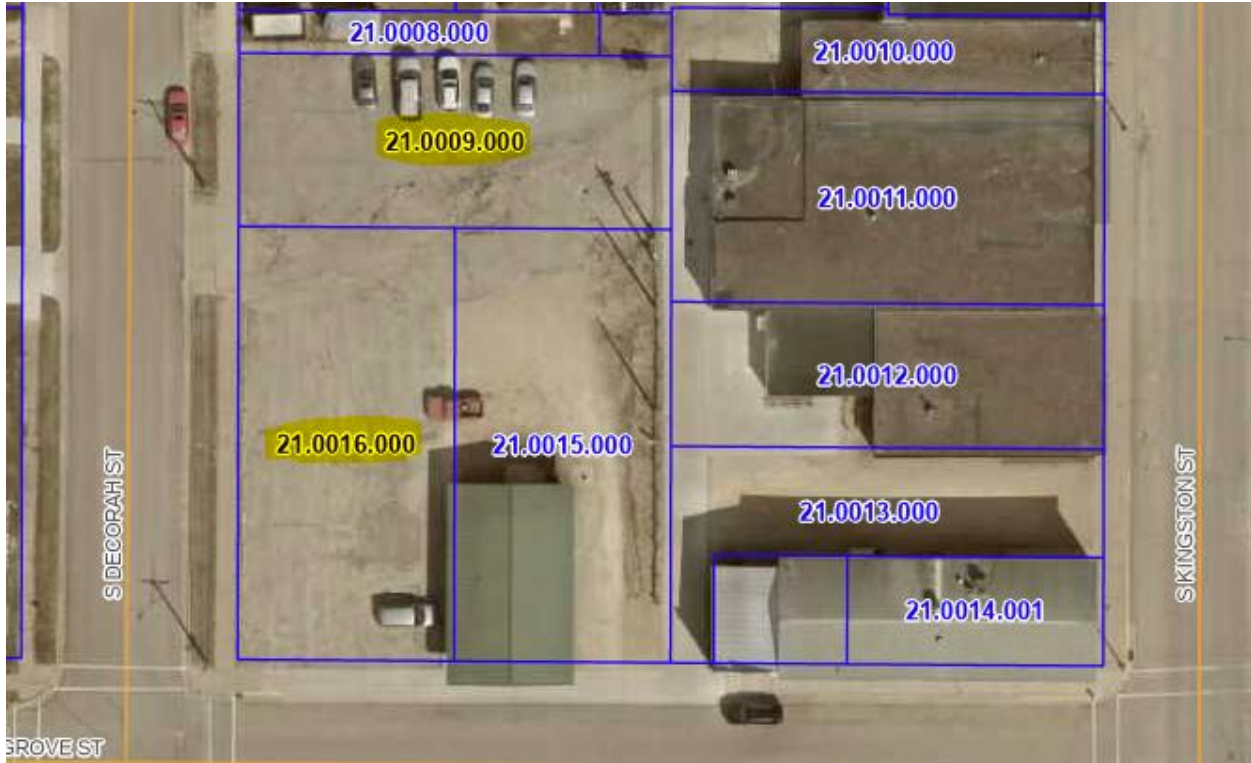


# REQUEST FOR PROPOSALS (RFP)

## CITY OF CALEDONIA

Grove and Decorah



The City of Caledonia (the City) is requesting proposals from qualified developers for the redevelopment of City-owned property located at the corner of W Grove St and Decorah St. This property is centrally located within the local Downtown district. The City of Caledonia values its downtown and offers this property as an opportunity to enhance the district with a use that fits the needs of the district and the community. The Property is offered for a purchase price of \$40,400 which is inclusive of acquisition, administrative, and legal costs to the City.

**Estimated Schedule:**

RFP Issued	December 28, 2023
Deadline for Questions	January 12, 2024
Deadline for Submissions	January 19, 2024
Expected Award	February 12, 2024

*This schedule is an estimate and is subject to change*

*The City of Caledonia reserves the right to amend or withdraw this RFP at any time, to waive minor irregularities in the RFP process or responses, and to reject any or all RFP responses.*

## **CONTACT INFORMATION**

Questions regarding this RFP should be directed in writing to:

Jake Dickson, City Clerk-Administrator

231 E Main St.

Caledonia, MN 55921

Jdickson@caledoniamn.gov

## **SUBMISSION OF PROPOSALS**

- All proposals must be submitted electronically via email with the subject line, "Proposal for Grove and Decorah, Caledonia, Minnesota."
- Send proposals to Jake Dickson, City Clerk, jdickson@caledoniamn.gov
- Proposals shall not exceed 10 pages.
- Complete proposals must be received no later than 12:00 p.m. on January 19, 2024.
- Proposals received after this deadline will not be accepted or considered.

## **PROPERTY OVERVIEW**

The property consists of two parcels located at the corner of W Grove and S Decorah St, known commonly as a municipal parking lot. The north parcel, 21.0009.000 is .13 acres and the south parcel, 21.0016.00 is .17 acres. The City will consider proposals for one or both parcels. The property is used and maintained as a municipal parking lot that is no longer needed and the City Council is considering proposals for uses that align with the 2020 Comprehensive Plan. The property is zoned B-1 Central Business District and proposals must conform with both zoning requirements and the Comprehensive Plan, which includes the goal to maximize the City's potential to pursue high quality economic development opportunities. This goal includes the authority to utilize business subsidies where appropriate.

## **REQUIRED PROPOSAL CONTENTS**

Proposals must clearly and accurately demonstrate the expertise, capacity, and experience of the team to meet the requirements of this RFP and the proposed project. Proposals must include the following information:

- Cover page expressing the proposer's vision for the property, along with the name, mailing address, telephone number and email of the primary contact person, and the signature of authorized representative of proposal team;

- Company information, including a brief description of the company, size of the company, years in business, and type of entity.
- Documentation demonstrating the proposer’s financial capacity to complete the proposed project;
- Proposed project description, including a conceptual cite plan;
- Statement regarding alignment of the proposed project with the 2020 Comprehensive Plan;
- Brief narrative describing how the proposed project meets or exceeds the vision for the Downtown District;
- Detailed description of construction cost estimate; and
- Construction timeline.

**GENERAL TERMS AND CONDITIONS**

Proposers shall be responsible for their own due diligence in preparing a proposal. No representation or warranty is made by the City with respect to the condition of the Property, the suitability of the Property for a proposer’s potential use, or the information provided in this RFP.

1. Proposers shall be responsible for the accuracy of the information provided by the proposer to the City in connection with this RFP;

2. The City Council reserves the right to:

A. Reject any and all proposals;

B. Request clarification of information submitted in a proposal;

C. Request additional information from any proposer;

D. Waive minor irregularities or defects in any proposal;

E. Issue additional RFPs;

F. Either substantially modify or terminate the proposed sale at any time prior to final execution of a purchase agreement;

G. Amend, alter, and revise the City’s criteria in the selection of a proposer without notice to proposers;

3. The City shall not be responsible for any costs incurred by a proposer in connection with the preparation, submission, or presentation of its proposal;

4. Nothing contained in this RFP shall require the City to enter into exclusive negotiations with any proposer;

5. The City Council retains the sole discretion in the selection of a successful proposal, if any;
6. Upon selection of a Proposal, if any, City staff shall enter into negotiations with the successful proposer for a Purchase and Development Agreement with terms and conditions acceptable to the City. Until the execution of that Purchase and Development Agreement, the City is under no obligation to sell the Property, and the City reserves the right to cease negotiations at any time and retain the title to the Property;
7. The Property shall be conveyed to proposer "AS IS" by quit claim deed;
8. The buyer of the Property shall be responsible for closing costs and City legal/consultant costs related to the Purchase and Development Agreement.

## **OTHER TERMS AND CONDITIONS**

### RFP addenda and additional information

Changes, additions, alterations, corrections or revisions to the RFP will be made in writing via an addendum.

Addenda will be posted on the City's website, and sent by email to those who provide contact information to the RFP contact, Jake Dickson. The City reserves the right to request any additional information at any stage of the process. The City intends to conduct interviews with any or all proposers at the City's sole discretion. The City is not responsible for any costs incurred by the proposer in preparing for or participating in an interview or site visit.

### Additional due diligence

It is the prerogative of the City to continue to do due diligence as needed during the RFP solicitation period, to inform future direction for the Property.

### Collusion

Proposers shall not enter into an agreement, participate in any collusion, or otherwise take any action in restraint of free competition in connection with this solicitation or any contract which may result, including actions involving other proposers, competitors, City employees, or City officials. Evidence of such activity will result in rejection of the proposal.

### Negotiation

The final agreements and final design will include those terms and the salient features that the parties agree are appropriate to achieve the development objectives articulated and referred to in this RFP, including the City's objectives for the sale of the land, and the terms and conditions required or deemed appropriate as matters of City policy or relevant law, including those relating to data practices, audit, equal opportunity, and other matters. The selection will not be final until the appropriate agreement(s) are executed by the parties. The City is not obligated to proceed to enter into a contract as a result of this RFP and the selection of a proposer for the

purpose of entry into negotiations does not obligate the City or the proposer to enter into a binding agreement.

#### Public notice

Notice of this RFP will be posted on the City's website, at the Property, in the location where the City typically posts other City solicitations, and could be communicated through other publications and membership organizations focused on real estate and economic development.

#### Public information

Upon submission, submissions become the property of the City and will not be returned. All information submitted to the City will be considered government data in accordance with Minnesota statutes governing data practices, Minnesota Statutes, Chapter 13, including Sections 13.37 and 13.591.

#### Conflict of interest

The selected proposer shall comply with all conflict-of-interest laws, ordinances and regulations now in effect or enacted during the term of the eventual agreement. The proposer warrants that it is not now aware of any facts that create a conflict of interest.

If a proposer becomes aware of any facts that might reasonably be expected to create a conflict of interest, it shall immediately make full written disclosure of such facts to the City, including identification of all persons involved and a complete description of all relevant circumstances. Failure to comply with this requirement shall be deemed a material breach of the requirements of this solicitation and the eventual agreement.

#### Response acceptance

RFP proposals conditioned upon selection and receiving any other contract award from the City shall be rejected.