



City of Waverly, Iowa

REQUEST FOR DEVELOPMENT PROPOSALS

Former Washington Irving School Site
Parcel ID # 0903283003
Waverly, IA 50677

Proposal Due Date: August 3, 2026
Submission Deadline: 4:00 p.m. CT

Proposals to be submitted by mail, in person, or by email to:

City of Waverly
Community Development Department
Attn: Paige Yoder
200 1st Street NE
P.O. Box 616
Waverly, IA 50677
pyoder@waverlyia.com

**REQUEST FOR PROPOSAL
FOR THE PURCHASE AND DEVELOPMENT OF
CITY-OWNED REAL ESTATE
Parcel ID # 0903283003**

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Attachments:

- Exhibit A: Property Aerial Map
- Exhibit B: Plat of Survey
- Exhibit C: Infrastructure Map
- Exhibit D: Parcel Data from Auditor
- Exhibit E: R-3 Residential District Zoning Section

I. BACKGROUND

The City of Waverly (“City”) invites developers and interested parties (“Proposers”) to submit proposals to purchase and develop a triangular parcel, approximately 1.6 acres, located between 6th Street SW, 2nd Avenue SW and the Dry Run Creek.

The site was formerly occupied by Washington Irving Elementary School, which was substantially damaged during the 2008 flood. The structure was removed and site cleared in 2010, and the City acquired the parcel from the Waverly-Shell Rock Community School District in 2014.

The City is utilizing a Request for Proposals (RFP) process to evaluate redevelopment concepts based on overall public benefit, alignment with community goals, and development quality – not solely on the price offered for the property.

The City reserves the right to reject any or all proposals and to discontinue this process at any time. The property will be conveyed “as-is” without warranty as to condition or suitability for a particular use.

The City Council will evaluate proposals based on proposed land use, development quality, financial feasibility, and the Proposer’s ability to meet the City’s objective of creating financially attainable owner-occupied workforce housing that demonstrates a clear public purpose and community benefit.

II. PROPERTY DESCRIPTION

A. Legal Description

Parcel DD in Lots 5, 6, & 7, Block 11 and Lots 1, 2, 3, 4, 5, 6, 7, & 8, Block 14 in Wm. Sturdevant's Addition to the City of Waverly, Bremer County, Iowa.

B. Site Description

The site is a triangular parcel bounded by 6th Street SW, 2nd Avenue SW, and the Dry Run Creek and is currently owned by the City of Waverly.

C. Right-of-Way

As part of the project, the City will vacate the 5th Street SW right-of-way that runs through the property.

D. Location

The site is located one block south of Bremer Avenue and one block west of 4th Street SW, the two major arterials serving the center of Waverly.

E. Floodplain

The property is adjacent to the Dry Run Creek corridor which was straightened,

deepened and widened by a flood mitigation project in 2015. The property is in FEMA Zone X (unregulated 0.2% Annual Chance Flood Hazard).

F. Zoning

The property is zoned R-3 (Residential).

G. Zoning Intent

The R-3 Residential District is a medium density residential district intended to provide for innovatively designed housing opportunities, consisting of individually owned horizontally attached single family dwellings and single-family cluster detached dwellings primarily in a condominium regime. This District allows for two (2), three (3) and four (4) family dwelling units horizontally attached and limited to two stories.

H. Utilities

The property is a shovel-ready infill site with water and sanitary sewer connections in adjacent streets. Water and sewer mains or service lines could be brought into the development from 6th Street SW to serve the new housing units.

I. Utility Providers

- Waverly Utilities – Electrical service & high-speed internet fiber
- MidAmerican Energy – Natural Gas
- City of Waverly – Water, sanitary sewer, solid waste

J. Stormwater

Storm water management must be accommodated on-site with discharge to Dry Run Creek.

K. Proximity

The site is two blocks from Waverly Health Center, four blocks from Wartburg College, and within two blocks of downtown retail.

III. DEVELOPMENT OBJECTIVES

The City seeks development proposals that achieve the following objectives:

- A. A cohesive master plan for the entire site pursuant to current zoning classification and comprehensive plan.
- B. A financially viable development based on current market conditions that provides owner-occupied housing as a long-term benefit to the community.
- C. Utilizes quality and long-lasting building materials
- D. Provides connection and pedestrian access to the surrounding city sidewalks and trail system.

- E. Complements the character of the surrounding neighborhood in terms of design and scale
- F. Incorporates a minimum of one garage stall for each unit, with preference for a two-stall garage.
- G. Preference for off-street parking that is generally located behind structures.
- H. Preference for a shared private access drive access from 6th Street SW and/or 2nd Avenue SW, thus minimizing access points onto adjacent streets.
- I. Property developed under R-3 zoning guidelines that include horizontally attached residential housing consisting of 2-unit, 3-unit or 4-unit structures limited to two stories, or single units on a common lot.
- J. If condo units are proposed:
 - Strong preference that units are restricted by condominium declaration to owner-occupied properties and not maintained as rental housing.
 - Preference for inclusion of HOA services which could include grass mowing, landscape maintenance, snow removal, etc.
- K. The City reserves the right to consider and accept proposals that may provide alternative means of meeting the same general objectives of this Request for Proposal.

IV. PUBLIC PURPOSE

The proposed development must demonstrate a clear public purpose that provides measurable benefit to the City and its residents. At a minimum, proposals should address how the project enhances public infrastructure and connectivity (streets, sidewalks and trails) and responds to identified housing needs consistent with the City's recent Housing Needs Analysis. Additional consideration will be given to developments that:

- create workforce or financially attainable housing
- include efficient use of existing infrastructure
- are compatible with and compliment surrounding land uses

Proposers are encouraged to quantify anticipated public benefits and describe the project's long-term value to the community.

V. CITY SUPPORT

- A. The City of Waverly believes that this parcel presents a unique opportunity to create workforce housing near the downtown that is financially attainable for existing and new workforce. Financial incentives, including Workforce Housing Tax Credits, may be available through the State of Iowa and the City could be willing to partner with a developer to provide a necessary local match in order to keep the new housing units affordable.
- B. All requests for City support are to be detailed in the proposal, including:

- 1) Financial justification for the request
- 2) Detailed explanation of why that support is needed in order to meet the development objectives outlined above
- 3) Detailed explanation of how the support will create public benefit

VI. RFP PROCESS SCHEDULE

- Proposals Due: August 3, 2026, at 4:00 p.m. CT
- Staff review of proposals
- Developer presentation of proposals to City Council
- City Council selection of preferred proposal, and authorization to negotiate potential purchase and development agreement.
- Staff negotiates terms of Purchase and Development Agreement
- Purchase and Development Agreement set for Public Hearing
- Public Hearing on Proposal to convey property by Purchase and Development Agreement
- City Council approval of Purchase and Development Agreement

VII. PROPOSAL SUBMISSION REQUIREMENTS

Proposers shall submit one (1) hard copy and one (1) digital copy of their development proposal. Upon submission, all materials will become property of the City of Waverly. Proposals are considered confidential until published on the agenda for City Council review. All proposals must be submitted to the City of Waverly no later than 4:00 p.m. CT on August 3, 2026. Proposals must remain valid for a period of ninety (90) days from the date of submission.

No submissions will be accepted after this date and time or at any other location.

The City reserves the right to request additional information or clarification.

Each submission must contain, at a minimum, the following information:

A. Firm Qualifications

- 1) Firm Contact. Name, address and contact information of firm or individual responding to the proposal.
- 2) Firm Overview. Provide a brief description of the organization, year established, number of employees, types of projects undertaken, and the financial volume of projects.
- 3) Development Team. Provide a listing, qualifications and role of all team members anticipated to participate in the project.
- 4) Experience. Provide a list, description and photos of several relevant projects detailing the role of the firm in each of the projects.

- 5) Firm Financial Viability. Provide a narrative description of the firm's financial capacity including the number and financial volume of projects undertaken in a typical year. Provide supplemental information validating the firm's financial capacity to complete the project.

B. Project Proposal

- 1) Project Description. Provide a description of the proposed project including, but not limited to:
 - i. number and type of structures,
 - ii. square feet of the structures
 - iii. sustainable building/site development features
 - iv. access to structures and number of parking spaces
 - v. other site amenities
- 2) Project Rationale and Strategy. Provide information supporting the financial and market feasibility of the proposed project.
- 3) Elevations. Provide rendering of the proposed exterior elevations of all proposed facilities. Include narrative about how the proposed development will interact with the surrounding land uses.
- 4) Site Plan. Provide a scaled preliminary site plan for the entire site showing:
 - i. configuration of building(s) on the site
 - ii. alignment of site access and parking
 - iii. connections to existing infrastructure, including sidewalks and trail system
 - iv. storm water management and green space
 - v. any other amenities provided in the development
 - vi. Please note that the site plan submitted for this RFP does not replace the site plan review and approval process required in the Zoning Code.
- 5) Public Benefit. Provide explanation of how the development provides a clear public purpose that produces a measurable benefit to the city and its residents.
- 6) Timeline. Provide a proposed project timeline including site design, site plan approval, site improvements, construction of the facilities, substantial completion and estimated final completion.

C. Project Financials

- 1) Proposed purchase price and terms.
- 2) Sources and uses of funds for the proposed project.

- 3) Estimated project costs and overall investment in the proposed project.
- 4) Estimated post-development Assessed Value for the Property.
- 5) Projected list price for the completed units
- 6) Proposer shall include financial documentation sufficient to assist the City in determining whether the proposer has secured or has the ability to secure the necessary financing to facilitate the purchase and development of the Property.
- 7) If the proposer intends to request City participation through financial support of the project, the amount and terms of the requested assistance should be clearly outlined along with justification for the need.

VIII. KEY CONTACTS

Connie Tolan, Planning & Development Specialist

P: 319-352-9210; Email: ctolan@waverlyia.com

Paige Yoder, Zoning Administrator

P: 319-352-9208; Email: pyoder@waverlyia.com

Justin McGlaun, Public Works Director

P: 319-352-6247; Email jmcglaun@waverlyia.com

James Bronner, City Administrator

P: 319-352-9211; jbronner@waverlyia.com

IX. EVALUATION CRITERIA

Each of the following items will be taken into consideration in evaluating the proposals:

- A. Completeness of proposal
- B. Capacity, experience, and capability of the Proposer
- C. Development concept and design quality
- D. Market & financial feasibility
- E. Community benefits including amenities or services provided in the project
- F. Consistency with Development Objectives set forth in this RFP
- G. Timeline for redevelopment and build-out
- H. Purchase price and terms

X. REVIEW OF PROPOSALS

Proposals will be reviewed by staff and presented to City Council in accordance with the process outlined in Sections VI and VII.

During the RFP evaluation, the City reserves the right to request additional written information to assist in the evaluation of the RFPs.

Proposals and any written responses to the City's request for additional information shall be signed by an officer of the proposing firm, or by a designated agent empowered to bind the firm in a contract.

The City reserves the right to conduct an initial administrative review of all proposals and, if deemed appropriate based on the number or nature of proposals received, invite only selected finalists to present to the City Council for final consideration.

Please note: All material submitted is public property and is subject to Iowa Public Record laws. All proposals submitted will become the property of the City of Waverly. Under the Iowa Open Records law, all records of a governmental body are presumed to be public records, open to inspection by members of the public, unless an applicable confidentiality exemption applies. All proposals and communications from proposers will be subject to the Iowa Open Records law.

Proposers will not be reimbursed for any cost associated with the preparation of the RFP.

XI. DISCLAIMER

- A. The City reserves the right to determine the appropriateness and merit of all submitted proposals. Issuance of this RFP does not obligate the City to enter into negotiations of agreements with any responding firm.
- B. The City shall consider all information provided by any responding firm to be confidential until and unless such proposal is placed on a public agenda for presentation to City Council.
- C. The property may be disposed of at its fair market value based on proposed use, public benefit and development commitments.