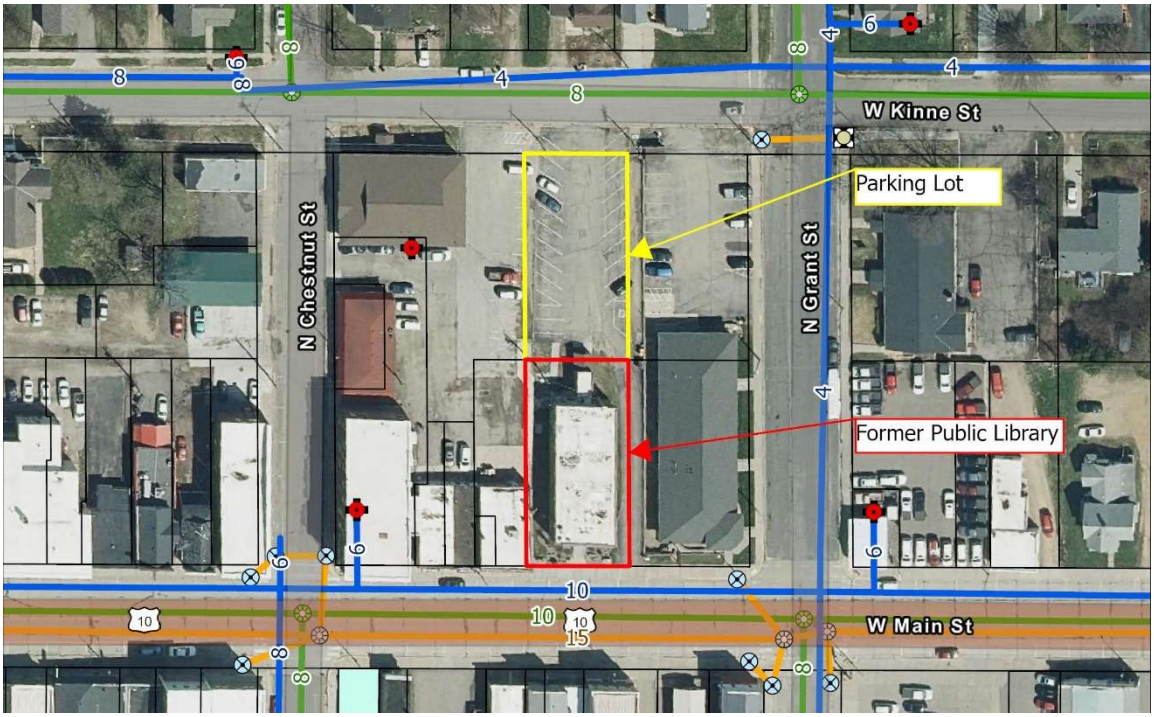
REQUEST FOR PROPOSALS

For the Purchase and Redevelopment of Village-Owned Property Commonly Known as the Former Public Library



Issuing Authority	Village of Ellsworth
Property Address	312 W Main Street, Ellsworth, WI
RFP Issue Date	May 6, 2026
Proposal Deadline	August 7, 2026
Contact Person	Brad Roy, Administrator/Clerk – Treasurer 130 North Chestnut Street Ellsworth, WI 54011 (715) 273-4742 Brad.roy@villageofellsworth.org
Site Visits	Contact Brad Roy to schedule

1. Introduction and Purpose

The Village of Ellsworth (the "Village") invites qualified developers to submit proposals for the purchase and redevelopment of the Village's former Public Library Building (the “Property”). The property has an adjacent parking lot that can also be purchased by the developer. The property for sale is approximately 0.20 acres. The parking lot is approximately 0.20 acres.

The Village seeks a developer who will bring creative commercial development to this prominent Main Street location in a manner that benefits the community, generates economic activity, and attracts visitors.

This Request for Proposals (RFP) is issued by the Village of Ellsworth pursuant to authorization of its Community Development Authority (CDA) and Village Board. The Village reserves the right to reject any or all proposals, to waive informalities, and to accept the proposal deemed most advantageous to the Village based on the evaluation criteria set forth herein.

1 Ellsworth Former Library Building, Main Entrance to Upper Level, Pictured Above

2 Ellsworth Owned Rear Parking Lot Pictured Above

2. Property Description

The subject property is located on the historic Main Street corridor—also known as U.S. Highway 10 (US 10)—at 312 W. Main Street in the Village of Ellsworth, Pierce County, Wisconsin. The building is currently configured into two levels.

The upper (main) level includes a mezzanine that is original to the 1932 structure, as well as the former library space, which was renovated in 1995.

The lower level contains areas previously used by the Senior Center and was last updated in 1970.

Each level has two exterior access points, however, there is currently no internal connection between the two floors as this connection was removed during renovation. Key property characteristics are as follows:

Site Area	Approximately 0.20 acres
Building Footprint	Approximately 3,500 square feet
Year Built	1932
Last Renovated	1995 (main level); lower level not updated since approximately 1970
Current Zoning	Commercial
Deed Restrictions	None
Parking	The Village may include the 0.20-acre parking lot to the north of the building in the sale, contingent on the proposed development plan.

See Section 10 for a list of all of the available documentation regarding the building and the property.

Prospective buyers are encouraged to review these materials prior to submitting a proposal. Site visits may be arranged by contacting Brad Roy (see Section 9).

Any contents remaining in the building at the time of sale will become the property of the developer, except for items the Village elects to retain, which will be removed prior to closing.

3 North Entrance to Lower Level, Formerly Known as the Senior Center

3. Village Goals and Priorities

The Village of Ellsworth seeks a development that advances the following goals and priorities:

- Activate the downtown through a commercial use that attracts both residents and visitors.
- Demonstrate financial feasibility and ensure long-term operational and economic viability.
- Preserve and enhance the character of the W. Main Street corridor.
- Deliver measurable economic benefits, including job creation and increased tax base.
- Provide a realistic and achievable timeline for development and construction.
- Maintain high architectural quality and design consistency.
- Ensure compatibility with surrounding businesses and the broader downtown environment.
- Support uses that generate significant foot traffic and contribute to a vibrant future for the site.

The Village does not have a predetermined development use in mind and welcomes a range of commercial proposals.

4 East Entrance to Lower-Level Former Senior Center

5 North Entrance to Upper-Level Former Library

4. Conditions Governing the Sale of the Property

A. Offer

All offers submitted to the Village 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 Village and any of the proposer(s). The Property is being sold by the Village "AS IS."

B. Purchase Price

The Village recently had an appraisal performed of the building and buildings property. The appraisal opinion of value was determined to be $278,000. The Village may be flexible on purchase price depending on the plan of development of the property. The purchase price must be paid in full to the Village either by wire transfer or certified check at closing. If there is a difference between the value and the purchase price will be considered a benefit that the developer will receive in equity based on post-closing performance measures (Section G). The benefit may be considered a business subsidy per the standards in the state statutes. If the respondent cannot meet the business subsidy standards set in the state statutes, the purchase price will be required to increase to an acceptable amount.

While the purchase price is not a primary factor in the decision, the Village may consider the offer amount when selecting a proposal.

C. Closing Fees and Costs

The successful respondent will be solely responsible for paying all of its buy-side closing fees and costs, including, but not limited to, a survey (if desired), any tests desired by the respondent, lender title insurance premiums and the cost of any title policy endorsements, buy-side closing fees charged by the title company, the respondent's attorneys' fees, the cost of recording the deed, and any buyer escrow fees. The Village will be responsible for the cost of issuing a title insurance policy in the amount of the purchase price and conveying marketable title to the Property and the Village attorneys' fees.

D. Commission

The Village 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 written proposal must be submitted by the respondent to the Village either by email, mail or personal delivery no later than 4:00 p.m. on August 7, 2026. If submitting by email, the proposer shall confirm that the proposal has been received by Village staff. If submitting by mail or personal delivery, the outside of the envelope must be marked "THE PURCHASE AND REDEVELOPMENT OF FORMER PUBLIC LIBRARY" and delivered to:

Village of Ellsworth
Attn: Brad Roy
130 North Chestnut Street
Ellsworth, WI 54011

G. POST-CLOSING PERFORMANCE MEASURES AND COMPLIANCE

The successful respondent will be required to complete the development of the property substantially as described in their proposal, including the proposed use, scope of improvements, and development timeline. These commitments will be incorporated into the Purchase and Sale Agreement.

Failure to perform in accordance with approved proposal may result in the property being returned to the Village and/or forfeiture of any business subsidy benefit provided. Specific performance measures, milestones, and remedies will be finalized between the Village and the successful respondent prior o signing the purchase agreement.

5. Submission Requirements

Respondents must submit a complete proposal package that includes all of the following components:

5.1 Experience Statement

Provide an overview of the respondent's qualifications, including:

- Organization name, structure, and key personnel
- Examples of comparable development or business projects completed (location, scope, and outcomes)
- Relevant experience in commercial real estate, business operations, or rehabilitation of historic structures
- Brief description of how the development team will provide updates to the community to assure the project aligns with Village’s vision

5.2 Development Plan

Provide a narrative description of the proposed use and development of the property, including:

- Proposed business or development type and concept; if the proposal has speculative businesses, then a list of business types/land uses should be provided
- Description of how the proposed use aligns with the Village's goals for commercial activity and community benefit
- Plan of approach to utilize existing building or remove building and redevelop the site
- Approach to addressing existing building conditions, including deferred maintenance, known asbestos, and lower-level renovation needs
- If a proposer only wants a portion of the site or would like to split the site with a partner, then as much detail as possible should be provided

5.3 Concept Site Plan

Provide a basic concept-level site plan showing proposed building use, any exterior modifications, parking, access, and relationship to adjacent properties. Architectural renderings or sketches are welcome but not required at this stage.

5.4 Proposed Purchase Price

State the proposed purchase price for the property. If the proposal is contingent on inclusion of the northern parking lot, provide pricing for both scenarios (with and without the parking lot).

Proposed purchase price will be considered in the context of the overall development plan.

5.5 Proof of Financing

Provide evidence of financial capacity to complete the purchase and development, which may include:

- Bank commitment letter or letter of intent from a lender
- Evidence of available equity or liquid assets
- Pro forma financial projections for the proposed development

5.6 Development Timeline

Provide a projected timeline for the project, including:

- Anticipated closing date
- Major milestones (permitting, construction start, occupancy)
- Estimated project completion date

5.7 Estimated Economic Impact

To the extent possible, provide an estimate of the anticipated economic impact of the proposed development, such as:

- Number of jobs created (construction-phase and permanent)
- Estimated annual property tax or sales tax impact
- Other community or economic benefits

6. Evaluation Criteria

Proposals will be evaluated and scored by an ad-hoc committee as designated by the Village Board that may be made up of members of the CDA, Village Board, and Village Staff using the following criteria. Based on scoring, the committee will select finalists. Regardless of the initial score, the Village retains the right to award the property to the proposer that it believes best meets the goals of the Village.

Evaluation Criterion	Weight
Quality and viability of the proposed development plan	30%
Anticipated economic impact to the Village	25%
Developer qualifications and relevant experience	20%
Proposed approach, timeline, and feasibility	15%
Proposed purchase price	10%

The Village reserves the right to interview one or more respondents, request clarifications, or negotiate final terms as part of the evaluation process.

7. Submission Process and Timeline

RFP Issue Date	May 6, 2026
Deadline for Questions	July 31, 2026
Proposal Submission Deadline	August 7, 2026 @ 4:00 p.m. CT
CDA Review	August 20, 2026
Village Board Approval	September 7, 2026

Proposals must be submitted to the contact listed in Section 9 by 4:00 p.m. on the Proposal Submission Deadline. Proposals may be submitted electronically or by hard copy.

If no acceptable proposals are received by the submission deadline, the Village reserves the right to keep this RFP open and continue to accept proposals on a rolling basis until a satisfactory proposal is received or the RFP is formally withdrawn.

8. Terms and Conditions

- All proposals become the property of the Village of Ellsworth upon submission.
- The Village is not obligated to accept the highest-priced proposal or any proposal.
- The Village reserves the right to withdraw this RFP at any time and for any reason.
- Respondents are responsible for all costs incurred in preparing and submitting a proposal.
- The sale of the property is subject to approval by the Village Board and review by Village legal counsel.
- All applicable state and local laws governing the sale of municipal property apply.
- The selected developer will be required to enter into a Purchase and Sale Agreement with the Village on terms and conditions acceptable to the Village.
- All information submitted in response to this RFP may be subject to Wisconsin public records law.

9. Contact Information

All questions, requests for site visits, and proposal submissions should be directed to:

Brad Roy
Village of Ellsworth
130 North Chestnut Street
Ellsworth, WI 54011
(715) 273-4742
Brad.roy@villageofellsworth.org

Those interested in submitting a proposal are encouraged to provide contact information to Brad Roy, Village Administrator at: Brad.roy@villageofellsworth.org This will allow the Village 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 Village shall be solely responsible for independently verifying if any addenda or other changes have been issued for this RFP by contacting the Village in writing prior to the submission deadline. The Village shall not be responsible for the delay in the transmission of any request for clarification or other communication. The Village will make all questions and answers available to all interested parties.

10. Available Documents

The following documents are available upon request from the Village:

- Facility Condition Assessment (Ayres Associates, 2020)
- Phase I Environmental Site Assessment (Ayres Associates, 2022)
- Asbestos Assessment (Ayres Associates, 2022)
- Zoning information, mapping, and utility information
- Appraisal (AM Appraisal Service LLC, 12/2025)

To request any of the above documents or to schedule a site visit, please contact Brad Roy as noted in Section 9.

Figure 4 Historic Ellsworth Theatre