

# NOTICE OF VALPARAISO PARKS & RECREATION DEPARTMENT SEEKING WRITTEN OFFERS FOR PURCHASE AND DEVELOPMENT OF REAL ESTATE PURSUANT TO INDIANA CODE § 36-1-11-4.2

## Banta Center

### Overview

This Request for Written Offers (“RFO”) is issued by the **Valparaiso Parks & Recreation Department** (“Valpo Parks”) consistent with Indiana Code § 36-1-11-4.2. Proposals are invited to acquire and develop the Banta Center in Valparaiso, Indiana with the following Parcel Numbers: 64-09-24-253-001.000-004 excluding the portion currently used as a park. See Exhibit A. (“Property”).

### Preparation and Submission of Proposals

The following is provided as guidance for the submittal of a Proposal.

1. Cover Letter: A cover letter on Respondent’s letterhead must be signed and submitted by a person authorized to submit and sign the Proposal. The cover letter shall include the following:
  - a) The Respondent’s legal name, address, and telephone number/email address.
  - b) Relevant background information about Respondent; and,
  - c) any other relevant information about Respondent that Respondent wishes to disclose.
2. Project Explanation: A conceptual overview of the proposed Project including:
  - a) Preliminary Plans for the Property including any conceptual designs;
  - b) Respondent’s rationale for the proposed Project; and,
  - c) any other relevant information about the proposed Project that Respondent wishes to disclose.
3. Financial Information: A financial overview to show Respondent’s financial capability to complete the proposed Project.
4. Schedule: A timeline for the proposed Project, including any conditions that must be met before the Project can commence. The schedule must include:
  - a) Time needed to secure financing (if necessary);
  - b) Design start and end dates.
  - c) Site preparation start and end dates; and,
  - d) Construction start and end dates.
5. Price: Proposal must include a proposed purchase price for Property.

## Proposal Requirements

Valpo Parks will require adherence to the following conditions for a proposal to receive favorable consideration and potential award of the property:

- The proposed project will not negatively impact the Banta neighborhood's residential character.
- The existing building will not be demolished.
- Valpo Parks will retain ownership of the northern park, playground, and green space.
- Senior programming will continue uninterrupted in the current building for a minimum of three years, and for up to five years, or until a suitable alternate location is established.

## Proposal Evaluation Criteria

Offers will be evaluated pursuant to Indiana Code § 36-1-11-4.2 and any other factors required by law. Respondents may be requested to discuss their Proposal with the Valpo Parks. Respondents submitting Proposals may be asked to respond to additional questions and/or submit additional information. Valpo Parks may also issue Addendums and/or Supplemental Requests to this RFO. Valpo Parks staff may make a recommendation to the Valpo Parks Board as to which Proposal(s), if any, should be considered. The Valpo Parks Board may select a Proposal after considering staff recommendations and the criteria described in this RFO. Upon selection, Valpo Parks may enter negotiations with the Respondent. **The Valpo Parks reserves the right, to reject any or all Proposals.**

## Instructions for Submitting Proposals

### Submitting Proposals

- a) All Proposals shall be submitted in a sealed envelope. **No facsimile or email submission will be accepted.** The envelope must be labeled with the Respondent's name and address; and the words "Proposal for Banta Center Property – Valpo Parks".
- b) If a Proposal is sent through the mail or other delivery system, the sealed envelope shall be enclosed in a separate envelope with the notation "PROPOSAL ENCLOSED" on the face of the outer envelope.
- c) Proposals shall be filed in the Valpo Parks Admin Office at 3210 N. Campbell St., Valparaiso, Indiana, 46385, before the hour of **3:00 p.m. (CST) on July 25, 2025.**
- d) All Proposals submitted become the property of the City and are a matter of public record.
- e) Valpo Parks is not responsible for late or lost Proposals due to mail service inadequacies, traffic or other similar reasons. Proposals received after the designated time may not be considered in the selection process.
- f) Valpo Parks reserves the right to accept or reject any or all Proposals and to waive informalities or irregularities in the selection process.
- g) Proposals shall be submitted as follows: three (3) bound copies and one (1) electronic copy on a thumb drive.

- h) A Respondent may, upon written request, modify or withdraw their Proposal at any time prior to the opening date and time. A request to modify or withdraw a Proposal must be signed by the same person or persons who signed the original Proposal submitted. No Proposal may be modified or withdrawn after the opening of the Proposals.

**Opening Proposals:** All Proposals received will be opened in public by the Valpo Parks Director on **July 29, 2025 at 6:00 at Forest Park Golf Course Welter Room.**

Requests for Clarifications and Addenda

1. Respondents intending to submit Proposals who have questions should contact **Kevin Nuppnau**, Director of the Valpo Parks, at [knuppnau@valpo.us](mailto:knuppnau@valpo.us).
2. A guided tour of the Property may be arranged by contacting **Kevin Nuppnau**, Director of the Valpo Parks, at [knuppnau@valpo.us](mailto:knuppnau@valpo.us). Although every effort will be made to accommodate requests, there is no guarantee that all tour requests will be fulfilled.
3. Interpretations or clarifications determined necessary by Valpo Parks will be issued by addenda e-mailed or otherwise delivered to all Respondents recorded by the Valpo Parks as having received the RFO and requesting to receive updated information. Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications from any other source will be without legal effect.
4. All requests for clarification regarding this solicitation must be received at least one (1) week before the opening date to allow for the issuance of any addendums determined by Valpo Parks to be necessary.
5. To receive addendums or other information updates, Respondents must email **Kevin Nuppnau**, Director of the Valpo Parks, at [knuppnau@valpo.us](mailto:knuppnau@valpo.us) to register their email contact information.
6. Valpo Parks reserves the right to amend, revise, extend, modify and revoke this RFO. Valpo Parks also reserves the right to waive any errors and omissions by Respondents in any Proposals.