



# City of Rockford, Minnesota

6031 Main Street, Rockford, Minnesota 55373-9595 | [www.cityofrockford.org](http://www.cityofrockford.org) | (763) 477-6565

## Request for Development Proposals for City Owned Land located at 5910 Main Street, Rockford, Minnesota 55373-9595



### Property Information:

Property Identification Numbers:  
113.014.000.130 & 113.014.000.012

Size of Property: 33,084 ft (.76 acres)

Current Use: vacant land, lot  
"build ready" condition.

Zoning District:  
Downtown Commercial

### Development Goals:

Commercial or mixed-use development

Support commerce and continued  
development of Downtown District

"Gateway" design and appearance  
enhance Main Street redesign project  
and Downtown District



**Submission Deadline: 12:00 p.m., Friday, March 18th, 2016**  
**City Hall, 6031 Main Street, Rockford, Minnesota 55373-9595**

Issued by the City of Rockford on Wednesday, January 27th, 2016  
Contact person: Dan Madsen, City Administrator, Special Counsel  
(763) 477-6565 | [www.cityofrockford.org](http://www.cityofrockford.org)

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## Introduction

The City of Rockford, Minnesota (hereinafter “City”) is requesting proposals for the acquisition and development of a vacant city-owned commercial lot located at 5910 Main Street, Rockford, Minnesota 55373. This property consists of two parcels listed by Wright County as Property Identification Numbers 113.014.000.130 and 113.014.000.012. These two parcels are offered together (hereinafter “Property”) and consist of approximately 33,084 square feet (approximately .76 acres), being located on the Northeast corner of State Highway 55 and County Road 20 / Main Street in Downtown Rockford.

Only proposals for new development that are consistent with the City’s development goals will be considered. The City will not sell the Property for speculative or investment purposes. Conveyance of the Property shall occur only when the proposed project has secured City Council approval, project financing and all necessary land use approvals.

The City has established three primary development goals for this property:

- 1) Develop a commercial and / or mixed-use project that complies with the intent of the Downtown Commercial (C-O) Zoning District
- 2) Support the Downtown Commercial District by promoting commercial retail uses, high density residential dwellings and / or service related businesses that supplement the City’s growing commercial, residential and / or retail environment
- 3) Construct a “gateway” building that will enhance the appearance of the Downtown Commercial District and highlight the planned Main Street redesign project

The City of Rockford will consider all complete and responsive proposals that are consistent with these development goals.

### SITE FACTS

Address:	5910 Main Street, Rockford, Minnesota 55373
Property ID #s:	113.014.000.130 and 113.014.000.012
Size of Property:	Approximately 33,084 square feet, or .76 acres
Current Use:	Vacant land, lot
Land Value:	Estimated, \$82,800
Zoning District:	Downtown Commercial

**City staff will hold an optional pre-proposal meeting on Tuesday, February 23rd, 2016 at 12 p.m. at City Hall (6031 Main Street, Rockford, Minnesota) to discuss the RFP, view the property and answer any questions you may have.**

# Cornerstone of Main Street Project

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The City purchased this property in the fall of 2015 due to its blighted and vacant condition, location, visibility and status as a gateway to the new Downtown District. The City completed demolition of the structures, including the removal of all footings and unnecessary tree cover, and is now offering the Property in a “build ready” condition. An Alta Survey and an Environmental Phase I report for this property are available for download on the City’s website: [www.ciityofrockford.org](http://www.ciityofrockford.org). The Property is currently zoned Downtown Commercial (CO), but the City is open to discussing a Planned Use Development for this site that may include modifications or deviations from the established requirements of the current Zoning District. Current Permitted Uses in the Downtown Commercial District are available on the City’s website.



The Property, once developed, will serve as the cornerstone of the Downtown District and will be benefitted by improved sidewalks, historic street lights, pavers, trees and other improvements that are intended to increase traffic and interest in our Downtown area. Referred to as the “Main Street Project,” the City will reconstruct the sidewalks and streetscape starting in front of the Property and continuing four blocks down Main Street, tying into Riverside Park. The City let bids for the Main Street Project and will plan to award the project in the spring of 2016 for construction during the summer months. Below is an engineer’s rendering of the project which illustrates the scope and aesthetic intent. Since the Property offered here is a cornerstone of the Downtown District, special consideration will be given to RFPs that illustrate higher quality appearance, exterior materials and evidence plans that will benefit the city’s proposed streetscape and Downtown District as a whole.



## Purchase Price

The City has valued this parcel based upon the assigned market value of the lots assigned by the Wright County Assessor's Office prior to demolition of the lumberyard structure. On that basis, the City has assigned the fair market value of this Property as \$82,800.

While the purchase price offered for this property is a factor that will be considered by the City, the more important aspect of a successful proposal will be the type of development proposed and evidence that the development will be beneficial to the appearance and aesthetics of the Downtown District.

## Development Proposals

The City will consider all complete and responsive proposals that are consistent with the redevelopment goals for this Property. Responsive proposals will be development projects that include commercial, retail or other service oriented businesses for our community. In addition, the City sees benefit in increasing residency in the Downtown District to take advantage of walking distance to commercial and recreational opportunities. While the City initially contemplated development of this site consisting of a three or four story building which combined first floor commercial use with two or three stories of residential living, the City is open to all other proposals that address the City's goals and provide benefit to the community.

Generally, the existing commercial offerings for the residents of our community are somewhat limited. Proposals including some form of bar / grill that accommodates both families and working professionals, retail sales that provide goods or services for our community, or other commercial uses that would supplement that which is currently offered in our community will receive special consideration. Additionally, proposals that include two to three levels of residential living above the commercial use will receive special consideration. The City's zoning code currently prohibits buildings taller than 35 feet from grade level, but the City will support certain zoning amendments or planned use districts that include four stories to accommodate residential units.

The City understands that development of this lot may require additional parking accommodations. The responsive proposal will detail what additional parking needs may be required beyond those available for design on the existing Property.

# Proposal Requirements

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Proposals must include the following information to be deemed complete and responsive, and must be in the order provided herein. The City reserves the right to reject any and / or all proposals in its' sole discretion. By submitting a proposal, you are agreeing to accept the terms and conditions provided herein, including any errors or omissions made during this process. The information being requested by this RFP is necessary for the City to adequately evaluate your proposal. Failure to supply the requested information may result in rejection of your proposal. The City is not responsible for the costs incurred by proposers or their subcontractors in connection with this RFP process; including, but not limited to, costs associated with preparing a proposal or associated with participating in any presentations or negotiations related to this RFP or the RFP process. Further, unless and until a Development Agreement is executed and title to the property is transferred at closing, proposers have no interest; financially, in equity or otherwise, in the Property, RFP or RFP Process.

1. A cover page that includes the following information:
  - a. Proposer's name and mailing address
  - b. Proposer's current legal status: corporation, partnership, sole proprietor, non-profit, individual, etc.
  - c. Federal and State ID number, Employer Identification Number (EIN) or social security number
  - d. Contact person's name, title, phone number and e-mail address
2. A complete description of the proposed development including narrative, preliminary schematic plans, an architectural rendering and elevations (ex: size of building and square footage of specific components, nature of improvements, number of parking spaces, development plan, anticipated materials and design style, building features and techniques, circulation patterns, loading / service provisions) to be built on the site.
3. Identification of the entities that will be involved, including the following:
  - a. A description of the roles they will serve (ex: developer, architect, building owner, property manager, tenant, professional consultant, etc.)
  - b. A description of the development team or entity's experience in developing similar projects; including location, type of development, proposer's role(s), cost of project, status of project, and information about any continued financial or operating interest in each.
4. A development budget showing detailed sources of revenue and uses of funds (including debt, equity and other funding sources) to acquire and develop the site. If the project includes multiple uses, the development budget should be broken down by component uses (commercial, residential, office, etc.).
5. A description of how the proposed project meets each of the three development goals identified for this property. This should include a description of the additional public benefits that will result from this development, such as the jobs created, housing provided, the provision of retail goods or services, and how this project will support and promote the Downtown District. This should also include an estimate of the taxable value upon completion. If applicable, a description of the number of residential units, anticipated rents for such units and demand for such units should also be provided.
6. A proposed timeframe for the development, including identification of any conditions that must be met before the proposal comes to fruition. The schedule should include the time necessary for obtaining financing, complete design and secure permits and approvals, prepare the site, start and complete construction, and start and complete occupancy and leased spaces.

# Proposal Requirements Continued

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7. Include the offer price for the land. Information as to the status of security those funds should be included, and inclusion of a conditional financing commitment is strongly encouraged.
8. Signed and Notarized "Submissions Checklist" and "Acknowledgement" provided on Page 9, and any other information that would be helpful to the City in reviewing the submission.

It is understood and agreed upon that the contents of the proposal and any clarification to the contents submitted by the successful proposer will become part of the contractual obligation and will be incorporated by reference into the Development Agreement between the selected proposer and the City.

Development teams / developers responding to this RFP are not required to provide a deposit on the land with their proposals. However, the development team / developer whose proposal is ultimately selected by the City Council must make the required deposit of \$100,000 at the time that the proposal is approved. This good faith deposit will be held in escrow by the City and will be applied to either the Property purchase price and / or construction permit costs and / or be returned to the developer upon closing on the Property as applicable.

## Evaluation Criteria

In reviewing potential development concepts, the following criteria are among those that will be considered:

- The extent to which the project achieves the three development goals identified for this property.
- Quality of the proposed development, including site plan and building design.
- The anticipated ability of the proposal to secure necessary funding.
- The extent to which the project can move forward on the proposed timetable.
- The public benefit that would be provided by the project, including the proposed purchase price.
- The extent to which the proposed development is in compliance with the intent of the Downtown District.
- The experience and financial organizational capacity of the developer and / or development team in successfully planning and completing development projects of similar type and scale.
- Overall quality of the submission.
- The City may, in its sole discretion, expand or reduce the criteria upon which it bases its final decisions regarding selection of the development team or developer for this site.

## Review and Selection Process

City staff will review proposals received by the due date that are deemed complete and responsive. This review will occur on March 18th, 2016, with City Council review and action to select the preferred developer and award exclusive development rights anticipated on Tuesday, March 22nd, 2016. If the City Council selects a development proposal, staff will proceed to negotiate with the selected developer the terms of the proposed land sale and Development Agreement, while the developer pursues their project financing commitments and design development. Once Development Agreement terms have been negotiated and project feasibility is confirmed, staff will return to the City Council for a land sale public hearing and consideration by the Council of the approval of the land sale and related terms.

## Proposed Timetable

It is the City's intent that a development proposal be selected as soon as possible and that construction of the selected project commence during the calendar year 2016. The following is a proposed RFP timeline (subject to change).

**Optional Pre-proposal Meeting: 12:00 p.m., Tuesday, February 23rd, 2016**

**Submission Deadline for RFP: 12:00 noon, Friday, March 18th, 2016**

**Review and Evaluation: Friday, March 18th, 2016 and Monday, March 21st, 2016**

**Recommendation to City Council: Tuesday, March 22nd, 2016 and / or Tuesday, April 12th, 2016**

**Final Action by City Council on RFP Selection: Tuesday, April 12th, 2016**

**Development Agreement and Purchase Agreement: Wednesday, May 25th, 2016**

**Land Sale Closing: Friday, June 24th, 2016**

**Construction / Development: August - November, 2016**

## City Contracting Standards

The selected developer will be required to enter into a Development Agreement with the City that will include standard City requirements such as insurance and indemnification provisions, construction permitting, transfer and encumbrance limitations, and reversionary rights to ensure development of the property. Other requirements may vary depending upon the type of development and the contents of the specific proposal selected. It is both accepted and understood that the terms and conditions provided in this RFP and in the responding submission by the proposer / developer are considered part of the Development Agreement and will be incorporated by reference therein.

**Issued by the City of Rockford on Wednesday, January 27th, 2016.**

**Contact person: Dan Madsen, City Administrator, Special Counsel.**

**(763) 477-6565 | [www.cityofrockford.org](http://www.cityofrockford.org).**

# Submission Checklist:

This form must be completed, signed, notarized and returned with your development proposal.

- Cover Page
- Description of Development
- Entities Involved
- Development Budget
- Compliance with City's Development Goals
- Development Time Frame
- Offer Price for Land
- Completed, Signed, Notarized Checklist and Acknowledgmenet
- Demonstrated Ability to Provide Escrow

## Acknowledgement

I hereby acknowledge and attest that the information provided in submissions, supporting documentation and information are both true and accurate to the best of my knowledge, information and belief. Further, I acknowledge and accept that my submissions, supporting documentation and information will be incorporated by reference in any Development Agreement that is awarded and will be read into that agreement as if they were set forth in full therein.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

State of Minnesota )  
County of: \_\_\_\_\_ ) s.s.:

On this \_\_\_\_ day of \_\_\_\_\_, 2016, before me, the undersigned notary public appeared \_\_\_\_\_, to be the person whose name is signed on the preceding or attached document, and acknowledge to me that (s)he signed it voluntarily for its stated purpose on behalf of him or herself, or on behalf of their partnership or coproration, as the principal and authorized agent.

[Notary Seal]

Name: \_\_\_\_\_

Date: \_\_\_\_\_