

# Central Station Redevelopment Site REQUEST FOR PROPOSALS



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**SAINT PAUL  
MINNESOTA**



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# Development Opportunity

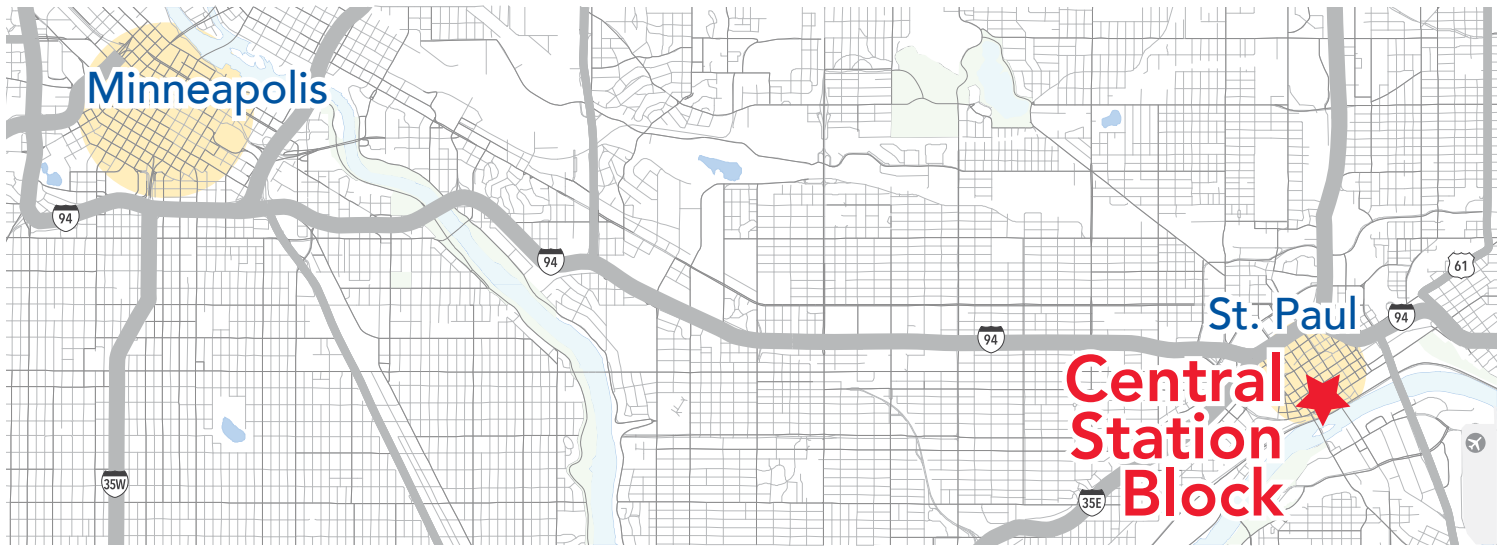


## 1. Introduction

In this Request for Proposals (RFP), the Metropolitan Council (Council) and the City of Saint Paul Housing and Redevelopment Authority (HRA) are conducting a solicitation for development of the Central Station Redevelopment Site in downtown Saint Paul, Minnesota. This unique development opportunity, in the heart of Saint Paul's Central Business District (CBD), is a 1.66-acre site intersected by the METRO Green Line Light Rail Central Station. The site covers most of a city block, and the remainder of the block is being advertised for sale by the current owner.

The site consists of both Council and HRA-owned parcels. To facilitate a simple and efficient development process, the HRA and Council are collaboratively offering their parcels as one development opportunity. Responses to this solicitation will require a statement of qualifications for the development team, examples of similar projects, description of the proposed development program, conceptual/ schematic images of the building(s), proposed purchase price, and a plan for mitigating disruption to transit services during construction and operations. This information will be used to select the successful development team which may enter into negotiations on a purchase agreement.

While the Council is the Administrator of this RFP, the Council and the City of Saint Paul HRA have consolidated all processes and requirements into this joint solicitation.



## 2. Development Site

### Minneapolis-Saint Paul Region

Saint Paul is at the center of the Twin Cities region, one of the top performing economies in the United States. The region has almost 3.2 million residents, a diversified economy, and has more Fortune 500 corporate headquarters per one million people than any other metro area in the US, making the Twin Cities a strong financial, manufacturing, distribution, and transportation hub. A well-educated labor force, in which 94% have a high school diploma and 45% have a bachelor's degree or higher, ensures that the region can meet the needs of growing technology, medical, and agricultural industries.

The region had an unemployment rate of 2.7% in September 2023, lower than the State of Minnesota (3.1%) and the national average (3.8%). The 12-month inflation rate as of September 2023 was 2.2% in MSP, well below the national average from that period of 3.7%, and among the lowest of any qualifying metro area. The 15-county metropolitan region has a median household income of \$91,341, 11% higher than the statewide median (\$82,338). Among the top 30 MSA's, MSP ranked 2nd in homeownership rate (70.5%) and 4th in poverty level (8.8%). The U.S. average poverty rate is 12.6%.

In addition to a strong regional economy, the state of Minnesota is widely recognized for its outstanding quality of life and access to opportunity.

### The City of Saint Paul

The City of Saint Paul is home to over 312,000 residents, over 4,500 acres of parks, recreation and reserves, 13 colleges and universities, historic architecture, world-class fine arts, vibrant neighborhoods, multi-modal transportation and a robust business community. Saint Paul is the Capital of the State of Minnesota, and home to both state and regional government agencies. Demographically, Saint Paul is younger and more ethnically diverse than the nation as a whole.



*Downtown Saint Paul  
(Credit: City of Saint Paul)*

The Central Station Redevelopment Site is located in downtown Saint Paul, Minnesota, a regional economic, government and cultural center. Downtown Saint Paul serves as one of the region's two largest central business districts, with over 55,000 employees and 15.4 million square feet of office space. Saint Paul is home to a growing tech industry and a flourishing civic and nonprofit sector.

In addition to a prosperous business district, the number of residents in downtown Saint Paul has grown dramatically since 2010, particularly in the historic Lowertown neighborhood just blocks from the site. As of 2021, 10,300 residents call downtown Saint Paul home. The growing number of residents and employees; the formation of a Downtown Alliance to represent the interests of downtown businesses, residents, nonprofits, and government entities; and the commitment by the City to invest in and create great public spaces and amenities have made downtown Saint Paul a very attractive place to live, work, play and visit.

The Central Station Redevelopment Site sits at the heart of a thriving downtown. Its location means that it is within a short walking distance of many of the unique features of downtown Saint Paul, including Lowertown, Rice Park, Mears Park, and the Mississippi River waterfront.

The CBD is nestled between the residential enclave centered on Mears Park and the cultural/entertainment district surrounding Rice Park. It sits atop a bluff with spectacular views of the Mississippi River and access to the Sam Morgan Regional Trail, part of a 340-mile pedestrian and bike trail system. Running one block to the south of the Central Station Redevelopment Site along the edge of the bluff are Kellogg Boulevard and the proposed River Balcony project, which envisions the creation of new visual and physical connections between downtown and the river.

Significant development projects proposed along this route include a \$788M mixed-use project known as RiversEdge, which will incorporate a public pedestrian connection from the top of the bluff down to the river, and development of 3.4 acres over the RiverCentre parking structure. There are several downtown entertainment venues that host numerous events and festivals throughout the year, including the Ordway Center for Performing Arts (home to the Saint Paul Chamber Orchestra and Minnesota Opera) and the newly renovated historic Palace Theater. Downtown Saint Paul and the Central Station Block are within a designated Opportunity Zone census tract.

*"The Saint Paul Downtown Alliance stands ready to work with the selected Real Estate Development Team to make this downtown investment a transformative success. Our recently released Downtown Investment Strategy identifies this site as a top development priority for downtown Saint Paul. Transforming this block will place Central Station at the center of downtown civic life once again."*

**– Joe Spencer, President, Saint Paul Downtown Alliance**



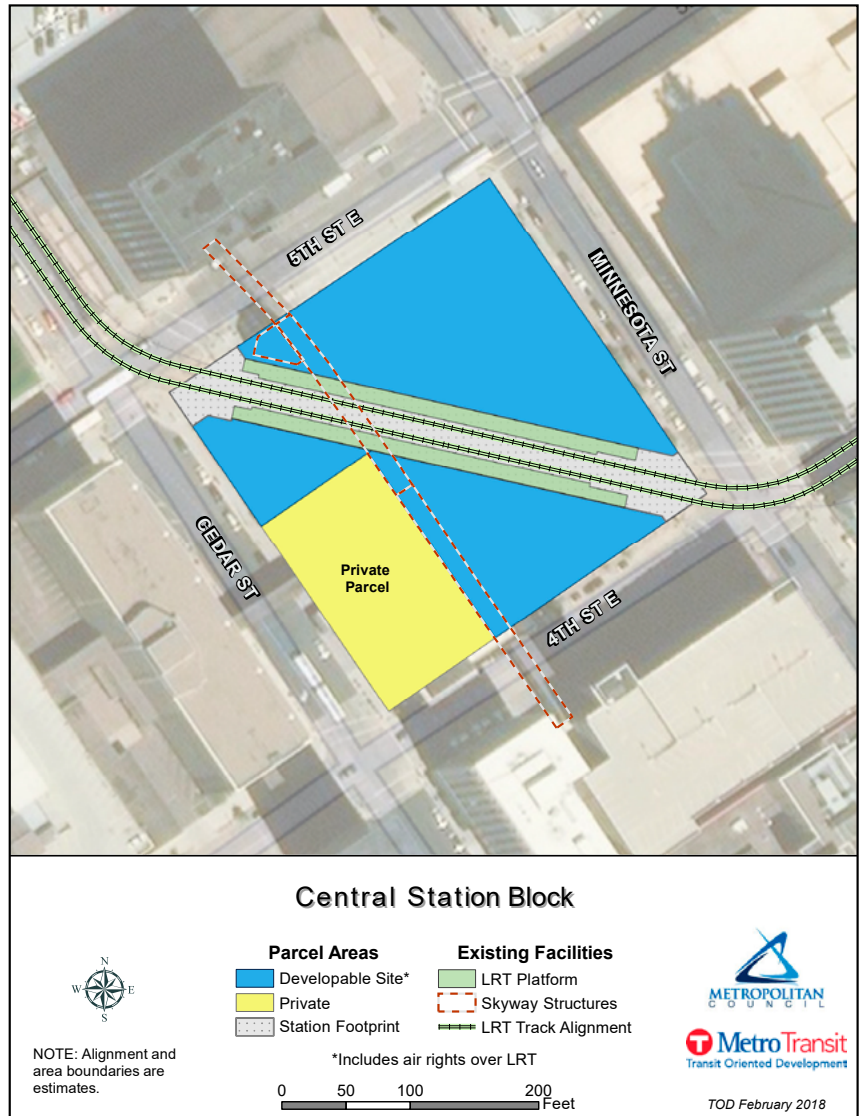


## Central Station Block Redevelopment Site

Currently, uses at the Central Station Redevelopment Site consist of a historic building housing the Saint Paul Athletic Club and the Hotel 340, the Central Station LRT Platform, a skyway, a vertical circulation tower that provides pedestrian access to the skyway, and one of four bus stations that make up the Downtown Transit Hub.

Apart from the Saint Paul Athletic Club property, the block is owned by the Metropolitan Council and the HRA. The Metropolitan Council acquired their portion of the property in 2011 as a part of the Central Corridor Light Rail Project (later the METRO Green Line). The light rail alignment bisects the block, creating a unique opportunity for development. These parcels are depicted in blue below. The historic Saint Paul Athletic Club and 340 hotel are depicted in yellow and available for sale by the current owner.

Besides the Saint Paul Athletic Club property and the space necessary for safe and efficient transit operations, the entirety of the block is available for redevelopment. This includes property on both sides of the LRT platform and tracks, as well as the air rights over the transitway. Restructuring of the skyway, vertical circulation tower and bus stop, including potential incorporation into a building(s), can be part of the block's redevelopment. Site requirements for safe and efficient transit operations are addressed in the following section "Light Rail and Bus Functional Requirements".



*"This one-of-its-kind development opportunity in the heart of downtown will spark Saint Paul's next phase of economic growth. I am excited about the chance to bring this block to life with a high-density development, active and pedestrian oriented ground level space and a seamless connection to transit."*

– Saint Paul HRA Chair and City Council (Ward 2) Member Rebecca Noecker



## Development Vision

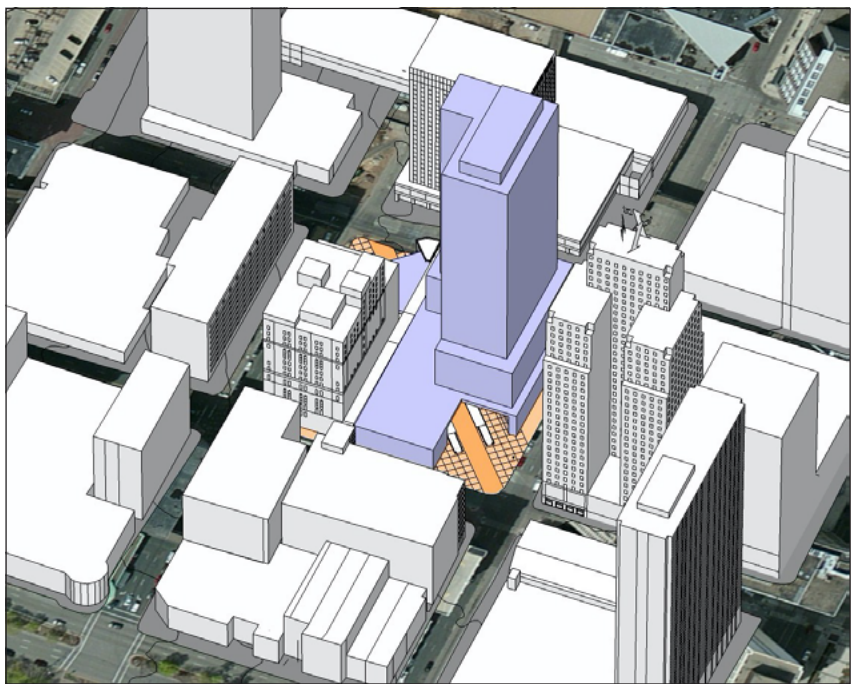
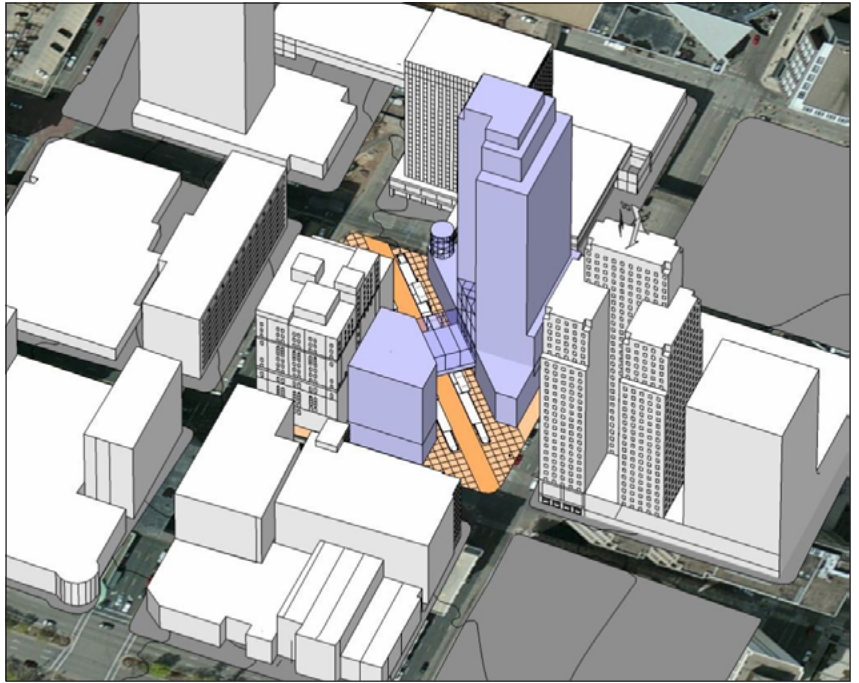
The vision for the block is for a high-density, mixed-use development that both maximizes the development potential of the site and increases transit ridership. New development should demonstrate high-quality architectural and urban design that:

- Contributes to the urban fabric of downtown Saint Paul
- Activates the street
- Brings increased vitality to the core of the CBD
- Is sensitive to its historic context

The City of Saint Paul has adopted the Downtown Station Area Plan (2010), and the Central Station Block Design Guidelines (2017) to help guide the City's vision for the block. These documents are included as reference documents.

The site is zoned B4 - Central Business, which allows for most forms of retail, office, multifamily residential and mixed-use development. No parking or setbacks are required for the site. Several off-site parking options exist in the immediate vicinity of the site, including the Capital City Parking ramp which is the closest and connected to the site via a skyway over 4th Street.

A maximum floor area ratio (FAR) of 8 is permitted; FAR bonuses are available for certain public improvements on the site.



*Examples of the massing of a potential development on the Central Station Block. Source: Central Station Block Design Guidelines*

## Light Rail and Bus Functional Requirements

Maintaining the safety and efficiency of current and planned transit operations is required during all stages of redevelopment on Central Station Block. Metro Transit, a division of the Metropolitan Council, will work with the development team to ensure the safety and efficiency of current transit service during development and plan for future service expansions. Metro Transit will maintain “continuing control” through a Site Development Agreement during construction and an Operations and Maintenance Agreement thereafter. These two documents are a required condition of closing and will be reviewed by the Federal Transit Administration prior to finalization.

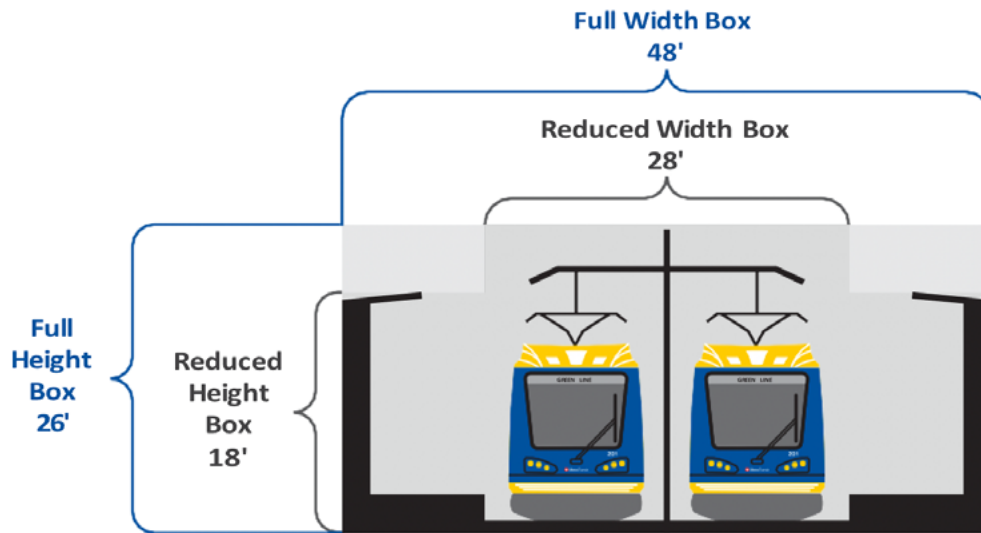
Development within a space encompassing the LRT tracks on all sides (LRT envelope) will be subject to restrictions. This LRT envelope will encompass the LRT, platforms, and overhead catenary system (OCS). The LRT envelope’s purpose is to protect the efficiency and safety of LRT operations, as well as the ability of Metro Transit to access and perform maintenance on all LRT infrastructure. While partial or short-term shutdowns of LRT service may accompany construction on the Central Station Block, the Council will highly value development plans that minimize disruptions to LRT service.

The LRT envelope will vary in size depending on how the development interfaces with the LRT platforms, tracks, and OCS. Each option will have unique costs and impacts to transit operations associated with it. Metro Transit will review all plans that impact transit operations and will work with the development team to find feasible solutions. However, Metro Transit reserves the right to reject any plan that does not ensure safe and efficient transit operations.

In addition to LRT, the Central Station Block 5th Street frontage serves as a major stop for both local and express buses. Any development on the Central Station Redevelopment Site should both minimize interference with current bus service and retain space for potential future expansions of the bus facilities at the site. While temporary disruptions and relocations of bus facilities may occur during the construction phase, the completed development must meet the following requirements:

1. The total area dedicated for transit customer waiting may not be reduced.
2. The entirety of the 5th Street curb lane between Cedar Street and Minnesota Street is transit-only frontage. No stopping, parking, or loading is permitted except for transit operations.
3. The features of the customer waiting area in terms of area, shelter, lighting, benches, ADA landing pad, and transit information (signage, route maps, schedules, real-time signs, etc.) must be maintained or improved by any development on Central Station Block.
4. The bus stop, its facilities, context, and access should be designed consistent with Crime Prevention Through Environmental Design (CPTED) and Universal Design principles. Any alterations to the bus stop or waiting facilities should communicate transit as an asset to the development. Design should facilitate a dignified, safe, and comfortable transit waiting experience for all.





Four envelope options are outlined below.

1. **Full Box.** In this option, development on the Central Station Block avoids altering or interfering with the LRT infrastructure. The existing infrastructure will be preserved as is, and any buildings or other improvements on the block will be built around the existing infrastructure. Under this option, an envelope of 48' wide by 26' high that encompasses the LRT platform, tracks, and OCS will be restricted from development.
2. **Reduced Height Box.** In this option, the OCS poles are lowered. The OCS may be suspended from a building, skyway or other structure built over the LRT tracks. LRT infrastructure at MSP Airport, Mall of America Station, and Washington Avenue bridge provide examples of such OCS alternatives. This option would involve temporary closures of LRT service, and may have OCS implications off the Central Station Block property, possibly in the auto-tensioning system. With altered OCS infrastructure, the LRT envelope could be reduced to a height of 18'.
3. **Temporarily Reduced Width Box.** This option allows for a reimagined interaction between the development and the LRT platforms by temporarily narrowing the LRT envelope to 28'. An envelope of 28' would protect the LRT tracks and OCS poles but allow for the construction of a new interface between the development and the LRT platforms. Access to the platform could be enhanced on one or both sides. Nicollet Mall Station, Government Plaza Station and U.S. Bank Stadium Station in Minneapolis provide examples of what a reimagined development/platform interface may look like. Upon completion of the development, LRT platforms would revert to part of the LRT envelope, bringing the total width back to 48'.
4. **Reduced Height and Width Box.** Options 2 and 3 could be combined. This would achieve a LRT envelope of 28' wide by 18' high. This is the minimum LRT envelope that must be maintained during all phases of development on the Central Station Block. As with the reduced width box option, the final LRT envelope post-construction must be of a total width of 48' and include the platforms on each side of the tracks.

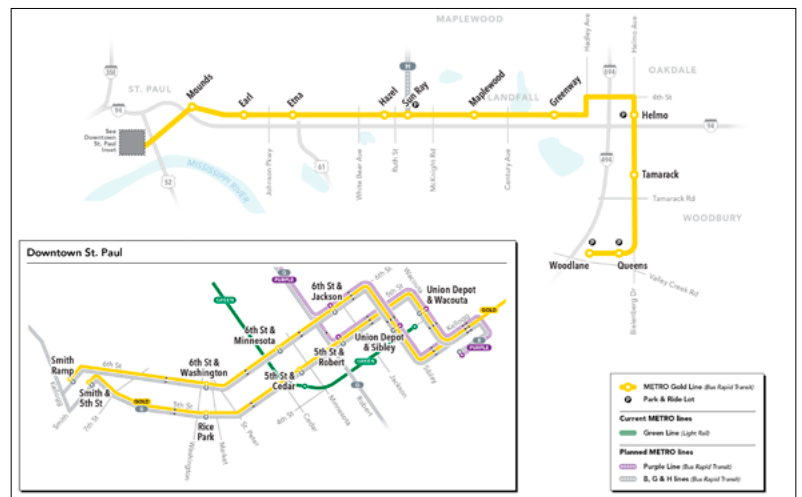
Central Station Block is a regional transportation hub with access provided by light rail, bus rapid transit, local and express buses and a developing pedestrian and bicycle network. The METRO Green Line light rail, completed in 2014, connects the Central Station Block directly to the largest job and activity centers in Minnesota: the Capital is a 6 minute trip; the University of Minnesota campus is a 29 minute ride; and the heart of downtown Minneapolis is just ten minutes farther along the line. All with a one seat ride on a light rail train departing every 10 minutes.

Residents throughout the region use the Green Line to access entertainment destinations for events. Seven major sports venues are directly accessible along the line, as well as cultural amenities such as the Ordway Center for the Performing Arts and the theater district in downtown Minneapolis. The transfer at Snelling Avenue to the A Line Bus Rapid Transit means it is an easy half-hour ride to the front gate of the State Fairgrounds.

The geographic areas of the region accessible by high frequency transitways is expected to expand with the completion of multiple projects. The METRO Gold Line Bus Rapid Transit will provide service to the eastern suburbs from Central Station on a dedicated guideway ensuring fast and reliable access to destinations like the Sun Ray shopping center, 3M headquarters in Maplewood, and attractions in Woodbury.

The Gold Line is expected to start service in 2025. A second BRT project, the METRO Purple Line, is in the planning stages to provide dedicated guideway service to the north from downtown Saint Paul and studies are ongoing about how to upgrade the already busy West 7th Street transit corridor (Riverview Corridor) from downtown Saint Paul to the Minneapolis-Saint Paul International Airport and Mall of America just beyond. Finally, further expansions of the METRO Green Line to the southwest and METRO Blue Line (accessible via a transfer from the Green Line in downtown Minneapolis) to the northwest, will open up even more destinations and opportunities to direct access via light rail from and to Central Station.

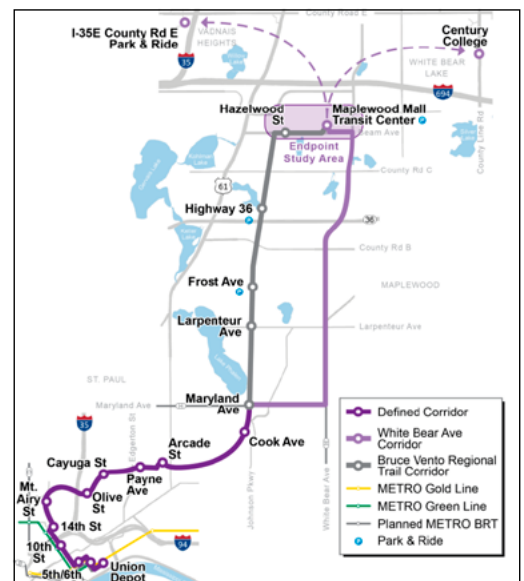
Other transportation options are equally convenient. I-94 and I-35E are easily reached from the site. MSP International Airport, easily accessible by both car and transit from downtown Saint Paul, is the 16th largest airport North America. the J.D. Power annual Airport Satisfaction Study, MSP ranked 1st overall among the largest airports.



Gold Line Map



Riverview Corridor



Purple Line Map



### 3. Development Goals

The Metropolitan Council and HRA seek a development team that will fulfill the vision for a high-quality, urban infill project that is guided by the following goals.

The project should demonstrate transit oriented development by maximizing density; bringing a mix of land uses to the block; activating the street; increasing the number of transit riders; and improving the pedestrian environment in and around the block.

- **Safely Incorporate Transit Facilities:** The development must support efficient and safe operations of the light rail and bus transit on the block, and within the vicinity of the station. The development should facilitate visibility and access to the station and allow for the future expansion of transit service from the METRO Gold Line, with a station along the 5th Street frontage of the block.
- **Enhance Economic Vitality:** The development should contribute to the economic vitality of downtown Saint Paul by including a mix of uses that will create jobs and grow the tax base.
- **Urban Design:** Redevelopment on the block will follow the urban design vision in the Downtown Station Area Plan, and the Central Station Block Design Guidelines. The development should reflect its urban environment and historic context both in its density and design. The development should integrate into the urban fabric of downtown Saint Paul, create active spaces at street level, and create a “sense of arrival” for those arriving in downtown Saint Paul via the block’s transit functions. These documents are included as reference documents.
- **Incorporation of Skyway and Vertical Access:** A skyway and vertical access to the skyway from the street will be incorporated into the new development. Ownership of the skyway will be conveyed to the development team who will determine how to incorporate the skyway and vertical access into their development. The existing structures need not remain. The City of Saint Paul has an access easement throughout the skyway system which covers 47 city blocks. A map of the downtown skyway system is available as Reference Document 4.
- **Sustainability:** The Metropolitan Council and the HRA are committed to meeting Minnesota B3 Guidelines for Council and City-owned and operated buildings. While such standards may be followed on a voluntary basis for redevelopment of Central Station Block, eventual development proposals will be evaluated with the Council and City’s sustainability goals in mind. It is desired that any development on Central Station Block strives to meet ambitious standards for sustainability in materials, design, construction process, and operation. A guide to MNB3 Guidelines is available at [b3mn.org](http://b3mn.org).
- **Financial Feasibility:** The proposed development must be financially feasible using reasonable assumptions, including the ability to pay fair market value for the land and operate and maintain the building(s) in a first class manner.
- **Advance Equity:** The Metropolitan Council and the City of Saint Paul are committed to advancing equity in the region. Equity means connecting all residents to opportunity and creating viable housing, transportation, and recreation options for people of all races, ethnicities, incomes, and abilities. As a guide for development, the Equitable Development Principles and Scorecard are included as Reference Document 7.

## 4. Reference Documents

The Metropolitan Council and the HRA have performed due diligence to prepare the Central Station Block for redevelopment. Documents detailing due diligence activities, as well as other informational items, are available as reference documents. Below is a list of reference documents included in this solicitation.

### **Title**

A complimentary title search on the five parcels that make up the Central Station Block development site are included as Reference Document 1. Developers should not rely on this complimentary title search.

### **ALTA Survey**

SRF Consulting prepared an ALTA Survey for the redevelopment site. This survey is included as Reference Document 2.

### **Phase 1 Environmental Site Assessment (ESA) and Summary of Phase 2 ESA**

SEH produced a Phase I Environmental Site Assessment (ESA) for the development site. The Phase 1 ESA and Summary of Phase 2 ESA is included as Reference Document 3.

### **Skyway Map**

The skyway system in downtown Saint Paul connects 47 city blocks. A map of this system is included as Reference Document 4.

### **Design Guideline**

Design guidelines were created to ensure that new development is compatible with the block's location in the National-Register-eligible Urban Renewal Historic District as well as its proximity to significant early 20th century buildings. The guidelines address building massing, form, height and materials. The guidelines were adopted by the Saint Paul City Council on June 7, 2017, and are available as Reference Document 5. For further context, The Downtown Station Area Plan is included as Reference Document 6.

### **Equitable Development Principles and Scorecard**

The Equitable Development Principles and Scorecard were created by Twin Cities community leaders to ensure that the principles and practices of equitable development, environmental justice, and affordability are applied in all communities. This document is provided as a guide to inform the creation of a vision, and ultimately, a development, that advances equity in the region. The Equitable Development Principles & Scorecard is included as Reference Document 7.

# Background and Legal Considerations

## 1. Background

The Metropolitan Council is the regional agency of government for the Twin Cities metropolitan area. Centered on the cities of Minneapolis and Saint Paul, the area is made up of the seven counties of Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, and Washington.

The metro area is home to 3.2 million people in 7 counties and 186 cities and townships, encompassing nearly 3,000 square miles.

Created by the Minnesota Legislature in 1967, the Council fosters efficient and economic growth for a prosperous metropolitan region. The Council partners with local governments to coordinate the orderly development of the metro area, and provides innovative, efficient regional services that benefit from economies of scale.

The Council's governing board has 17 members, appointed by the governor. Sixteen members represent geographic districts of roughly equal population across the region. The Council chair, the 17th member, serves at large.

The Council's planning, investments, and services help provide the foundations for regional economic vitality. Guiding this work is the Council's regional development guide, called Thrive MSP 2040. Thrive is a policy plan that state law requires the Council to prepare at least every 10 years as a framework for the metropolitan area's "orderly and economical" development.

Thrive identifies five regional outcomes to achieve:

- Stewardship – responsibly managing the region's natural and financial resources
- Prosperity – fostering investments in infrastructure and amenities that strengthen the region's economic competitiveness
- Equity – connecting all residents to opportunity and creates viable housing, transportation, and recreation options for people of all races, ethnicities, incomes, and abilities
- Livability – creating the places and infrastructure that enhance the quality of life of the region's residents
- Sustainability – preserving the region's capacity to maintain and support its well-being and productivity for generations to come
- Thrive serves as a foundation for coordinated and consistent planning between regional and local governments. This coordination, in turn, helps achieve the regional outcomes that Thrive affirms.

From Thrive's overall policy direction, the Council develops plans for regional transportation, wastewater, and park systems that provide the framework for the comprehensive land use plans of local governments.



The Council makes strategic investments in a growing network of bus and rail transitways, and awards grants to support transit-oriented development to increase transportation choices, expand housing and living options, and foster economic activity. The Council also plans and funds acquisition and development of a world-class system of regional parks and trails.

Metro Transit, an operating division of the Council, carries more than 39 million bus and rail customers each year, which represents a 20% increase in riders since COVID impacts subsided, and wins awards for innovation and energy efficiency.

The Council collects and treats wastewater at rates 40% lower than those charged by peer regions, and regularly wins state and national awards for environmental achievements.

Through its Metropolitan Housing and Redevelopment Authority, the Council provides affordable housing opportunities for low- and moderate-income individuals and families.

The work of the Council is organized into four major units:

- Metro Transit – Bus, light rail, and commuter rail development and operations.
- Metropolitan Transportation Services – Regional transportation planning, Metro Mobility services, dial-a-ride transit, and contracted transit services.
- Environmental Services – Wastewater treatment, water supply and water quality.
- Community Development - Regional parks and natural resources, research and regional policy, local planning assistance, Livable Communities grant program, and Metropolitan Housing and Redevelopment Authority.

This RFP is being issued by the Regional Administration Division of Metropolitan Council.

## 2. Council Rights

The Council reserves the right to cancel this RFP in writing or postpone the date and time for submitting proposals at any time prior to the proposal due date. No Proposer shall have a right to make a claim against the Council, the City, or the HRA in the event the Council accepts a proposal or does not accept any or all proposals. The Council by this RFP does not promise to accept the lowest cost or any other proposal and specifically reserves the right to reject any or all proposals, to waive any or all informalities or irregularities in the proposals received, to investigate the qualifications and experience of any Proposer, to reject any provisions in any proposal, to modify RFP contents, to obtain new proposals, to negotiate the requested services and contract terms with any Proposer, or to proceed to do the work otherwise.

The Council will evaluate Proposers for responsibility. The responsibility evaluation will be based on the criteria listed below (a – j). By submitting a proposal, the Proposer agrees to provide additional information, upon request, with respect to the listed criteria. If the proposer refuses to provide the information upon request, it may be disqualified from further consideration:

- (a) Financial resources adequate to perform the contract, or the ability to obtain them;
- (b) Ability to meet the required delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments;

- (c) A satisfactory performance record;
- (d) A satisfactory record of integrity and business ethics;
- (e) The necessary organization, experience, accounting, operational controls, and technical skills, or the ability to obtain them;
- (f) Compliance with applicable licensing and tax laws and regulations;
- (g) The necessary production, construction, and technical equipment and facilities, or the ability to obtain them;
- (h) Compliance with Affirmative Action and Disadvantaged Business Program requirements;
- (i) Other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations; and
- (j) Disclosure of all actual, potential, and perceived conflicts of interest and adequate mitigation if applicable.

### 3. Withdrawal or Modification of Proposals

The offer shall constitute a binding, irrevocable offer for a period of 120 days after the date the offers are due. Proposals which have been submitted to the Council may be withdrawn by the Proposer only if a written withdrawal request is physically received by the RFP Administrator in person, by mail, or by facsimile prior to the time proposals are due. Proposals which are timely withdrawn shall be returned to the Proposer unopened.

A Proposer may submit a modified proposal prior to the time proposals are due. A modified proposal must be physically received by the RFP Administrator prior to the time proposals are due. If a modified proposal is timely submitted, the Council shall deem a previous proposal submitted by the Proposer to have been withdrawn and the previous proposal shall be returned to the Proposer unopened.

### 4. Conflict Of Interest

#### 1. Definition of Personal Conflict of Interest

A "personal conflict of interest" exists when (1) a Council or City employee or officer, or an employee or officer of any agency interested in this Contract, and any people closely related to such employees or officers, has a financial interest in the Proposer's business or the proposed development/sale contract; or (2) a person associated with the Proposer has an interest which would conflict in any manner or degree with the Proposer's performance of this Contract.

#### 2. Definition of Organizational Conflict of Interest

An "organizational conflict of interest" occurs when any of the following circumstances arise:

- (a) Lack of Impartiality or Impaired Objectivity. When the Proposer is unable, or potentially unable, to provide impartial or objective assistance or advice to the Council or City due to other activities, relationships, contracts, or circumstances.

- (b) Unequal Access to Information. The Proposer has an unfair competitive advantage through obtaining access to nonpublic information during the performance of an earlier contract.
- (c) Biased Ground Rules. During the conduct of an earlier procurement, the Proposer has established the ground rules for a future procurement by developing specifications, evaluation factors, or similar documents.

### **3. Disclosure and Mitigation of Actual, Potential, and Perceived Conflicts of Interest**

Each Proposer must determine whether any actual, potential, or perceived conflicts of interest will exist if the Council awards a contract to the Proposer under this solicitation. Proposers are required to submit the Disclosure and Certification Regarding Conflict-of-Interest form included in this solicitation to certify, to the best of its knowledge and belief, that either: (1) the Proposer has determined that there are no relevant facts or circumstances which could give rise to conflicts of interest; or (2) the Proposer has determined that one or more conflicts of interest exists. If one or more conflicts of interest exist, the Proposer must provide a mitigation plan. Provisions will be included in the contract for this Project imposing continuing obligations on the successful proposer to disclose to the Council all conflicts of interest which may be later discovered and consequences which may arise from such a situation; and requiring the successful Proposer to cooperate with the Council in the elimination of any conflicts of interest.

## **5. Mitigation or Neutralization of Conflicts of Interest**

The Council, in its sole discretion, will determine whether a conflict of interest exists, whether a conflict of interest has been sufficiently mitigated, or whether a conflict of interest cannot be mitigated. For additional information, please see: the Council's Conflict of Interest Guidelines, available online at: <https://metro council.org/About-Us/What-We-Do/DoingBusiness/Contracting-Opportunities/Conflict-of-Interest-Guidelines-and-Disclosure-of.aspx>; 49 C.F.R. 19.43; 2 C.F.R. 200.319(a)(5); and the Federal Transit Administration Circular 4220.1F Chapter VI paragraph 2(a)(4)(h), Rev. 4, 3/18/2013.

## **6. Protests**

Proposers who wish to file a protest regarding the RFP process shall conform in all respects to the Council's Protest Procedure. (See Attachment to the Proposal Instructions: Protests for Procurements \$25,000 and Over.) All protests must be addressed to the RFP Administrator at the address indicated in section 5.



## 7. Data Practices Act

The Minnesota Government Data Practices Act provides that the names of proposers are public once the proposals are opened. With the exception of trade secret information as defined in Minnesota Statutes, section 13.37, all other information submitted by a Proposer in response to this RFP becomes public at the times specified in the act and is then available to any person upon request. Trade secret information is defined in section 13.37 as data, including a formula, pattern, compilation, program, device, method, technique, or process, (1) that was supplied by the Proposer; (2) that is the subject of efforts by the Proposer that are reasonable under the circumstances to maintain its secrecy; and (3) that derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.

Any information in its response to this RFP for which the Proposer claims protection as trade secret information in accordance with the above provisions must be limited and set apart in the RFP response on separate pages, with a heading that identifies the information as trade secret information. The Council will make the ultimate determination whether the information meets the applicable definition. Any information submitted in response to this RFP which does not meet the legal definition will be considered public information, regardless of the Proposer's identification of it as trade secret information. Proposers are advised that blanket-type identification by designating whole pages or sections as containing trade secret information will not assure protection – the specific information for which the Proposer claims trade secret protection must be clearly identified as such.

Submitted proposals shall not be copyrighted. A statement by the Proposer that submitted information is copyrighted or otherwise protected does not prevent public access to the information contained in the RFP response.

# Instructions for Preparation of Proposals

## 1. RFP Timeline

RFP Milestone	Tentative Completion Date
Issue Date	March 25, 2024
Questions Due	May 9, 2024 (1:00 p.m. CDT)
Proposal Due Date	July 25, 2024 (5:00 p.m. CDT)
Oral Presentations	3 weeks after notification of finalists
Notification of Award	October, 2024

Completion dates for the project milestones in this section are tentative only and are subject to modification by the Council.

## 2. RFP Administrator; Proposal Questions; Addenda

Laron Weddington

Phone: (651) 602-1032 TTY: (651) 229-3760 Fax: (651) 602-1083

E-mail: [laron.weddington@metc.state.mn.us](mailto:laron.weddington@metc.state.mn.us)

All questions regarding this RFP are to be directed only to the RFP Administrator. Proposers may be disqualified if any unsolicited contact related to this RFP is made with an employee or representative of the Council other than the RFP Administrator during the proposal process.

If any person contemplating submitting a proposal is in doubt as to the true meaning of any part of the Scope of Work, or other RFP documents, or finds discrepancies in or omissions from the specifications, the person may submit to the RFP Administrator a written request for an interpretation or correction by May 9, 2024, at 1:00 p.m. CST. Only written requests will be accepted. The person submitting the request will be responsible for its prompt delivery. Legible fax transmissions of written requests and emailed questions are acceptable. If the RFP Administrator elects to answer any questions, all RFP recipients will receive a written response.

Any corrections or changes to this RFP will be made by written addendum only and will be distributed to all known recipients of the RFP document at the address provided by the recipient.

### 3. Items Required To Be Submitted

Items listed in this section must accompany your submission. If any required item is omitted, the proposal may be found non-responsive and may not receive further consideration. See the referenced sections for additional details on some requirements.

#### 1. Cover Letter

- (a) The name of the lead development firm and contact information.
- (b) The name of the primary contact for the development team.
- (c) Briefly state the specific reasons for the development team's interest in pursuing the development opportunity, including the guiding vision for the site.
- (d) Signature of authorized representative of development team.

#### 2. Developer Team Description

- (a) Development Team: Identify and describe the developer team, including but not limited to the lead development firm, lead architecture firm and lead engineering firm. Include each entity's name, type of organization (e.g., 501 (c)3, LLC, etc.), anticipated role, and anticipated percentage ownership in the proposed project.
- (b) Key Personnel: Identify the key team members, including the project manager. Describe each individual's name, title, organization, and role on the proposed project. Provide a resume or short biography of each individual.

#### 3. Description of Relevant Experience

- (a) Development Experience: For the development team, describe recently completed projects comparable to the proposed Central Station Block redevelopment. These projects will ideally display familiarity with large-scale, high-density, urban transit oriented and mixed-use development. Include a photo or site plan, date of completion, size, construction type, total development cost, financing sources, location, target resident population (if applicable) and the role of the development team in each project.
- (b) Experience with Public Partnerships: Describe the development team's experience partnering with transit agencies, local municipalities, and other public entities.

#### 4. Concept

- (a) Describe the envisioned development. Provide conceptual or schematic images of the envisioned development.
- (b) Describe how the development meets the goals outlined in this solicitation, including the expected economic benefits, particularly as they relate to job creation and preservation, workforce development/training programs, number of new housing units, and tax revenues. Also describe in detail how the development supports the Metropolitan Council's TOD and ridership objectives.



- (c) Indicate the envisioned amount of square feet for various uses, including public space and circulation. If the envisioned development contains a residential component, indicate the number and type of residential units.
- (d) Describe the envisioned tenants or end users of the development.
- (e) Include detail on how the project will integrate the LRT and Bus transit elements with the envisioned development. Describe the development team's plan for construction and construction phasing. Explain how construction will impact transit service including the time needed for potential partial and full shutdowns of the LRT. Explain how the impact on transit service will be mitigated during construction and operations.

## **5. Offer**

Provide the purchase price. Any terms and contingencies are not part of the evaluation process but may be used if a proposer is advanced to negotiations. The Council reserves the right to negotiate submitted terms and conditions.

## **6. Contingencies**

Include a list of contingencies to which the offer is subject. These may include but are not limited to development schedule, environmental processes, financing, and public entitlements and approvals.

## **7. Sources and Uses**

Provide a Sources and Uses of funds document for the envisioned development.

## **8. Developer's Financial Capacity and Capability**

- (a) Financial Capacity: Demonstrate the financial capacity to undertake the proposed development, including existing relationships with major lenders and experience with financing similar developments.
- (b) Pipeline Projects: Provide the status of all projects currently underway or in the pipeline for the major entities in the development team. State how these projects will affect future development capacity.
- (c) Sources of Capital: Identify envisioned sources of debt/equity capital for the project.

## **9. References**

- (a) Provide names, phone numbers, and email addresses of two commercial bank references, two major tenant references (for office or retail) and two city or public agency staff references.

## **10. Disclosure and Certification Regarding Conflict of Interest**

Included as the last page of the RFP.

## 4. Potential Financial Assistance

The HRA/Metropolitan Council may consider providing financial assistance to a development to support the public purpose goals of providing affordable housing and/or job creation. Assistance is not guaranteed and will depend on compatibility and eligibility of the uses, a gap analysis, and availability of funds. Submissions will be evaluated based on the financial plan and viability of the proposal.

Types of possible financial assistance include, but are not limited to:

- Tax Increment Financing
- Low Income Housing Tax Credits and Revenue Bonds
- Sponsorship or support for applications(s) to state, county, and regional grants or financing
- Other financial assistance from the HRA or City of Saint Paul

These subsidy tools are listed for informational purposes only. The HRA/Metropolitan Council makes no commitment of public funds to a developer or project selected through this process.

Proposers are encouraged to evaluate and maximize other public and private sources of capital to advance their development proposal. These can include sources such as Opportunity Zone Funding and New Market Tax Credits.

## 5. Proposal Evaluation Criteria; Tentative Developer Award

Proposals will be evaluated by an Evaluation Panel to assess the Proposer's likelihood of successfully accomplishing the prospective project.

The Evaluation Panel will consider all the material submitted by the Proposer and other information the Evaluation Panel may obtain to determine whether the Proposer is capable of and has a history of successfully completing projects of this type including, without limitation, additional information the Evaluation Panel may request, interviews or oral presentations.

**Proposals will be evaluated based on the following criteria.**

Item	Evaluation Criteria
1	<b>Qualifications</b> – the qualifications of specific individuals on the proposed project team in creating successful public/private transit-oriented development projects.
2	<b>Experience</b> – The experience of development team in completing development projects of similar type and scale. The experience of the development team in partnering with transit agencies, local municipalities, or other public entities.
3	<b>Financial Terms</b> – The purchase price offered by the development team.
4	<b>Development Concept:</b> The development concept/vision is in alignment with the project goals regarding density, design, economic activity and benefits, equity and safe incorporation of transit facilities

Item	Evaluation Criteria
5	<b>Integration and Impact on LRT and Bus</b> – The integration of the transit elements with the private development will allow for safe and efficient access to both LRT and bus. The development is oriented to transit and consists of uses that will create ridership. The development team has considered the construction impacts on LRT and Bus operations and the development team has indicated a desire to minimize LRT shutdowns and transit service impacts.

The Evaluation Panel will review, analyze, and evaluate all submissions based on the Evaluation Criteria.

If required by Council procedures, the Evaluation Panel will determine and recommend to the Council through the appropriate committee which proposal, in its opinion, represents the most advantageous offer to the Council and HRA. The committee will review the findings and recommendations of the Evaluation Panel and forward them along with any of its own comments, findings and recommendations to the Council and HRA for action. The Council and HRA may make its own findings and determinations.

If an offer is accepted and a Tentative Developer Award is authorized, in accordance with the Council's policies and procedures, an agreement will be negotiated. Until authorization of the award and execution of the purchase agreement, the Council has no obligation for the cost associated with any work performed.

The selected developer will receive an award of "tentative developer status". This award means the MC and Saint Paul HRA have tentatively approved of the developer and the project and will not contract with any other entity for the real estate, while the tentative developer diligently pursues the completion of all conditions attached in the award of the designation.

Typical conditions include completion of design and architectural drawings of the project, market study, utility plans, environmental investigations, preparation of remediation plans, securing of financing, and negotiation of a development agreement with the staff. In addition, a requirement for closing will be a Site Development Agreement and Operations and Maintenance Agreement, between the developer and Metropolitan Council, to protect the transit operations on the Central Station Block. A timeline will be established for expiration of the tentative developer status.

## 6. Proposal Format

Once complete, a PDF copy of the proposal document and required certifications is required. The proposal should be assembled as a single, searchable and printable PDF and should be bookmarked. Electronic signatures are acceptable.

All Proposals MUST be submitted through QuestCDN.com. Complete digital project documents are available at [https://qap.questcdn.com/qap/projects/prj\\_browse/ipp\\_browse\\_grid.html?projType=all&provider=663007&group=78](https://qap.questcdn.com/qap/projects/prj_browse/ipp_browse_grid.html?projType=all&provider=663007&group=78). Proposers must be a registered Plan Holder on QuestCDN in order to submit a proposal.

To register as a Plan Holder, input the QuestCDN project number 22P338 on the web site's project search page to access the project advertisement page and download the digital documents. Contact QuestCDN Customer Support at 952-233-1632 or info@questcdn.com for assistance.

For this project, proposals will ONLY be received and accepted via the online electronic bid service through QuestCDN.com. To access the electronic bid form where proposals may be uploaded, click the online bid button at the top of the project advertisement page.

Applicable download delivery and online bidding fees are listed on the QuestCDN project advertisement page.

All proposals must be clearly marked "22P338, Green Line, Central Station Block Sale" as well as include the name and address of the Proposer.

## 7. Submissions Of Documents

All submissions must be addressed as follows:

**Metropolitan Council**

**Proposal for "22P338, Developer for Central Block Station" enclosed**

**390 N. Robert St.**

**St Paul, MN 55101**

Proposals must be electronically submitted to the Council, via QuestCDN as indicated by the date and time in the RFP Timeline. Proposals cannot be submitted after the specified time and date. It is wholly the responsibility of the Proposer to ensure that the proposal package is submitted on time.

The submission of a proposal shall constitute an acknowledgment upon which the Council may reply that the Proposer has thoroughly examined and is familiar with the RFP, the attachments, the addenda (if any), and work sites as applicable, and has reviewed and inspected all applicable statutes, regulations, ordinances, and resolutions dealing with or related to the services to be provided.

The failure or neglect of a Proposer to do so shall in no way relieve the Proposer from any obligations with respect to the proposal or the contract issued as a result of this RFP. No claim for additional compensation will be allowed which is based upon a lack of knowledge of any aspect of the RFP, attachments, addenda (if any), work sites, statutes, regulations, ordinances, or resolutions.



# Disclosure and Certification Regarding Conflict of Interest

Name: \_\_\_\_\_ (the "Offeror")

Relationship: \_\_\_\_\_  
(i.e., contractor, consultant, subcontractor, etc.)

**1. Certification.** The Offeror hereby acknowledges that it has read the Conflict of Interest Guidelines included in the solicitation and has, to the best of its knowledge and belief:

**A. Organizational Conflict of Interest (Choose One)**

\_\_\_\_\_ Determined that there are no relevant facts or circumstances which could give rise to conflicts of interest. (Offeror may provide an explanation or any supporting documentation).

OR

\_\_\_\_\_ Determined that one or more conflicts of interest exists. (Offeror must provide a Mitigation Plan).

**B. Personal Conflict of Interest (Choose One)**

(The Council may not enter into any contract or purchase order for goods or services in which a Council member, or Council employee or their immediate family members has an indirect or direct personal financial interest or will personally benefit financially from the contract or purchase order.)

\_\_\_\_\_ Determined that no personal conflict of Interest exists

OR

\_\_\_\_\_ Determined that a personal conflict of Interest exists (Offeror must provide a Mitigation Plan)

**2. Flow-Down.** The Offeror must include a signed copy of this certification form for each of its subcontractors and subconsultants with the terms "contract," "Offeror," and "Council" modified appropriately to preserve the Council's rights. The Offeror must submit all subcontractor forms to the Council with its proposal.

**3. Continuing Obligations.** The Offeror has a continuing obligation to the Council to disclose conflicts of interest to the Council during the solicitation phase or, if awarded a contract, throughout the duration of the contract. During the solicitation, the Disclosure and Certification Regarding Conflict of Interest Form(s) and any related mitigation plan(s) must be submitted to the RFP Administrator. After the Council issues a Notice to Proceed, all documents must be submitted to the Contract Manager designated by the Council.

By signing below, the Offeror certifies that the information contained in this form is accurate to the best of its knowledge, and that the Offeror agrees to comply with the requirements herein. The Offeror has a continuing obligation to the Council to disclose conflicts of interest to the Council during the solicitation phase or, if awarded a contract, throughout the duration of the contract.

Signed: \_\_\_\_\_

Name:

Title:

Date:

# Metropolitan Council Mitigation Plan Template Form

## Instructions for Preparation of a Mitigation Plan Template Form

Each Mitigation Plan should be thorough, detailed, and substantive, to allow the Council to adequately evaluate whether it can mitigate an organizational conflict of interest. If Proposer is aware of a potential conflict of interest - Proposer must provide a mitigation plan using this template and any associated documents to the Council. Mitigation plans will be reviewed by Council staff. The Council reserves the right to negotiate or require additional mitigation prior to award if the Council deems additional mitigation steps necessary. The Council is not required to mitigate a conflict if a conflict of interest is determined to exist which cannot be adequately mitigated.

**The Council requests mitigation plans be returned as soon as possible to appropriately mitigate any conflicts prior to solicitation. This is of importance when an Proposer has a potential conflict related to unequal access to information as those documents may be included in a solicitation to mitigate that conflict.**

Send your signed Mitigation Plan and any associated documentation to Laron Weddington at  
[Laron.weddington@metc.state.mn.us](mailto:Laron.weddington@metc.state.mn.us)

Project Name & Contract Number	Company	Contact information	Submitted by:

**Signature and Title of Individual Submitting:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>Nature of Conflict</b>	Include detailed information on relationship and name of entity
<b>Applicable Contract numbers</b>	Include with the Council or any other entity
<b>Personnel Involved &amp; Extent of Involvement</b>	Include amount of time that has passed between the end of the original contract or subcontract and this solicitation
<b>Actions Taken to Mitigate Potential Conflict</b>	

Section to be filled out by the Metropolitan Council's Procurement Department

<b>Date Received</b>	
<b>Received By</b>	