



SURPLUS OR PROJECT PROPERTY SALE BID PROPOSAL REQUIREMENTS

FOR ADDITIONAL INFORMATION GO TO:

[HTTPS://PADUCAHKY.GOV/DEPARTMENTS/COMMUNITY-
DEVELOPMENT/CITY-SURPLUS-PROPERTY](https://paducahky.gov/departments/community-development/city-surplus-property)

The goal of the sale of surplus property for residential development is to provide quality, affordable, owner-occupied housing. All proposed housing developments must be site built, conventionally framed construction. Priority will be given to owner-occupied development.

Proposed bids must be sealed, the words "Sealed Bid" written on the outside of the envelope, and include the bidders name and contact information on the outside of the envelope:

Minimum requirements for all bids:

1. Purchase price offer for the property of at least \$1.00 per lot.
2. Statement describing the intended use of the property and improvements to be made.
3. Commitment to the date on which those improvements will be completed.
4. Commitment to establish and maintain appropriate groundcover and at least one tree on the site.
5. Name, address, and other contact information of person making the bid.
6. Proof of financial ability to complete the project.

For all proposed structural improvements, the following shall be provided:

1. Detailed plans for any new construction submitted to Department of Community Development. Any drawings/renderings must be legible and detailed.
2. Detailed write up of changes and improvements necessary to meet code requirements for the repair or replacement of existing structures.
3. Front, side, and rear elevations of exterior facades including any significant architectural details for any new construction or proposed changes to the exterior of existing structures.
4. Description of landscape improvements: plan drawings may be necessary.
5. A professional, third-party estimate by a knowledgeable and experienced engineer, architect, or contractor of the entire cost of the rehabilitation of an existing building or any proposed new construction. Estimates should be broken down by cost centers and include a total.
6. Proof of financial ability to complete the project in an amount matching the estimated costs. Proof must be in the form of a letter of credit, loan commitment, proof of cash on hand, or some other proof of financial ability acceptable to the City. Grants or special financing must be listed but cannot count toward financial ability unless a copy of the award notice or other acceptable guarantee is provided.
7. Timeline. A restriction will be included in your deed that states that the property will revert to the City if you do not complete the project as outlined in your bid. You will be expected to complete your project within one year. You may request up to one-year extension ***if substantial progress has been made on your project*** at the end of one-year.

Depending on the proposed use and improvements on the property, additional items may be recommended to adequately convey the extent of the proposal. Experience with similar projects should be noted.

Please note: Currently the City has no homes for sale. All properties are vacant lots.

If a structure is on-site that needs repair or removal, the building must be removed, or structural integrity of the structure must be reached within 60 days of receipt of the property. Further, repair or removal of a structure that has a repair or condemnation order requires additional coordination with the Building Division of the Department of Community Development regarding the project timeline and clearly defined benchmarks of work completion. Failure to comply with work progression order may result in the demolition of the structure and a lien being filed on the property.

City of Paducah, Department of Community Development
P.O. Box 2267 Paducah, Ky 42002-2267

Surplus property bids are evaluated primarily on the proposed development. While the offer price for the lot may be as low as \$1, the amount offered for the property is not considered as part of the overall bid evaluation. All submittals will be considered in accordance with the following scoring criteria.

Scoring Criteria For Acceptance of Submittals	Possible Points
Property Developed for Residential Use	
First-time Property Buyer/Homeowner Occupied	40
Owner Occupied (not first-time owner)	30
Development for Resale	20
Development as Rental Property	10
Property Developed for Business/Commercial Uses	
Development will create new jobs	30
Development will not create new jobs	20
Timeline to Complete the Project	
Within one year	20
Between 1 to 2 years	10
Landscape improvements including at least 1 new tree	20
Cost Estimates	
Detailed 3 rd party estimates/bid	30
Bidder estimated costs with no 3 rd party back-up	20
Proof of Financial Ability/Letter from Financial Institution	30
Drawings of Plans	
Detailed plans including elevations, floor plans, facades	30
Sketches of plans to be developed	20
Detailed description with no drawings.	10
If the property contains a structure	
Complete rehab of the structure	20
Address major issues, minimal rehab	10
Comprehensive Plan Compliance	20
Total Project Score (minimum score 100)	

Residential Development: The goal of selling surplus properties is to increase the affordable housing stock in the City of Paducah by making lots available for as little as \$1.00. Combining lots will only be considered when the proposed development will not fit on a standard building lot, multi-family construction is proposed or if the provisions of Section 126-64 (d) cannot be reasonably met. Under no circumstances will a standard building lot (said lot being a minimum of 8,000 square feet) be transferred for the construction of an accessory structure only. Building lots less than 8,000 square feet may be considered for accessory structures meeting the provisions of 126-86 (a) at the discretion of the Department of Community Development.

Commercial Development: Commercial Development of surplus properties is also encouraged and will be considered when the proposed development meets the zoning requirements and complies with the Comprehensive Plan. Priority will be given to proposals that create new jobs paying a living wage.

Property will **ONLY** be sold if immediate development, repair or rehabilitation is proposed and the probability of such activity is high. The City of Paducah reserves the right to reject any or all bids.

NOTE: New property owner must maintain the premises including mowing. Property **MUST** always be secured.

If your bid is selected, in addition to the price offered for the property, you will be required to pay the deed preparation and recording fees (approximately \$200).