

**Development Opportunity - Request for Proposals**

Fire Station # 4  
906 Gillette St, La Crosse, WI 54603  
Tax Parcel #17-10104-21



### **1.1 Summary**

The City of La Crosse (City) is soliciting Requests for Proposals (RFPs) for the purchase and restoration of a 5,600 sq. ft. building, built in 1940 and opened in 1941. The building is described as an “eclectic” Tudor style and was designed by J. Mandor Matson to reflect the historical character of the neighborhood.

The plans for the restoration/redevelopment may be for commercial, residential or a mixed-use purpose, but must be taxable and be consistent with the City’s adopted Plans.

The estimated valuation of the property is \$227,400.00, which is the price to be considered by the Economic and Community Development Committee, with the contingency that the purchaser agrees to significantly restore and renovate the building. The purchaser must agree to make repairs and improvements; including but not limited to, building inefficiencies that have been identified in the Five Bugles space needs summary report: thermal insulation does not meet the current energy code, inadequate windows, HVAC and electrical systems. The report also identifies an immediate concern relating to lack of encapsulated exhaust system due to the sliding poles that are connected directly to the apparatus bay.

### **1.2 Deadline**

The first deadline to submit a Proposal is **November 1, 2023**. If no acceptable proposals are received, Proposals will be accepted on an ongoing basis (deadline is the first Tuesday of every month for consideration by the Economic and Community Development Committee) until an acceptable proposal is received. Proposal shall be submitted to the Department of Planning, Development & Assessment, Attn: RFP Fire Station #4, 400 La Crosse St, La Crosse, WI 54601 or electronically to Andrea Trane at [tranea@cityoflacrosse.org](mailto:tranea@cityoflacrosse.org).

The Fire Department will continue to occupy the property until completion of the new Fire Station #4. Currently the completion deadline is estimated to be June 30, 2024. The anticipated location for the new Fire Station is 920 Gillette St and 1532-1540 Liberty St.

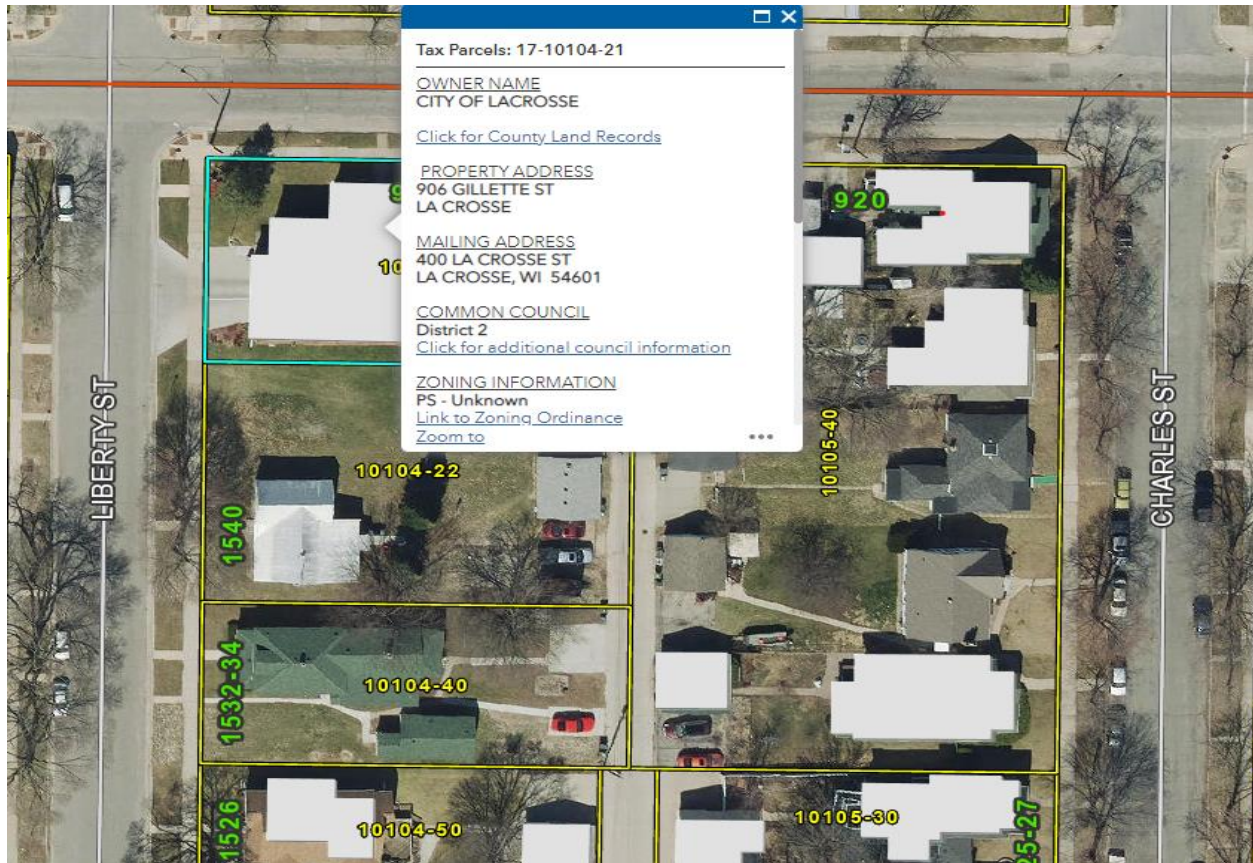
### **1.3 Site Background**

The structure was built by the City of La Crosse in 1940 to serve the city as Fire Station #4, which is still the current use of the property. The Fire Station was evaluated and determined as potentially eligible for listing in the State and National Register of Historic Places. A full nomination process will need to be completed by the respondent to determine if the property is eligible. Buildings that are considered historic may qualify for State and Federal Historic Preservation Tax Incentives. Proposals contingent on receiving historic tax credits are acceptable.

When Fire Station #4 was constructed, the space needs for the fire apparatuses were significantly smaller (both length and height) and gender equality needs were not considered. Since 1941 the mission statement and the goals of the Fire Department have evolved and the space needs have grown, deeming this building inadequate for the current and future needs of the Fire Department. This building has since been declared surplus by the Common Council on June 8, 2023, via resolution #23-0565.

## 1.4 Site Details

The site is 906 Gillette St., located on the corner of Gillette St and Liberty St in North La Crosse, near Northside Elementary School, Logan Middle School and Logan High School. The 0.29 acre parcel is currently zoned Public/Semi-Public and is approximately 12,632 sq. ft.



The structure is two stories tall. The main level features a kitchen, lounge area, captains' room, bedroom and two half bathrooms. The second level has a dormitory style room and a shower/restroom area. Five Bugles Design created a space needs summary report for the Fire Department, on January 9, 2017, which included an example of the floor plan that can be seen on the next page of this document.

**The building will be shown by appointment only.** Those who are interested in responding to the RFP may coordinate a showing of the property by contacting Assistant Fire Chief Murphy at 608-789-8042 or [murphyj@cityoflacrosse.org](mailto:murphyj@cityoflacrosse.org).

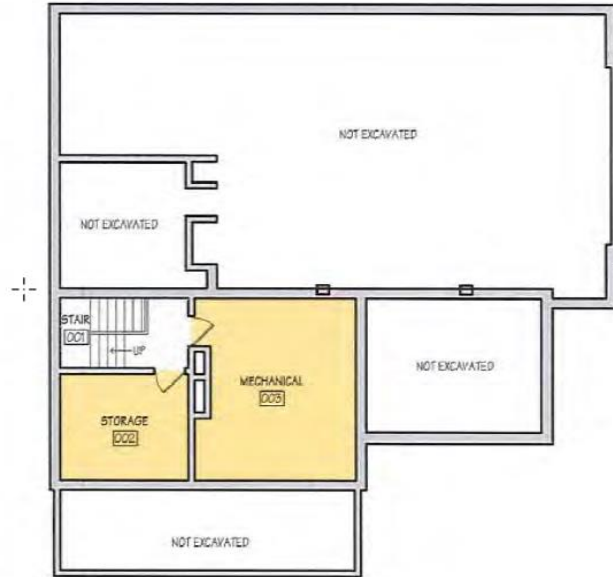
**AREA LEGEND**

- CORRIDOR / CIRCULATION
- STORAGE / MECHANICAL

BUILDING SQUARE FOOTAGE	
LOWER LEVEL TOTAL	= 780 SF
MAIN LEVEL TOTAL	= 3,420 SF
SECOND LEVEL TOTAL	= 1,400 SF
OVERALL TOTAL	= 5,600 SF

**1 LOWER LEVEL**

1/16" = 1'-0"



**AREA LEGEND**

- ADMINISTRATION
- APPARATUS BAY
- APPARATUS BAY SUPPORT
- CORRIDOR / CIRCULATION
- LIVING QUARTERS

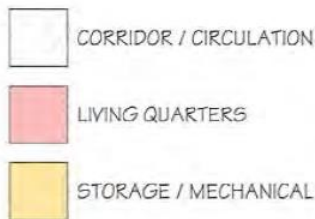
BUILDING SQUARE FOOTAGE	
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**MAIN LEVEL**

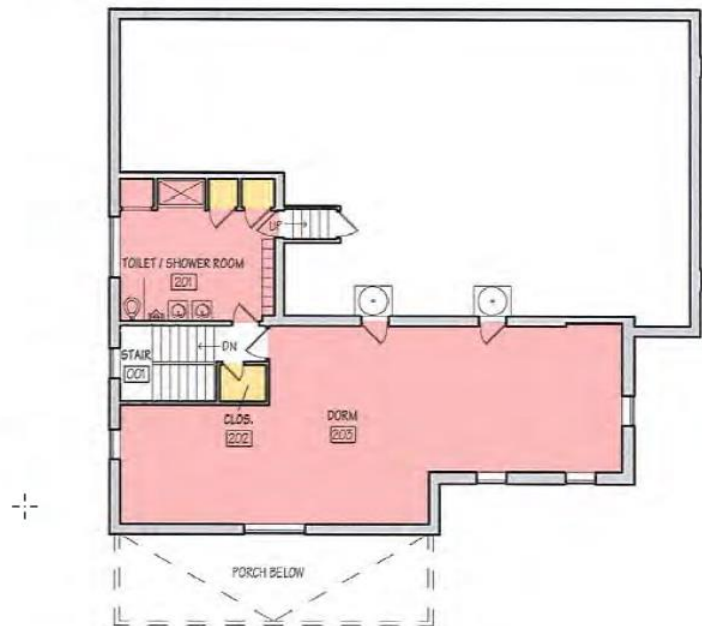
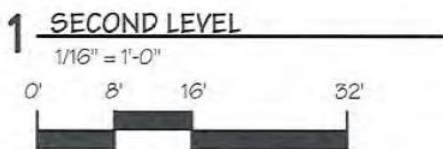
1/16" = 1'-0"



### AREA LEGEND



BUILDING SQUARE FOOTAGE	
LOWER LEVEL TOTAL	= 780 SF
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OVERALL TOTAL	= 5,600 SF



### 1.5 Past Work on the Building

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### 1.6 Site Development Goals

Redevelopment of this property shall accomplish the following City goals.

- Restore, rehabilitate, and maintain the historic character of the building in accordance with the Secretary of Interior's Standards for Historic Rehabilitation.
- Repair and improve the exterior façade.
- Create taxable development in the city.
- Create residential, commercial, office or mixed-use space.
- Renovate building to be certified to meet energy efficiency standards, such as Green Built, LEED or Focus on Energy.

### 1.7 Mandatory Repairs

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### 1.8 Additional Information

The purchaser will sign a Development Agreement with the City of La Crosse. The purchaser will be required to pay a \$20,000 performance deposit as security for fulfilling the obligations proposed in the Development Agreement. The deposit will be returned in full if all requirements are met. Additionally, the purchaser will agree to give back the property to the City if the scope of work is not completed or not completed according to the specified timelines.

## 2.1 Submission Requirements

The City seeks a highly qualified business, individual, or purchaser to realize a vision for this site. The respondent shall be capable of site preparation, financing, and project management.

The City is requesting a letter of interest with the following details:

1. Brief qualification statement highlighting the respondent's experience with projects of similar size and complexity.
2. Restoration plan for the building, including a narrative of what areas/details/features that will be addressed immediately and why. Also include proposed procedures and practices for restoration and rehabilitation.
3. Floor plan detailing the proposed changes and repairs.
4. Proposed budget for rehabilitation/restoration, including cost estimates from contractors (HVAC, Plumbing, Electrical, etc.).
5. Proposed use for the building and description of how this will enhance the neighborhood.
6. Expected sources of financing and estimated total cost, including an estimate of private equity in the project.
7. Schedule of major milestones and estimated project completion date.
8. Contact information for key staff, description of their role in this project and qualifications necessary to fulfill this role.
9. Any other significant factors, including any energy efficient standards that will be met, contingencies, or preferences regarding the respondent's ability to complete the project that may be relevant.
10. Proposal shall be submitted to the Department of Planning, Development & Assessment, Attn: RFP Fire Station #4, 400 La Crosse St, La Crosse, WI 54601 or electronically to Andrea Trane at [tranea@cityoflacrosse.org](mailto:tranea@cityoflacrosse.org).

## 2.2 Anticipated Timeline

The first deadline to submit a Proposal is **November 1, 2023**. If no acceptable proposals are received, Proposals will be accepted on an ongoing basis (deadline is the first Tuesday of every month for consideration by the Economic and Community Development Committee) until an acceptable proposal is received. Proposal shall be submitted to the Department of Planning, Development & Assessment, Attn: RFP Fire Station #4, 400 La Crosse St, La Crosse, WI 54601 or electronically to Andrea Trane at [tranea@cityoflacrosse.org](mailto:tranea@cityoflacrosse.org).

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## 2.3 Evaluation Process

Staff and the ECDC will evaluate the proposal based on the following criteria:

1. Qualifications and experience (5 points)
2. Articulation of project vision and its benefits for the city of La Crosse (5 points)
3. Demonstration of project financial feasibility and team's capacity to develop a project of this scope. (5 points)
4. Timeline and ability to execute vision and strategy in a timely manner (5 points)
5. Energy efficiency standards met (3 points)
6. Purchase price (2 points)

Total possible: 25 points

### **3.1 Reservation of Rights**

The City reserves the right to:

- Cancel or withdraw the RFP.
- Modify or issue clarifications.
- Reject any submissions for any reason.
- Consider a submission that is in non-compliance with the submission requirements.
- Reject all submissions that are submitted under the RFP.
- Modify the deadline for submissions or other actions.
- Reissue the RFP, modify the RFP, or issue a new RFP, whether or not any submissions have been received in response to the initial issuance.
- All RFPs become property of the City of La Crosse and will be made available to the public.

### **3.2 Notice of Modification**

The City will post information regarding cancellations, withdrawals, modifications to deadlines, and other modifications to this request at this website: [www.cityoflacrosse.org/planning](http://www.cityoflacrosse.org/planning).

Respondents shall have the obligation to check the website for any such notices and information, and the City shall have no duty or obligation to provide direct notices to respondents.

### **3.3 Ownership and Use of Submissions**

All submissions shall be the property of the City and the City may use all ideas in any submission, whether the submission is selected or rejected.

### **3.4 Further Efforts**

The City may request that respondents clarify their submissions and/or submit additional information pertaining to their submissions. The City may request best and final submissions from any purchaser and/or request an oral presentation from any developer.

### **3.5 Non-Binding**

The selection by the City of a respondent indicates only intent by the City to continue with the selection process and/or negotiate and the selection does not constitute a commitment by the City to execute a final agreement or contract.

### **3.6 Project Points of Contact**

For questions related to this project, please contact:

Andrea Trane

Director of Planning, Development & Assessment

City of La Crosse

(608) 789-8321

[Tranea@cityoflacrosse.org](mailto:Tranea@cityoflacrosse.org)

### *Historic Tax Credits Questions*

Tim Acklin

Planning Manager

City of La Crosse  
(608) 789-7391  
[acklint@cityoflacrosse.org](mailto:acklint@cityoflacrosse.org)

*To schedule a viewing of the property*

Assistant Fire Chief Jeff Murphy  
Fire Department  
City of La Crosse  
(608) 789-8042  
[murphyj@cityoflacrosse.org](mailto:murphyj@cityoflacrosse.org)