Request for Proposals

Redevelopment of the old Wright County Government Center Site

June 21, 2022
Purpose

The Wright County Economic Development Authority (EDA) is requesting proposals for the purchase and redevelopment of the Wright County Government Center site and surrounding properties in Buffalo, Minnesota. Located in downtown Buffalo across from Buffalo Lake, this 7.26-acre site provides a unique development opportunity to increase the vibrancy of downtown.

Bidders may submit proposals for all or portions of the site. The successful Bidders will enter into exclusive negotiations to redevelop the site and enter into final development agreement(s) with the EDA.

Minnesota Statute 469.105 outlines the requirements for sale of property by an EDA.

Instructions to Bidders

Submit 10 hard copies and one electronic copy of proposals:

- Proposals must be submitted by: Monday, August 22, 2022 at 4:00 PM CST
- Hard copies of proposals must be delivered to:
  Wright County Economic Development Authority
  Attn: Elizabeth Karels
  3650 Braddock Ave NE, Suite 3200
  Buffalo, MN 55313

The EDA will not provide any reimbursement for the cost of developing or presenting proposals in response to this solicitation. Failure to include the requested information may have a negative impact on the evaluation of the Bidder's proposal.

All proposals must be received by the due date and at the location specified. Any response received at the specified submittal location after the due date and time assigned will not be considered. The EDA reserves the right to reject any or all submittals, or to withhold the award for any reason it may determine, and to waive or not to waive any informalities or irregularities in any proposals. All information regarding the content of the specific proposals will remain confidential until a contract is finalized, or all proposals are rejected, pursuant to the requirements of the Minnesota Government Data Practices Act.
Proposal Requirements

Proposals should include the following:

1. Developer team experience and qualifications
   a. Project team list, including firms and key team members
   b. Experience with at least 2 similar projects
   c. References for the projects identified

2. Development concept narrative and site plan
   a. Describe the proposed development, including project components and their approximate sizes
   b. Concept-level site plans / renderings
   c. Community engagement approach
   d. Description of how the proposed development meets the EDA’s vision and the City of Buffalo’s 2040 Vision

3. Project timeline
   a. Identify key milestones

4. Project finances
   a. Purchase price
   b. Proposed budget, including sources and uses
   c. Financial capability
   d. Proposed incentives

Questions and Requests

All questions must be submitted by Thursday, August 18th, 2022.

Site walkthroughs are optional and may be requested by the Bidders. Requests for site walkthroughs must be made by Friday, August 12, 2022.

Questions and requests shall be directed to:

   Elizabeth Karels, Wright County Project Administrator
   Direct: (763) 684-8604
   Elizabeth.Karels@co.wright.mn.us

Background

The Wright County Board established the EDA in November 2020, with the primary objective of shepherding economic growth within Wright County. One of the initial projects for the EDA is to facilitate and guide the development of the current Wright County Government Center, which was vacated by Wright County staff in early 2022.
In 2021, the EDA worked with a consultant to complete a redevelopment assessment, with the goal of identifying highest and best use of the Government Center site. As part of the assessment, multiple stakeholder groups were held, and a survey was posted online for community members to fill out. A link to the report out of these activities is included in Exhibit C.

In 2022, the EDA established a steering committee made up of EDA board members, Buffalo City Council Members, and staff from Wright County and the City of the Buffalo. Over several months, the steering committee focused on developing a vision and approach for redevelopment of the Government Center site.

During the steering committee process, the EDA was presented with the opportunity to expand the site to include six parcels to the north. Information on the entire Government Center site, including the additional parcels, is included in Exhibit A.

**Vision**

The EDA envisions a development that includes multiple uses and incorporates elements from the 2040 plan. The EDA seeks development proposals that:

1. Create jobs and address housing gaps to bring people and businesses to downtown Buffalo.

2. Provide long-term benefit to Wright County residents; and

3. Support the City of Buffalo’s 2040 Plan Vision Statement:

   “Our downtown is a connected, active and unique place; as it grows it will become a more active neighborhood and charming destination that will support residents of all ages, businesses of all types and visitors in all seasons.”

Sample site concepts are included in Exhibit B. A link to the City of Buffalo’s 2040 Plan is included in Exhibit C.

**Evaluation of Proposals**

All proposals received by the deadline will be reviewed by Wright County staff to determine if the proposal is responsive to the RFP. If staff determines a proposal is responsive, it will be accepted and move on to the next step. If a proposal is determined to be non-responsive, it will be rejected.

A responsive proposal will:

- Follow the format and sequence specified in this RFP
- Complete and submit all required documentation described in this RFP
- Complies with proposal requirements
- Clearly identify how the proposed project meets the goals and vision of the EDA and City of Buffalo.
All proposals found to be responsive will be evaluated and scored by the EDA Government Center Redevelopment Steering Committee using the following criteria:

<table>
<thead>
<tr>
<th>Item</th>
<th>Benchmarks</th>
<th>Percent of Total Score</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td><strong>Project Alignment with the EDA’s Vision</strong></td>
<td>A higher scoring project will: Clearly identify project alignment with the goals and guidance outlined within this RFP and reference documents. A lower scoring project will: Fail to show how the proposed project meets the goals and vision of the EDA and City of Buffalo.</td>
</tr>
<tr>
<td><strong>2</strong></td>
<td><strong>Developer Qualifications</strong></td>
<td>A higher scoring project will: Clearly identify 2 or more similar projects that members of the development team have completed in the past. A lower scoring project will: Fail to show a track record of completing projects of a similar scale.</td>
</tr>
<tr>
<td><strong>3</strong></td>
<td><strong>Future economic development potential</strong></td>
<td>A higher scoring project will: Clearly identify the future economic development impact that the redevelopment will bring to downtown Buffalo and Wright County. A lower scoring project will: Fail to show economic development potential of the proposed redevelopment.</td>
</tr>
<tr>
<td><strong>4</strong></td>
<td><strong>Site Connectivity and Planning</strong></td>
<td>A higher scoring project will: Respond to the context of the site and community; address the movement of people to and through the site; address the movement of people on foot, using wheelchairs, on bicycle, transit users, and people in automobiles; maximize the use of the property. A lower scoring project will: Include discouraged project elements; propose uses incompatible with the current site and neighborhood; fail to integrate the site into the nearby community.</td>
</tr>
<tr>
<td><strong>5</strong></td>
<td><strong>Project Timeline</strong></td>
<td>A higher scoring project will: Identify a realistic and reasonable timeline to complete the proposed redevelopment. A lower scoring project will: Propose an unrealistic timeframe.</td>
</tr>
<tr>
<td><strong>6</strong></td>
<td><strong>Purchase Price</strong></td>
<td>-</td>
</tr>
</tbody>
</table>

**TOTAL** **100%**

The Steering Committee will make recommendations to the full EDA board.
The EDA reserves the right:

- To waive any irregularities in any proposal and to select the proposal evaluated to be most advantageous to the EDA.
- To reject or disqualify any and all proposals or to request additional information from all Bidders.
- To request additional information or clarifications from the Bidder, or to allow corrections of errors or omissions, when it may serve the EDA’s best interest.

At the discretion of the EDA, Bidders submitting proposals may be requested to make oral presentations or be invited to interview as part of the evaluation process.

Compliance with the law

Bidders entering into a contract with the EDA must agree to abide by the requirements and regulations of The Americans with Disabilities Act of 1990 (42 U.S.C. Sections 12101-12213) (ADA), the Minnesota Human Rights Act (Minn. Stat. Ch. 363A) and Title VII of the Civil Rights Act of 1964 (42 U.S.C. Section 2000e).

Bidder will comply with the provisions of Minnesota Statutes §181.59 which require: every contract for or on behalf of the State of Minnesota, or any EDA, city, town, township, school, school district, or any other district in the state, for materials, supplies, or construction shall contain provisions by which Bidder agrees: (1) that, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no contractor, material supplier, or vendor, shall, by reason or race, creed, or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; (2) that no contractor, material supplier, or vendor, shall, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause (1) of this section, or on being hired, prevent, or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed, or color; (3) that a violation of this section is a misdemeanor; and (4) that this contract may be canceled or terminated by the state, EDA, city, town, school board, or any other person authorized to grant the contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this contract.

These laws deal with discrimination based on race, gender, disability, religion and with sexual harassment. In the event Consultant has questions concerning these requirements, it should request necessary clarifications from the EDA. Violation of any of the above laws can lead to termination of the contract.

Attachments

Exhibit A – Site Information
Exhibit B – Site Concepts
Exhibit C – Reference Links
Exhibit A – Site Information

Location
### Property Information

<table>
<thead>
<tr>
<th>ID</th>
<th>DESCRIPTION</th>
<th>PARCEL ID</th>
<th>ADDRESS</th>
<th>LOT SIZE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>West Parking Lot</td>
<td>103011000010</td>
<td>105 1&lt;sup&gt;st&lt;/sup&gt; Avenue NW</td>
<td>2.33 acres</td>
</tr>
<tr>
<td>B</td>
<td>Government Center / Jail</td>
<td>103500301301</td>
<td>10 2&lt;sup&gt;nd&lt;/sup&gt; Street NW</td>
<td>2.54 acres</td>
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<tr>
<td>C</td>
<td>Annex</td>
<td>103010091070</td>
<td>10 2&lt;sup&gt;nd&lt;/sup&gt; Street NW</td>
<td>1.14 acres</td>
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<tr>
<td>D</td>
<td>East Parking Lot</td>
<td>103010091040</td>
<td>9 1&lt;sup&gt;st&lt;/sup&gt; Street NW</td>
<td>0.36 acre</td>
</tr>
<tr>
<td>E</td>
<td>Point Property</td>
<td>103026002011*</td>
<td>-</td>
<td>0.03 acre</td>
</tr>
<tr>
<td>F</td>
<td>Point Property</td>
<td>103026001061*</td>
<td>-</td>
<td>0.05 acre</td>
</tr>
<tr>
<td>G</td>
<td>Point Property</td>
<td>103026002010*</td>
<td>-</td>
<td>0.01 acre</td>
</tr>
<tr>
<td>H</td>
<td>Point Property</td>
<td>103026001050*</td>
<td>13 2&lt;sup&gt;nd&lt;/sup&gt; Street NW</td>
<td>0.13 acre</td>
</tr>
<tr>
<td>I</td>
<td>Point Property</td>
<td>103026001040*</td>
<td>11 2&lt;sup&gt;nd&lt;/sup&gt; Street NW</td>
<td>0.31 acre</td>
</tr>
<tr>
<td>J</td>
<td>Point Property</td>
<td>103026001010*</td>
<td>7 2&lt;sup&gt;nd&lt;/sup&gt; Street NW</td>
<td>0.36 acre</td>
</tr>
</tbody>
</table>

*EDA has option agreements in place for these properties*
Exterior Photos
Exhibit B – Site Concepts
Government Center Site Redvelopment | Concept 1

Buffalo, MN
June 13, 2022 | WSB Project number: 018323-000

Note: PID 103010091060 is not currently under agreement.
Government Center Site Redvelopment | Concept 2

Buffalo, MN
June 13, 2022 | WSB Project number: 018323-000

Note: PID 103010091060 is not currently under agreement.
Exhibit C – Reference Links

1. City of Buffalo Downtown 2040 Plan (2021)
2. Wright County Government Center Assessment Survey and Focus Groups (2021)
3. Wright County Market Area Profile (2022)