

Applicant’s Federal I.D. (if applicable):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Name/Title:

Mailing Address (Street/City/State/Zip):

Contact Name/Title:

Phone:

Fax:

Email:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Name/Title:

Mailing Address (Street/City/State/Zip):

Contact Name/Title:

Phone:

Fax:

Email:

Please provide applicant identification for each person or entity that has a financial interest in this application. Attach a separate sheet if needed.

**3. APPLICANT EXPERIENCE**

Provide a description of your real estate and/or facility management experience. Be sure to highlight any projects or programs with buildings similar in scale to this facility. List any past or current development projects or programs that involved the sale of CBJ land or that included CBJ financial assistance. Please provide your organization’s relevant building maintenance experience. In the description, please include profiles, resumes, and references for key development team members. (Attach additional sheets if necessary.)

Note: Any applicant participating in a City Land Disposal or Lease must be an individual 18 years of age or older at the time of registering for the sale; or a business, licensed to conduct business in the State of Alaska. *CBJ Code- Title 53.09.200(g*)

#  4. PURCHASE AND LEASE PROPOSAL

Purchase Lease

Proposed purchase price: \_\_\_\_\_\_\_\_\_\_\_ Proposed lease price:\_\_\_\_\_\_\_\_\_\_\_\_

\*Market Value is currently being determined by City-ordered appraisal. This information will be made available on the CBJ Lands and Resources Division Land Disposal website once the appraisal is completed.

If proposing less than fair market value per CBJ§53.09.270, please provide justification that the facility will be used solely for the purpose of providing a service to the public which is supplemental to a governmental service or is in lieu of a service which could or should reasonably be provided by the State or the City and Borough of Juneau.

Justification: (attach additional sheets as needed)

**Project Narrative:** Write a description of the project. Please provide details about timing and schedule, scope of work, intended end-users, number of people to be served, financing, and budget. (Attach additional sheets if necessary.)

 5. **SIGNATURE**

I, the undersigned, affirm that the information I have provided in this application is true and complete to the best of my knowledge.

I/we, am/are authorized to apply for purchase of property from the City and Borough of Juneau on behalf of the applicant.

I/we certify that we are in good financial standing with the City and Borough of Juneau.

By signing and delivering this application I/we hereby waive any rights to object to or prevent the disclosure to the public of the contents of the application as it progresses through the CBJ public review process.

# Signature Date

Printed Name: Title: Applicant:

# Signature Date

Printed Name: Title: Applicant:

# Signature Date

Printed Name: Title: Applicant: