

Request for Proposals

Development of HRA-EDA Owned Property

SECTION 1 PROJECT SUMMARY

The Pope County HRA-EDA (hereinafter "HRA-EDA") is seeking development proposals ("Proposals") from qualified firms, developers, purchasers and builders ("Developers") for the opportunity to purchase and develop HRA-EDA owned property ("Property"). The intended outcome of this Request for Proposals ("RFP") process is the creation of a development/purchase agreement ("Agreement") that will establish terms and conditions, and further define the scope, design, overall use, and development of the Property.

PROPERTY DESCRIPTION

The property is located at the corner of Franklin Street and 1st Avenue SW in the City of Glenwood. The property consists of parcel numbers:

21-0198-000

21-0197-000

21-0197-001



All buildings were demolished in September of 2023. All backfilling of the property was required to meet a 95% compaction test. Test results have been filed with the County and City.

The site is served by water and sewer through the City of Glenwood, natural gas through CenterPoint Energy, and electricity through Xcel Energy. Telecommunication providers on site include Charter/Spectrum Communications and Century Link.

GOALS AND OBJECTIVES

In seeking proposals for the redevelopment of the site, the HRA-EDA will focus on the following objectives:

1. Recoup HRA-EDA costs of acquiring the property, along with the demolition costs associated with the properties.
2. Enhance the tax base.
3. Job and wage creation
4. Meets the City of Glenwood's development goals as set forth in the Comprehensive Plan
5. Create economic development opportunities, expand the mix of business in the commercial market, and/or the potential to address housing through a mixed-use development.
6. Projects that will commence within a 12 – 24-month construction timeline.

ASKING PRICE

The asking price of the property is \$275,000.

TAX INCREMENT FINANCING

Prior to demolition, the HRA-EDA established a tax increment financing district with the City of Glenwood. TIF will be first used to reimburse the HRA-EDA for demolition costs. Any additional use of increment may be negotiated between the HRA-EDA and the City of Glenwood.

SECTION 2 PROPOSAL REQUIREMENTS

To evaluate and select the appropriate Developer, the HRA-EDA is requesting development proposals. Proposals must respond to the following questions:

1. Description of the Developer's proposed project:
 - a. Size in square feet of each building space
 - b. Type of use(s) planned (e.g., housing, commercial, industrial, business park, or a mixed-use combination)
 - c. Conceptual designs if available

2. Description of the Developer’s experience developing the proposed type of project and/or operating the proposed use:
 - a. Name and location of project(s)
 - b. Description of project(s)
 - c. Completion date of project(s)
 - d. Experience in dealing with private development.
 - e. References from cities or counties of similar sized projects.

3. Explanation of the Developer's organization and a list of other partners and their roles (if any).

4. The proposed general timeframe for the development of the Developer's proposed project. If multiple components or phases are planned, a list of all.

5. Provide information on the project budget, adequacy of funding and other sources of support:
 - a. Provide a preliminary development budget for this project that includes all major costs required for its implementation and identifies all sources of funds, including any public assistance necessary for the project.
 - b. Provide a statement of proposed method of financing the improvements, including specific information on:
 - Interim financing of the construction
 - Permanent development financing
 - Please provide letters of support or financing commitments from prospective lenders.

6. Description of the benefit(s) your proposed project could bring to the HRA-EDA, the City of Glenwood, and/or Pope County including but not limited to:
 - a. Projected property tax revenues from the project.
 - b. Total Investment in the property
 - c. Projected number of jobs and related wages (if applicable).
 - d. Served demographics of the community
 - e. Other benefits to the HRA-EDA, the City of Glenwood, and/or Pope County

PROPOSAL TIMELINE

Release request for proposalNovember 1, 2023

Deadline for Submittal of proposalby 11 a.m., Friday, February 2, 2024

SECTION 3 PROPOSAL INSTRUCTIONS

A complete, concise, and professional response to this RFP will enable the HRA-EDA to identify the Developer who will provide the highest benefit and will be indicative of the level of the Developer's experience and commitment to the proposed project. Proposals must

demonstrate that the approach, design, and financing plan for the project will allow for successful development and delivery.

The following minimum information should be provided in each proposal and will be utilized in evaluating each proposal submitted. Proposals should include the following items:

- Proposal cover sheet.
- Completion of Questions 1-6 in Section 2 above. Please answer in a format that is easy to follow and related to the questions asked.

The HRA-EDA will not be liable for any expenses incurred by Developers responding to this solicitation. All material submitted will be kept by the HRA-EDA.

The HRA-EDA reserves the right to retain all proposals submitted and to use any ideas in a proposal, regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the proposing Developer of the conditions contained in this Request for Proposals, unless clearly and specifically noted.

The HRA-EDA is not liable for any costs incurred by the Developers in preparing and submitting proposals.

PROCEDURES FOR SUBMISSION

- a. An official of the corporation or entity authorized to bind the proposer must sign the proposal.
- b. The proposal shall contain the full name of the person, firm, or corporation submitting the proposal and the address of the person, firm, or president of the corporation if not the owner or developer.
- c. The proposal must be submitted in hard copy form only, including a total of 6 bound copies.
- d. Sealed written proposals based on the prepared RFP by the Pope County HRA-EDA will be received Kersten Kappmeyer, Pope County Administrator, 130 Minnesota Avenue, Glenwood, MN on or before 11:00 am on Friday, February 2, 2024.

INQUIRIES:

Prospective developers may submit question by phone or email to:

Pope County HRA-EDA

320-634-7847

Pchra-eda@popecountymn.gov

SECTION 4 SELECTION PROCESS

Proposals will be opened at a date and time determined at the sole discretion of the HRA-EDA. The HRA-EDA also reserves the right to extend the deadline for submissions if it so desires and to reject any/all proposals.

The selection of a winning proposal will be based on the following criteria in no order of importance:

- Long term market value and tax base for the local units
- Job and Wage Creation
- Further the comprehensive plan goals of the City
- Project meets local City ordinances, permit requirements, etc.
- Recoup investment and demolition costs
- Environmental Impact.
- Impact on housing needs (if applicable for mixed use).
- Developer history or ability to complete the project timely.

AWARD

The HRA-EDA Board of Commissioners shall make the final selection.

AWARD NOTIFICATION

The HRA-EDA will notify in writing each firm submitting a proposal the results of the selection process.

PROPOSAL EXPIRATION DATE

Proposals in response to this RFP will be valid for one hundred eighty (180) days from the proposal due date. The HRA-EDA reserves the right to ask for an extension of time if needed.

STANDARD TERMS AND CONDITIONS

The HRA-EDA has the sole authority to select a Developer for this project and reserves the right to reject any and all proposals, to waive any informality or minor defects in proposals received.

SECTION 5 INDEMNIFICATION

Developer shall indemnify, defend, and hold the HRA-EDA, their officers, agents, and employees harmless from any and all claims, damages, losses, causes of action and demands, including, without limitation, the payment of all consequential damages, expert witness fees, reasonable attorney's fees and other related costs and expenses, incurred in connection with or in any manner arising out of Developer's performance of the work contemplated by this RFP.

SECTION 6 GENERAL CONDITIONS

During the RFP period, Developers and their employees, agents, or representatives, shall have the right of reasonable access to the Property during normal business hours for the purposes of inspection, undertaking any necessary soils tests and otherwise conducting due diligence to ensure that the Property is suitable for Developer's intended use.

Notwithstanding anything else in this RFP, Developer shall defend, indemnify, and hold the HRA-EDA, its employees, officers, and agents, harmless from any injury, property damage or liability arising out of the exercise by Developer of this right of access, other than injury, property damage or liability relating to the gross negligence or willful misconduct of the HRA-EDA or its officers, agents, or employees.

SECTION 7 RFP ADDENDUM

The HRA-EDA may determine it is necessary to revise any part of this RFP. Revisions will be made by written addendum, and it is the Developer's responsibility to understand and comply with any addendum to this solicitation. Addendum may be posted on the County's website at www.popecountymn.gov. Vendors may use the contact information below if they have any further questions:

Pope County HRA-EDA
Attn: Jason Murray
130 Minnesota Avenue East
Glenwood, MN 56334
320-634-7847
Pchra-eda@popecountymn.gov