



**CARVER COUNTY  
COMMUNITY  
DEVELOPMENT  
AGENCY**

**REQUEST FOR PROPOSALS (RFP) FOR  
THE PURCHASE OF REAL PROPERTY OWNED BY THE CARVER COUNTY CDA**

**February 6, 2026**

**THE PROPERTY IS COMMONLY  
KNOWN AS:**

**OUTLOT A, FOREST HILLS 4<sup>TH</sup> ADDITION**

**For Sale: North Portion of Forest Hills 4<sup>th</sup> Addition, Outlot A-NE Quadrant of Paul Ave & County  
RD 20**

**Tax Parcel ID 852280020  
Approximately 20.11 acres**

**Total Acres 25.42 acres – the CDA will retain the southerly 5.31 acres for future use  
= approximately 20.11 acres for sale**

All proposals and other communications must be addressed and returned to:

**Carver County CDA:  
Executive Director  
705 N Walnut St  
Chaska, MN 55318; Or  
[allisons@carvercda.org](mailto:allisons@carvercda.org)**

**PROPOSALS MUST BE RECEIVED NO LATER THAN 3:00 PM LOCAL TIME**

**ON WEDNESDAY, MARCH 4, 2026**

## REQUEST FOR PROPOSALS

FOR

### Carver County CDA

#### I. PURPOSE OF THE REQUEST FOR PROPOSALS

Carver County CDA will accept proposals for the purchase of a portion of a parcel of CDA owned property.

**For Sale: North Portion of Forest Hills 4<sup>th</sup> Addition, Outlot A-NE Quadrant of Paul Ave & County RD 20**

**Tax Parcel ID 852280020  
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#### II. PROPERTY INFORMATION

The land is located in the City of Watertown, Carver County, Minnesota consisting of the **North portion of Forest Hills 4<sup>th</sup> Addition, Outlot A-NE Quadrant of Paul Ave & County RD 20** Watertown 55388. The subject property is situated north of the intersection of Paul Avenue and County Road 20 in Watertown MN. The CDA intends to retain the southerly 5.31 acres for future use, providing the north 20.11 acres for sale.

The property is located in the Watertown-Mayer School District less than a ½ mile from the Watertown-Mayer Elementary School. The property is approximately one mile from downtown Watertown.

Paul Avenue has not yet been extended adjacent to the subject, and installation of the street will be the responsibility of the eventual developer. City sewer and water are available to the subject.

Otto Associates prepared a concept plan (Exhibit 3 to this RFP) to illustrate a possible residential subdivision for illustrative purposes.

### **III. CONDITIONS GOVERNING THE SALE OF THE PROPERTY**

#### **A. Offer**

All respondents must complete and submit the Offer to Purchase form (attached as Exhibit 1) to the CDA indicating the amount being offered for the Property. All offers submitted to the City in response to this RFP shall remain valid for 90 days from the submittal deadline set forth in this RFP. This time period may be extended by mutual agreement of the CDA and any of the proposer(s). The Property is being sold by the CDA "AS IS."

#### **B. Purchase Price**

The purchase price must be paid in full to the CDA either by wire transfer or certified funds at closing.

#### **C. Closing Fees and Costs**

The successful respondent will be solely responsible for paying all closing fees and costs, including, but not limited to, a survey, if desired by respondent, any tests desired by respondent, title commitment fees, title search and examination fees, any title insurance premiums or the cost of any endorsements, closing fees charged by the closing company, any brokers' fees or commissions, respondent's attorneys' fees, the state deed tax, the cost of recording the deed, and any escrow fees. The CDA will be responsible for the cost of making title to the Property marketable and the CDA's attorneys' fees.

#### **D. Commission**

The CDA agrees and acknowledges that it has not engaged the services of any agent or broker for the sale of the Property. In the event that the successful respondent has engaged an agent or broker, the respondent will be solely responsible for the payment of said agent or broker, and said fees must not be deducted from the purchase price.

#### **E. Earnest Money Deposit**

Within five business days after all parties signing a purchase agreement, the successful respondent will be required to deposit 10 percent of the purchase price, as earnest money, with a title company who will hold the earnest money in escrow. The earnest money will be applied to the purchase price and will be refundable except in the event of a breach of the purchase agreement by the respondent.

#### **F. Proposal Submission**

To be considered, a sealed written proposal must be submitted by the respondent to the CDA either by mail, email at [allisons@carvercda.org](mailto:allisons@carvercda.org) or personal delivery no later than 3:00 p.m. on Wednesday, March 4, 2026. No proposals submitted by facsimile will be accepted. The outside of the envelope or subject of email must be marked "PURCHASE OF FOREST HILLS PROPERTY RFP" and delivered to:

Carver County CDA:  
Executive Director  
705 N Walnut St  
Chaska, MN 55318

Or by email to: [allisons@carvercda.org](mailto:allisons@carvercda.org)

Upon receiving your proposal, a confirmation email will be sent to you.

All submissions are subject to the Minnesota Data Practices Act, Minnesota Statutes Chapter 13. Pursuant to Minnesota Statutes Section 13.591, subdivision 3 (b), data submitted in response to a request for proposals by a government entity are private or nonpublic until the time and date specified in the solicitation that proposals are due, at which time the name of the responder becomes public. After the CDA has completed the evaluation process, all remaining data submitted by all responders are public with the exception of trade secret data as defined in Minnesota Statutes Section 13.37.

**H. Provision of Contact Information**

Those interested in submitting a proposal are encouraged to provide contact information to Allison Streich, Executive Director at: [allisons@carvercda.org](mailto:allisons@carvercda.org). This will allow the CDA to contact interested parties in the event that there are any addenda or changes to this RFP. Individuals who do not submit contact information to the CDA shall be solely responsible for independently verifying if any addenda or other changes have been issued for this RFP by contacting the CDA in writing prior to the submission deadline.

**I. Selection**

The CDA will select the proposal that is in the best interests of the CDA and will support the best use of the Property in the CDA's sole discretion. The sale of the Property is subject to the approval of a purchase agreement between the successful respondent and the CDA Board. The CDA reserves the right to negotiate with respondents and to reject any and all offers. Additional consideration may be given to a respondent willing to include lot for the CDA's land trust program. For more information on our land trust program, visit our website:  
<https://www.carvercda.org/services/housing/homeownership-and-land-trust/community-land-trust>

**J. Schedule**

Friday, February 6, 2026	Request for Proposals Issued
Wednesday, March 4, 2026, 3:00 p.m.	Proposals due
Monday, March 9, 2026 (estimate)	CDA Review of Proposals
Monday, March 19, 2026 (estimate)	Recommendation to CDA Board

**K. Questions**

All questions or requests for clarification should be submitted in writing via email to allisons@carvercda.org. The CDA shall not be responsible for the delay in the transmission of any request for clarification or other communication. The CDA will make all questions and answers available to all interested parties.

**L. Conflict of Interest**

Any respondent who has a conflict of interest or potential conflict of interest shall disclose the same in its offer. The CDA will review any potential conflicts of interest in its evaluation of the proposals.

**IV. SUBMISSION REQUIREMENTS**

**A. Required Content**

At a minimum, the following information must be included in all proposals:

**1. Cover Letter**

The respondent must submit a cover letter committing the respondent to purchasing the Property on the terms and conditions set forth in this RFP and providing information regarding the respondent's intended use of the Property.

**2. Offer to Purchase**

The respondent must complete the Offer to Purchase Property form as is with no changes or alterations (attached as Exhibit 1).

In addition to purchase price, all proposals must include information related to:

- a. How the property is intended to be developed?
- b. When does the respondent intend to develop the property?
- c. Is the respondent open to lots for the CDA's land trust program?
- d. List previous residential developments completed and locations.

**V. EVALUATION CRITERIA**

The CDA reserves the right to contact some or all of the respondents to clarify non-material aspects of their offers. In evaluating the proposals, the CDA's selection will be based upon those factors deemed necessary to promote the best interests and welfare of the CDA, City, the neighborhood, and the community, including, but not limited to, the best use of the Property.

## **VI. REJECTION OF PROPOSALS**

### **A. Selection does not Guarantee a Purchase Agreement**

This RFP shall not create any legal obligation of the CDA to evaluate any proposal that is submitted or to enter into any purchase agreement with a respondent who submits a proposal except on terms and conditions that the CDA deems, in its sole and absolute discretion, to be satisfactory and desirable. All proposals should contain an affirmative statement regarding whether there is any “conflict of interest” with the CDA, its staff and appointed officials, and the respondent.

The CDA reserves the right to reject any and all proposals received and the right to waive non-material formalities and technicalities according to the best interests of the CDA. The CDA is not obligated to select the proposal with the highest offering price, as it is considering other factors that are outlined in this RFP in addition to price.

By submitting a proposal, the Respondent acknowledges its understanding of the requirements of this RFP and agrees to be bound to the same when negotiating the purchase agreement, if its proposal is selected by the CDA.

### **B. No Liability for Expenses or Costs**

The CDA is not responsible for expenses or costs incurred by respondents in connection with this RFP process and submitting a proposal. This includes, but is not limited to, costs associated with preparing the proposal and participating in any site visits, oral presentations, or negotiations.

## **VII. SELECTION**

### **A. Completion**

The Respondent’s proposal must be complete in order to be considered by the CDA for selection. Proposals will be reviewed by the Executive Director and Deputy Director for completeness in addressing the criteria listed in the submission requirements set forth in Section IV of this RFP and Exhibit 1.

CDA Staff will review all complete proposals and make a recommendation to the CDA Board as to which proposal should be selected.

### **B. Purchase Agreement**

The selected proposer will be required to enter into a purchase agreement with the CDA for the purchase of the Property. The purchase agreement is subject to the approval of the CDA Board. The purchase agreement will be a public document.

**EXHIBIT 1**  
**OFFER TO PURCHASE REAL PROPERTY**

**SUBMITTAL:** To ensure proper identification and handling, submit your offer in a sealed envelope. This Offer must be submitted by 3:00 p.m. on Wednesday, March 4, 2026 to:

Carver County CDA:  
Executive Director  
705 N Walnut St  
Chaska, MN 55318

Or

By email to: [allisons@carvercda.org](mailto:allisons@carvercda.org)  
A confirmation email acknowledging receipt of the proposal will be returned.

Timely delivery of the offer is the sole responsibility of the Respondent. The offer must be submitted by personal delivery, email or mail. Late offers will not be accepted. All offers shall remain valid for a period of 90 days from the RFP submittal date. The time period may be extended by mutual agreement of the CDA and the proposer.

**TO:** Carver County CDA:  
Executive Director  
705 N Walnut St  
Chaska, MN 55318

\_\_\_\_\_, herein called the "Buyer," hereby offer and agree to purchase the Property known as Forest Hills 4<sup>th</sup> Addition from the Carver County Community Development Agency ("CDA") which is described as follows:

**For Sale: North Portion of Forest Hills 4<sup>th</sup> Addition, Outlot A-NE Quadrant of Paul Ave & County RD 20**

**Tax Parcel ID 852280020**  
**Approximately 20.11 acres**

**Total Acres 25.42 acres – the CDA will retain the southerly 5.31 acres for future use**  
**= approximately 20.11 acres for sale**

Buyer agrees to the terms and conditions of the purchase as detailed in the CDA's Request for Proposals dated February 6, 2026 at the price set forth below:

\$ \_\_\_\_\_

The proposed use of the property will be:

\_\_\_\_\_  
\_\_\_\_\_  
How is the property intended to be developed?

When do you intend to develop the property?

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Are you open to using lots for the CDA's land trust program?

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List previous residential developments completed and locations.

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I understand that title and possession of the Property will be conveyed upon closing. Transfer of the Property will be by limited warranty deed. The Property will be conveyed "AS IS" with no right of set off or reduction in the purchase price. The sale of the Property will be without representation of warranties, express or implied, either oral or written, made by the CDA with respect to the physical condition of the property the existence or absence of petroleum, asbestos, hazardous substances, pollutants, or contaminants in, on, or under, or affecting the Property or with respect to the compliance of the Property or its operation with any laws, ordinances, or regulations of any government or other body.

I also understand that closing shall be within 180 days of approval of a purchase agreement by the CDA Board, unless otherwise agreed to by the parties. This purchase is subject to approval by the CDA Board and the CDA reserves the right to reject any and all offers.

I am aware/not aware of any potential conflict of interest with respect to my purchase of the Property. If there is a potential conflict of interest, please state the potential conflict of interest here:

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I understand and agree to the terms set forth in this offer and also in the CDA's Request for

Proposals. Date: \_\_\_\_\_

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By:

Its:

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## **EXHIBIT 2 – City of Watertown Zoning Regulations for Planned Unit Development - Forest Hills (PUD-FH)**

The property is zoned PUD-FH, Subzones A and E. The PUD requirements can be found in the City of Watertown Zoning Code, DIVISION 20. – PLANNED UNIT DEVELOPMENT – FOREST HILLS ZONING (PUD-FH).

Further information on setbacks and other zoning requirements may be found on the City's website:

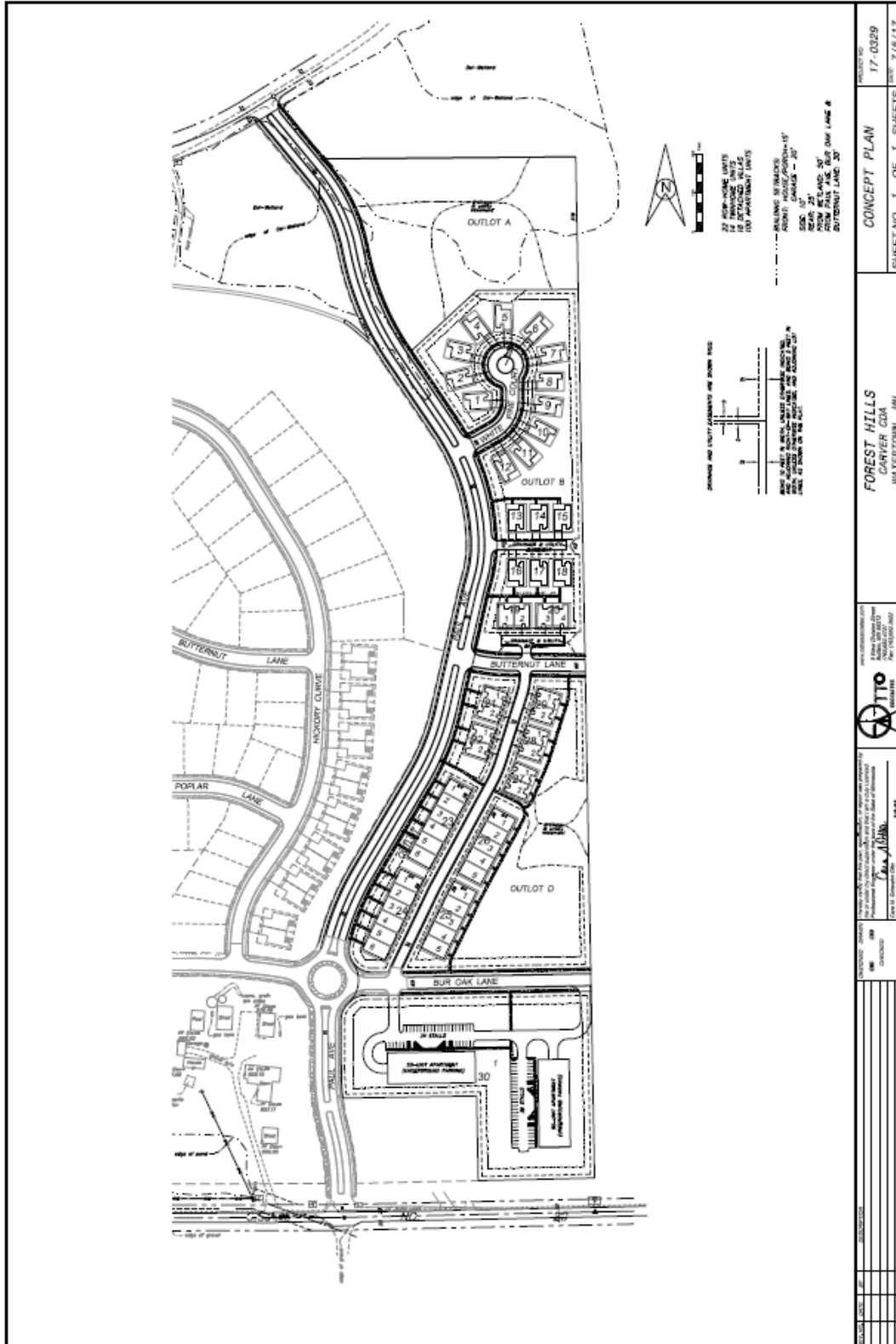
[https://library.municode.com/mn/watertown/codes/code\\_of\\_ordinances?nodeId=MUCO\\_CH62ZO\\_ARTIVDI\\_DIV20PLUNDEORHIZOP](https://library.municode.com/mn/watertown/codes/code_of_ordinances?nodeId=MUCO_CH62ZO_ARTIVDI_DIV20PLUNDEORHIZOP)

The City's fee schedule for applications, subdivision, park dedication, sewer and water connections is listed here:

<https://www.watertownmn.gov/266/Planning-Zoning>

If you have questions about the application process or any other planning and zoning questions please contact 952-955-2681 or [email Dan Tolsma, City Administrator](mailto:Dan.Tolsma@cityofwatertownmn.gov).

Exhibit 3: Current concept plan



**EXHIBIT 4-Aerial Photo of Property**



CDA to retain portion of parcel below red line. PID 852280020