

Roseville Housing &
Redevelopment Authority



Request for Proposal Dale Street Fire Station Redevelopment



Request for Proposal Issue Date: August 14, 2013
Proposal Due Date: September 27, 2013

Roseville Housing and Redevelopment Authority
2660 Civic Center Drive
Roseville, MN 55113

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1. INTRODUCTION

The Roseville Housing and Redevelopment Authority (RHRA) is seeking proposals from qualified developers to purchase and redevelop a parcel that is approximately 3 acres in size and located at the west side of Dale Street between Lovell and Cope Avenue. The parcel is owned by the RHRA and City of Roseville.

The RHRA went through the Corridors Development Initiative (CDI) process, which consisted of four community workshops. Approximately 120 community members attended the workshops, which were aimed at accomplishing the following:

- Gather community input on shared values for the area;
- Explore development scenarios to identify feasible redevelopment options for the site;
- Establish development guidelines to address the challenges and opportunities of the site; and
- Build community consensus around development goals (guidelines).

2. PROPOSAL CONSIDERATIONS

The purpose of the CDI process was to identify a range of development options that meet community goals and market viability; the process was not intended to arrive at a specific development direction or product. The CDI process involved a technical team of facilitators, designers, developers, and city staff who worked collaboratively to inform and support participants as they explored ideas. After participating in the CDI process, participants indicated that they did have a better understanding of the guidelines that could be requested of a developer to enhance the area for current and future residents.

Dale Street Fire Station Site Development Guidelines from the CDI Process

To establish a more attractive 3-acre redevelopment site, the HRA acquired 5 lots that are adjacent to the Dale Street Fire Station. Located on Dale Street, the site has easy freeway access (Highway 36), is near a pine forest, and is within walking distance of Central Park. Ideal for housing, the RHRA is interested in supporting a residential use that **embraces sustainable development elements and promotes intergenerational living**. The redevelopment of the site must **complement the existing single-family neighborhood**. If a three-story building is required, it should transition from medium to lower density as it approaches the single-family homes. The preservation of trees and green space on the site is also strongly encouraged. The option to include workforce housing (providing access to additional public and philanthropic resources to fill financial gaps) can also be considered. To avoid ongoing disruption to the area, it is also recommended that the site be developed expediently rather than phased-in. Below is a summary of the guidelines. To view the full report, go to <http://www.ci.roseville.mn.us/index.aspx?NID=2434>

Promote intergenerational living and connections to surrounding features

- Incorporate universal design, creating accessible spaces for people of all ages.
- Provide a range of housing sizes to accommodate a variety of household needs and incomes.
- Create pedestrian-friendly connections that link to surrounding areas of interest (e.g., schools, pet cemetery, and pine forest).
- If subsidy is required, it should focus on insuring eligibility for seniors.
- Blend into and complement the existing neighborhood.
- Egress to the site should be a consideration regarding traffic control.
- Work cooperatively with the county to deal with traffic issues.

Enhance neighborhood character and amenities

- Single-family homes, townhomes, and/or units with condo-type ownership units with shared courtyards.

- A pocket neighborhood that blends a mix of housing types and shared green space.
- Housing options that accommodate different household sizes, configurations, and incomes are preferred.
- Owner-occupied housing is preferred; if rental units are included, an emphasis on stability is desired.
- If rental units are included, a maximum height of 3 stories should be considered, with private entrances at the street level to create a townhome appearance.
- Rental properties must provide strong management oversight and a crime-free addendum. If rental, either for profit or nonprofit, the developer should have a history of long-term commitment to their developments.
- Build in flexibility to allow for rental to ownership mix as markets change.
- Create a sense of ownership and community for all users, including residents.
- Greater massing on this site should be located on Dale Street, stepped down as it approaches single-family homes (reduce impact to single-family homes by graduated height transition).
- Create common spaces that act as a shared amenity and preserve the tree canopy.
- Promote views throughout the site to have “eyes on the street” for safety and security.
- Consider elements that enhance “indoor-outdoor” experience, such as balconies and screened porches.
- Ensure adequate off-street parking is available for residents and guests.
- The Dale Street trail should be maintained.

Encourage Sustainable Development

- Utilize sustainable building and site design.
- Reduce impervious paving, minimize surface parking, and mitigate storm water runoff.
- Build new construction to last 100 years.
- Consider and minimize the ecological impact.

3. RFP TIMELINE AND PROCESS

Timeline	Milestone
Aug 14, 2013	RFP Release
Aug 15-23, 2013	E-mail questions due
Aug 27, 2013	Answers to e-mailed questions posted
Sept 27, 2013	Proposals Due
Oct 1, 2013	All RFPs posted on website and available for public review
Oct 1-4, 2013	Proposals reviewed for alignment with CDI guidelines
Oct 5-7, 2013	Proposals that best address the CDI guidelines are invited for presentation
Oct 15, 2013	RHRA Board meeting presentations of proposals that meet guidelines
Oct 16-31, 2013	Further review of developer credentials
Nov 19, 2013	RHRA Board consideration of Preferred Developer

4. ELIGIBILITY AND PREFERENCE CRITERIA

- Proposals that best address the development guidelines from the CDI process.
- Demonstrated implementation of green design standards in neighborhood and building design.
- Demonstrated residential development experience using innovation in other aspects of neighborhood and building design.
- Proven ability to successfully finance and market developments of a similar size.
- Proven ability to work with City staff and residents in the existing neighborhood.

- Proven ability to develop a schedule for completion and complete the project on time.
- Ability to provide a purchase offer and financing proposal including level of any anticipated RHRA/City subsidy.

5. PROPOSAL CONTENT

Cover Letter

The cover letter shall address each of the following points:

1. Confirm that all elements of this RFP have been reviewed and understood.
2. Include a statement of intent to develop a Green neighborhood and indicate what, if any, Green Certifications will be sought.
3. Include a brief summary of the Developer's qualifications.
4. Identify a point of contact for communications during the proposal review process.
5. Include a purchase offer for the property contingent upon development approval.
6. Include a summary of the proposal schedule, with anticipated dates for project milestones.

Concept Plans and Design

The proposal shall include concept drawings or models showing the initial approach to the design and style of the neighborhood, street connections, and buildings. Design submittals should include the following:

- Concept site plans for the development including concept circulation plans, building plans, and landscaping.
- Concept building drawings, which should include concept floor plans and elevations.
- Clearly articulated green elements in the proposal along with the type of any certification of the development you will be seeking (e.g., LEED, MN GreenStar).
- Clearly articulated expected sale price or rental rates.

Company and Developer Team Information

This section shall include the following information about the Developer:

- Main office mailing address and telephone number of the Developer.
- Developer's type of organizational entity (e.g., corporation, sole proprietorship, partnership, or joint venture).
- Name, title, and phone number for the members of the Developer's professional team including architects, engineers, contractors, management, and marketing professionals. Major subcontractors (if any) and their degree of involvement should also be included.
- A statement of qualifications and resume of all personnel who will be involved with the design, community participation/approval process, procurement of financing, and negotiation of agreements for this project. Statement must include:
 - Name Title
 - Name of Developer
 - Years of employment with Developer and/or number of years professional team has worked with Developer.
 - Developer's years of experience
 - Design team name and title

Qualifications and Experience

The Developer shall provide a detailed list of similar projects including project description.

- If the project is a rental property, indicate if the property is still owned by the Developer; if not owned by the Developer, indicate how long it was owned by Developer and why the property was sold.

- If the property is managed by the Developer, indicate the management company and its affiliation to the Developer.
- If the property was for-sale development, indicate the sales team and its affiliation with the developer/contractor.

Scope of Work

This section should demonstrate an understanding of the project requirements and eligibility criteria. It should describe the general approach, organization, and staffing required for the project. Please submit an outline summarizing the basic approach to implement the project.

Schedule

Provide a detailed project schedule, including anticipated public process, formal approval, financing procurement, construction start and completion milestones.

Property Purchase and Financing

Provide a purchase offer for the property contingent upon development approval in accordance with the criteria set forth. Provide a Sources and Uses document to describe how the project will be financed, including expectation of grants and/or other public financing/subsidy requirements. Identify any financing gaps that are anticipated for which a source has not yet been identified.

6. SELECTION AND EVALUATION

Proposal Selection

The Roseville Housing and Redevelopment Authority (RHRA) reserves the right to amend, withdraw, and/or cancel this RFP. The RHRA reserves the right, without qualification, to reject any or all proposals to this RFP at any time prior to entering into a purchase agreement with the selected Developer. The RHRA reserves the right to request or obtain additional information about any and all submittals. All proposals become the property of the RHRA.

Proposal Evaluation Criteria

The RHRA intends to engage the most qualified Developers in accordance with the evaluation criteria. It is imperative that the Developer's proposal fully addresses all aspects of this RFP. A proposal must clearly express the Developer's understanding of the Dale Street Fire Station Site Development Guidelines in Section 2 and meet the Eligibility and Preference Criteria in Section 4.

RHRA will request interviews with Developers as a part of the assessment of qualifications.

7. RFP ATTACHMENTS

The CDI process, map of the site and the RFP can be found at www.cityofroseville.com/dalearfirestation.

8. SUBMITTAL, INSTRUCTIONS, & MISCELLANEOUS

All requests for clarifications or interpretations of the Scope of Work or Terms and Conditions set forth in this RFP should be made from August 15-23, 2013, and e-mailed to Jeanne Kelsey, Acting Executive Director of the Roseville Housing and Redevelopment Authority, at jeanne.kelsey@ci.roseville.mn.us.

Submittal Date and Time

All proposals are due at the City of Roseville, Community Development Department, September 27, 2013 before 4:30 p.m.

This time and date is fixed and extensions will not be granted. All proposals received after the deadline shown above will be rejected.

Submittal

All proposals shall be signed by a duly authorized representative of the organization. The name and mailing address of the individual executing the proposal must be provided.

Should the Developer have concerns about meeting any requirements of this RFP, the Developer shall include a clearly labeled subsection with individual statements specifically identifying the concerns and exceptions.

Please provide ten (10) hard copies and one (1) electronic copy along with all attachments. One of the hard copies must be three (3) holed punched.

Proposals must be mailed or delivered to:

**Attn: Jeanne Kelsey
Acting Executive Director
Roseville Housing and Redevelopment Authority
2660 Civic Center Drive
Roseville, MN 55113**

Subject: Proposal for Dale Street Fire Station Redevelopment

Late proposal will not be accepted.

Roseville Housing and Redevelopment Authority reserves the right to reject any and all proposals and to waive information and minor irregularities in any proposal received.

Public Records

All proposals submitted in response to this RFP become the property of the Roseville Housing and Redevelopment Authority under the Public Records Act and are public records and, as such, may be subject to public review.

If a Developer claims a privilege against public disclosure for trade secret or other proprietary information, such information must be clearly identified in the proposal.

The Roseville Housing and Redevelopment Authority RHRA shall not be liable for any pre-contractual expenses incurred by any Developer in relation to the preparation or submittal of a proposal. Pre-contractual expenses include but are not limited to the expenses incurred by the Developer in preparing a proposal or related information in response to RFP, negotiating with the RHRA on any matter related to this RFP, and costs associated with interviews, meetings, travel, or presentations. Additionally, the RHRA shall not be liable for expenses incurred as a result of the RHRA's rejection of any proposals made in response to this RFP.