

Request for Redevelopment Proposals

782 Snelling Ave. S, Saint Paul, MN 55116

Release Date: August 14, 2017



Letter of Intent Due:

September 8, 2017, 4:00 pm

Proposal Due:

October 27, 2017, 4:00 pm

Issued By:

Saint Paul Regional Water Services and the Board of Water Commissioners



Contact Will Menkhaus at William.Menkhaus@ci.stpaul.mn.us for issues specific to this RFP

Contents

Introduction 1

General Information 2

 Current Property Condition 2

 Neighboring Area 2

 Future Plans for the Property 2

 Historical Considerations 2

 Ownership..... 2

 Developer Requirements 3

 Evaluation Criteria..... 3

 Selection Process 3

 RFP Process Timeline 4

 Project Website..... 4

Proposal Requirements..... 5

 Letter of Intent..... 5

 Questions 5

 Submission Information..... 6

 Submissions as Public Information 6

 Required Elements..... 6

 1. Developer Information..... 6

 2. Development Partners 7

 3. Proposed Development 7

 4. Supplemental Information..... 8



Introduction

The Board of Water Commissioners of the City of Saint Paul is seeking proposals for the redevelopment of approximately 4.3 acres of land directly south of the historic Highland Park Water Tower. The Property is located at 782 Snelling Ave. S, St. Paul, MN 55116 and is shown in *figure 1* below. The Property is currently zoned R1: Residential Single Family.



Figure 1: Area to be Developed

The Board of Water Commissioners will examine all proposals for development to assess the potential benefits of all alternatives. The Board strongly feels that the land should be developed in such a way that it becomes an asset to the community, and proposals for development should seek to meet that goal.

General Information

Current Property Condition

The Property is currently the site of an 18 million gallon reservoir owned and operated by Saint Paul Regional Water Services (SPRWS). The reservoir on site is no longer needed and has been out of use for three years. The reservoir is an underground, reinforced concrete structure which measures 430 feet by 322 feet and is 21 feet deep. 352 interior columns support the roof of the structure.

Interested parties are encouraged to visit the area to observe the site. Visitors must abide by all posted regulations at the site and will not be granted any special permissions or site access privileges.

Neighboring Area

The neighboring area is largely residential, though the Property is immediately adjacent to the Charles M. Schulz – Highland Hockey Arena and the Highland National Golf Course. Some parking facilities are available in the area, but these facilities will not be included in the sale or lease of the reservoir land. It is the responsibility of the interested party to provide any parking facilities or other facilities required for the proposed land use or to arrange agreements with neighboring facilities.

Future Plans for the Property

Saint Paul Regional Water Services currently plans to demolish the existing reservoir in the summer of 2018, but plans remain flexible. Developments which require the existing reservoir to be left in place or which recommend a sale of the Property in its current condition will be considered. After reservoir demolition, the Property will require grading to ensure proper drainage. This grading effort may be undertaken by SPRWS or the future occupant of the site. The developer may find it advantageous to play a role in the grading process to avoid future expenses as development begins.

Historical Considerations

The Property in question is adjacent to the historic Highland Park Water Tower. The Water Tower rests on a 200 ft. x 200 ft. historic preservation area. Development on the historic preservation area will not be allowed, and all proposals should maintain the visibility and prominence of the Water Tower on the skyline.

Responders should be aware that development in the area will likely entail working closely with the Minnesota Historical Society and the Heritage Preservation Committee.

Ownership

The Board of Water Commissioners remains open to the possibilities of selling or leasing the land in question. Development proposals of both types will be considered as potentially viable alternatives.

Developer Requirements

Both public and private parties are invited to submit proposals for development. The developer should be able to support the redevelopment plan with evidence of expertise, experience, and financial backing as detailed further in the Proposal Requirements section of this document.

Evaluation Criteria

The Board of Water Commissioners and staff at Saint Paul Regional Water Services will begin reviewing proposals after October 27, 2017. SPRWS and the Board may also choose to consult with historical societies and planning and development organizations during the evaluation process. The following criteria will factor into the final decision reached by the Board:

- The qualifications and characteristics of the development team
 - Development experience and track record of success
 - Demonstrated ability to finance and maintain the development
 - Demonstrated consideration of historical, environmental, and legal requirements for development
- Proposed use of the Property
 - Development timeline
 - Compatibility with historic Highland Water Tower
 - Environmental impacts of the development
 - Physical attractiveness of the development
 - Economic, recreational, or other benefits provided to the community
 - Feasibility of the proposed property use
 - Accordance with the City Comprehensive Plan
- Financial Benefit to SPRWS and the Board
 - Lease or purchase price of land
 - Responder's ability or willingness to share the cost of demolition and/or regrading

The above criteria will also be used to evaluate Letters of Intent submitted to the Board of Water Commissioners.

Selection Process

Interested parties are required to submit a Letter of Intent to the Board of Water Commissioners by 4 pm on September 8th, 2017. Letters of Intent will be reviewed by the Board and by designated SPRWS staff, and respondents will receive feedback regarding their Letter of Intent by September 15, 2017. The interested parties whose Letter of Intent indicates redevelopment which closely aligns with the Board's vision for the property will be invited to submit a full proposal.

Proposals submitted on or before the deadline will be reviewed by SPRWS staff and the Board of Water Commissioners. Proposals will be viewed as a developer's opportunity to "sell" their vision to SPRWS and the Board, and consideration will be given to the quality and completeness of proposals. Developers with top proposals may be asked to present to the Board of Water Commissioners and to

community representatives as part of the selection process. Proposers should be prepared to answer questions regarding their proposal through email, phone communication, and meetings. The Board intends to announce its decision by December 20, 2017.

If a redevelopment plan is selected at that point, the associated developer will be awarded tentative developer status for a specified period of time. During the tentative development phase, the developer will have the exclusive opportunity to refine the proposal, to obtain development permissions and permits from all required agencies, and to reach a final contractual agreement with the Board. This period will provide the developer with time to finalize design components and secure financing for the redevelopment.

Interested parties should be aware that the Board of Water Commissioners reserves the right to alter the timeline contained herein for any reason. Any alterations to this timeline will be publicly broadcast through the project website.

[RFP Process Timeline](#)

Aug. 14, 2017 – Request for Redevelopment Proposals issued

Sept. 8, 2017 – Letter of Intent due

Sept. 15, 2017 – Respondents informed of their status (candidate for proposal submission or eliminated from consideration)

Oct. 6, 2017 – Written questions due

Oct. 13, 2017 – Answers to written questions posted on project website

Oct. 27, 2017 – Proposals due

Nov. 24, 2017 – Respondents informed of their status (final candidate or eliminated from consideration)

Dec. 12, 2017 – Presentations to Board of Water Commissioners and selected parties

No later than Dec. 20, 2017 – Tentative developer status awarded

[Project Website](#)

Additional details regarding the project may be found at the project website: www.stpaul.gov/HighlandReservoir. The website will be updated regularly to provide answers to questions, survey data, and various other details regarding the Property. Interested parties are encouraged to regularly visit the website in order to maintain awareness of project developments.

Proposal Requirements

Letter of Intent

All interested parties are required to submit a Letter of Intent to the Board of Water Commissioners by 4:00 pm on September 8, 2017. The Letter of Intent should briefly introduce the interested party and their plans for the property. Letters should explain the interested party's vision for the property and give a broad overview of the development proposed. Each Letter of Intent will be reviewed by the Board in order to determine which ideas most closely align with the Board's aims and vision.

Letters of Intent should be brief (1-2 pages) and provide the interested party with a good opportunity to receive feedback from the Board before compiling a full Redevelopment Proposal for the site. Each individual, business, or organization that submits a Letter of Intent will receive a response from the Board or a designated SPRWS employee by September 15, 2017. At this time, candidates will be invited to submit a full proposal or informed that their proposal is no longer under consideration by the Board. Some brief feedback regarding the proposal may be provided by the Board at this time as well.

The Letter of Intent must be submitted in writing and addressed to:

SPRWS

Department of Engineering

Attn: Will Menkhaus

1900 Rice Street

Saint Paul, MN 55113

Letters of Intent may also be submitted via email to William.Menkhaus@ci.stpaul.mn.us.

Questions

Respondents who have been invited to submit a full proposal are invited to submit questions related to the RFP by 4:00 p.m. on Friday, October 6, 2017. All questions should be submitted in writing and addressed to:

SPRWS

Department of Engineering

Attn: Will Menkhaus

1900 Rice Street

Saint Paul, MN 55113

Questions may also be emailed to William.Menkhaus@ci.stpaul.mn.us

All questions and written responses will be posted at www.stpaul.gov/HighlandReservoir on or before October 13, 2017. In order to ensure that all respondents have access to the same information, SPRWS and the Board cannot accept or answer any questions orally.

Submission Information

Respondents should submit one unbound copy and five (5) bound copies of their Proposal by 4:00 p.m. on Friday, October 27, 2017. Additionally, one electronic version PDF of the Proposal should be included on CD or flash drive. Proposals must be sent to:

SPRWS

Department of Engineering

Attn: Will Menkhaus

1900 Rice Street

Saint Paul, MN 55113

Submissions as Public Information

Upon submission, Proposals shall become property of SPRWS and the Board of Water Commissioners and will not be returned to responders. All information submitted will be considered public information and treated as such. A written request may be made to Mr. Menkhaus at the address listed above or by email (William.Menkhaus@ci.stpaul.mn.us) if the responder believes that some information contained within the Proposal is proprietary in nature. The request should clearly state which information in the proposal is proprietary in nature and rationale for requesting confidentiality. These requests should be submitted by 4:00 p.m. on October 18th, 2017. A written response explaining the ability of SPRWS or the Board to maintain confidentiality will be provided on or before October 25, 2017.

Required Elements

1. Developer Information

- Identification and contact information – Identification should include a review of the proposer’s legal status as a corporation, sole proprietor, non-profit, etc.
- Names and qualifications of project managers – The developer should be able to supply information supporting the competence of project managers who would oversee the proposed development.
- References – The proposal should include names and contact information for past clients who can speak to the developer’s quality of work and ability to deliver on promises. Further, the proposal should briefly describe the scope of work performed for each reference and should focus primarily on projects of a similar nature.

2. *Development Partners*

- Identification and contact information - If the proposer intends to work with any other individuals, businesses, or organizations, each entity should be identified and contact information should be supplied for individuals who are knowledgeable about the project.
- Roles and qualifications of partners – The role that each partner will play in development should be identified, and the partner’s capacity to perform their duty should be supported.

3. *Proposed Development*

- Scope of the proposed development – The developer should include a description of the proposed future use of the land in question. Drawings and conceptual renderings of the site will further the proposal and should indicate the extent of the development in such a way that its relation to existing infrastructure in the area is evident.
- Benefits provided to the city/community – The developer should indicate how the proposed land use provides recreational areas, creates jobs, or otherwise proves an asset to the surrounding community.
- Ownership method and price – The developer should indicate their preferred method of ownership. It should be made clear if the land will be purchased or leased from the Board. In either case, the developer should indicate what price they would be willing to pay for the land. Developers should note that price negotiation is expected and that the Board will seek a solution which proves beneficial to both parties.
- Cost of development and financing plan - Cost estimates for the proposed land use should be provided, and the developer’s ability to finance the project should be well-established and supported.
- Proposal for existing infrastructure – The proposal should specify the planned use or demolition of the existing reservoir. If the developer intends to shoulder the demolition and/or grading work, this should be indicated here. If SPRWS is required to perform demolition and grading, the developer should state as much with the understanding that the Board will select a proposal which is financially viable for SPRWS. More information and drawings of the existing reservoir are available to developers who might consider undertaking demolition and/or grading by contacting Will Menkhaus at William.Menkhaus@ci.stpaul.mn.us or (651)266-6269.
- Plans for rezoning and obtaining permits – It should be made clear that the developer has considered the potential need for rezoning and obtaining necessary permits for development.
- Developer history of similar projects – The developer should clearly indicate how their past experience qualifies them to undertake the proposed project.
- Development timeline – A reasonably detailed timeline of development should be included and should indicate when project milestones could be reached.

- Environmental Impacts – The developer should note the potential environmental impacts of the project. This includes demolition/construction impacts, stormwater management, effects on local wildlife, noise pollution, and other such factors.

4. *Supplemental Information*

- As noted previously, each proposal will be viewed as a developer’s opportunity to “sell” their proposal to the Board of Water Commissioners. The proposer is encouraged to consider the project thoroughly and invited to submit any information which makes their proposal more compelling or more clearly demonstrates the vision of the proposal.