

CITY OF COLUMBUS  
WISCONSIN

*Request for Proposal*

REDEVELOPMENT OF COMMERCIAL LAND  
Issued April 4, 2023

**CITY OF COLUMBUS**  
**REDEVELOPMENT OF COMMERCIAL LAND**

**April 4, 2023**

The City of Columbus is seeking proposals from qualified individuals or firms to redevelop a commercial parcel located on or near State Highway 16 & 60 in the City of Columbus. The successful proposal will enjoy a high visibility, high traffic location less than ½ mile from US 151 and located within Tax Increment District 5. In 2021, the Department of Transportation documented an average of 7,700 vehicles passing this site daily. The parcel is 1.77 acres currently, but the City will consider projects that subdivide this parcel or propose combining this with adjacent parcels, potentially creating a larger development. It will be beneficial if the individual or firm submitting a reply to this request has successfully developed commercial, residential or industrial properties of a similar scale.

Three (3) copies of the proposal, and one digital copy, must be received no later than **3:00PM on June 9, 2023**. Proposals delivered or received after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement. The Proposal must be placed in a sealed envelope, plainly marked “Sealed Bid/Proposal for Redevelopment of Commercial Land” and addressed to:

Pat Goebel, City Clerk  
City Hall  
105 N Dickason Blvd  
Columbus, WI 53925

Emailed submissions are not acceptable. Inquiries regarding this RFP should be directed to Kyle Ellefson, City Administrator, at 920-623-5900, [cityadministrator@columbuswi.us](mailto:cityadministrator@columbuswi.us).

## BACKGROUND

### Community Info

The City of Columbus is located in southeastern Columbia County, with a small portion of the City located in Dodge County. The portion of the City in Dodge County currently has no residents or taxable property value. The most recent population estimate for Columbus is 5,540. The City is ideally located with easy access to multiple state and federal highways, just 20 miles from the City of Madison. Columbus has a historic downtown with multiple businesses and services, a significant industrial base, and a strong residential real estate market.

## SITE CONDITIONS

The parcel available is 1.77 acres, and is zoned B-2, Highway Commercial. This zone allows a variety of permitted and conditional uses related to Commercial and Office use, General Services, Motor Vehicles, Accommodation and Food Services, Entertainment and Recreation, and Industrial uses. Nearby uses include automobile sales, light industrial, restaurants, personal services, storage and multifamily residential.



The site was previously used as an automobile sales and service facility. Since 2017, the City of Columbus has owned the property, and has used part of the property for storage and sublet the other portion of the property and building. There is an existing building on this site of approximately 25,000 square feet. The City has conducted a Phase I environmental study and has that information available for interested parties.

## SELECTION CRITERIA

The successful contractor will be selected after consideration of the following:

1. Proper submission and completeness of RFP.
2. Qualifications and capabilities of the individual or firm to redevelop commercial, residential or industrial properties, including experience with projects of a similar scale.
3. Approach to this redevelopment
4. Proposed Schedule for improvements
5. Financial demands and Economic Impacts for the community

## FORM OF PROPOSAL

To be considered, three (3) copies of a proposal, and one digital copy, must be received at the City Clerk's Office, 105 N Dickason Blvd, Columbus, Wisconsin 53925 no later than **3:00PM on June 9, 2023**. The Proposal must be placed in a sealed envelope, plainly marked "Sealed Bid/Proposal for Redevelopment of Commercial Land."

All proposals shall be made as follows:

1. Cover Letter
2. A brief profile and history of the individual or firm; with an emphasis on any experience with a redevelopment project, or other projects that highlight the ability to complete a project similar to this.
3. Profiles of the key businesses and individuals to be involved in this redevelopment project.
4. A detailed description of the proposed project, including the parcels involved in this proposal, anticipated uses, taxable improvements, employment details, and any infrastructure changes that might be anticipated.
5. General business plan, including details regarding what financial assistance may be requested from the Tax Increment District, if any.
6. A detailed timeline identifying expected start and completion dates for each phase of the project.
7. Any additional information which you/your firm feels necessary.

During the evaluation process, the City reserves the right to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the City, contractors submitting proposals may be requested to make oral presentations as part of the evaluation process.

The City reserves the right to reject any or all proposals, or any part thereof, to waive any formalities or informalities, and to pursue an agreement with the proposer(s) deemed to be in the best interest of the City. The City also reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the contractor of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in a contract between the City and the contractor selected.

## **TENTATIVE SCHEDULE**

April 4, 2023	RFP Released on website, submitted to relevant websites
June 9, 2023	Deadline for submission of proposals
June 12-16, 2023	Staff review of proposals
June 20, 2023	Committee of the Whole reviews proposals and staff analysis
July 11, 2023	Committee of the Whole interviews respondents or hears presentations from selected respondents
July 18, 2023	Committee of the Whole recommends successful respondent or that no respondent will be selected
August 1, 2023	City Council Determines successful respondent or that no respondent will be selected