Solicitation of Interest

SITE A: 1720 MARSHALL STREET
1720 Marshall Street NE, Minneapolis

SITE B: SCHERER ADDITION LOT 2
Sibley Street NE and 8th Avenue NE, Minneapolis

Both being properties owned by the Minneapolis Park and Recreation Board
2 December 2019

Issued by the Minneapolis Park and Recreation Board (MPRB)

Release date: 29 January 2020
Response due: 12 February 2020, 3:00 pm Central Time

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Part 2 Project Information
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PART 1 GENERAL INFORMATION

1.1 SOLICITATION OF INTEREST

This Solicitation of Interest is intended to gain responses in the form of a Letter of Interest from qualified individuals or entities for:

- Development of buildings, facilities and other amenities for one of the two subject properties and intended to provide space for programs, activities, or services (including administrative functions) serving Minneapolis residents and park users; or
- Participation with the MPRB to achieve the development of buildings, facilities, and other amenities on one of the two subject properties to provide a revenue in support of park operations; or
- Collaboration with the Minneapolis Park and Recreation Board to achieve programs, activities, or services with the focus for such programs, activities, or services being one of the two subject properties.

The MPRB has not committed funds to support a response to this Solicitation of Interest. The MPRB’s sole contribution may be limited to the fee simple ownership of the two subject properties.

This Solicitation of Interest is offered through the Minneapolis Park and Recreation Board (MPRB), which will be the contracting authority for work resulting from this request. In soliciting a response, the MPRB is not obligated to choose a response or enter into any agreement with a responder and may determine a subsequent process to address the potential of engaging one or more responders.

This Solicitation of Interest is organized around the following core elements:

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All information related to this Solicitation of Interest shall be obtained as described in 1.2. The MPRB is the sole authority to speak to issues related to this Solicitation of Interest.

This Solicitation of Interest is open to individuals and entities.

In soliciting responses, the MPRB is not obligated to pursue any response. It may determine one of more responses worthy of further discussion and possible negotiations resulting in an opportunity on one of the two subject sites. It may also determine that no response received is worthy of further discussion.

1.2 CONTACT INFORMATION
The MPRB has assigned staff to manage the Solicitation of Interest process, including any needs related to clarifications or questions. Any communications related to this solicitation shall be directed VIA EMAIL ONLY to:

Cindy Anderson, Planning Division Administrator
CAnderson@minneapolisparks.org

No other staff is authorized to respond to questions or requests for clarification of this Solicitation of Interest. Failure to follow this instruction may be cause for disqualification.

Questions or requests for clarification must be received by the date indicated in Section 1.3. Responses will be provided to known responders via email by the date indicated in Section 1.3.

The building at 1720 Marshall Street NE is not accessible and will not be opened for inspection. Responders may access either site on foot. No tours or other introduction will be offered.

Responses to questions or requests for clarifications will be posted to the MPRB’s website under https://www.minneapolisparks.org/business_opportunities/.

1.3 REQUEST FOR LETTER OF INTEREST SCHEDULE
The MPRB will pursue the following schedule related to this Solicitation of Interest and the engagement of a consultant or consultant team:

- Release of Solicitation of Interest 3 January 2020
- Questions or requests for clarifications due 14 January 2020
- Responses to questions or requests for clarifications posted 17 January 2020
- Proposals due 3:00 pm, 24 January 2020
- Interviews, if required (tentative) 4 February 2020

Updates to the schedule will occur only via an addendum to this Solicitation of Interest.

1.4 ORIGINAL WORK
The MPRB is a major urban recreation provider with unique responsibilities to users of one of the country’s most extensive and recognized park systems. In seeking a response to this request, the MPRB requires the delivery of original work. This work includes research and investigations; designs as demonstrated in graphics and narrative; models for programming, staffing, and operations based on the MPRB’s service delivery capabilities; and other deliverables, all targeted specifically to the effort described in the solicitation.

The MPRB will not accept work and will not offer compensation for work previously performed for other organizations that has been copied, in whole or in part, from other reports or studies, unless the provision of such is noted in the original response for the provision of professional services. If such “liberated” materials are proposed in the original responses to be used, the original source must be cited fully.
PART 2 PROJECT INFORMATION

2.1 AGENCY INFORMATION

The MPRB was created by an act of the Minnesota Legislature in 1883. It serves as an independently elected, semi-autonomous governmental unit responsible for governing, maintaining, and developing the Minneapolis park system. The MPRB exists, in part and according to its mission, to “permanently preserve, protect, maintain, improve, and enhance is natural resources, park land, and recreational opportunities for current and future generations.”

The MPRB is one of ten regional park implementing agencies in the Minneapolis-Saint Paul metropolitan area. It works with the Metropolitan Council to acquire and develop regional parks and trails to protect natural resources and provide outdoor recreation for public enjoyment in the metropolitan area. The MPRB’s regional parks, the location for proposals related to this request, include some of the most visited parks in the Twin Cities and in Minnesota.

2.2 BACKGROUND

This Solicitation of Interest is focused on two properties, both of which are situated in Above the Falls Regional Park along the Mississippi River and upstream of Plymouth Avenue. The MPRB owns both properties fee simple.

The MPRB will consider responses related to one or both of the following properties:

**Site A: 1720 Marshall Street NE**

1720 Marshall Street NE, Minneapolis  
Hennepin County PID 1502924110001  
1.87 acres | 81,302 square feet

The MPRB acquired 1720 Marshall Street NE in 2012 with the intention of renovating the existing building and site to become a new park operations and maintenance facility. While that facility was eventually developed on the other side of the river, 1720 Marshall Street NE remains undeveloped parkland.

The property is situated along approximately 355 feet of Mississippi River frontage with semi-bluff conditions at the river’s edge. The MPRB will eventually extend the East Bank Trail through the site, limiting the development along the top of the bluff as separated bicycle and pedestrian trails are accommodated. The existing building on the site has not been accessed by the MPRB for an extended period and will most likely be razed to accommodate an evolution of the site.

The MPRB also owns adjacent and nearby properties, including 1808 and 1812 Marshall Street NE, immediately north of the subject property. Both properties may be considered as a part of this Solicitation of Interest.

**Site B: Scherer Addition Lot 2**
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Unaddressed parcel at Sibley Street NE and 8th Avenue NE
Hennepin County PID (not assigned)
1.35 acres | 58,806 square feet

Scherer Addition Lot 2 lies between a yet-to-be developed park and the site of Hall’s Island (a Mississippi River island recently re-established by the MPRB) and Sibley Street NE on the north side of 8th Avenue NE/Plymouth Avenue Bridge. Scherer Addition Lot 1 and Scherer Addition Lot 2 were formerly referred to as Parcel ‘D’ of the Scherer Site. With a sale of Lot 1 to Graco Minnesota, the MPRB’s focus is Lot 2, a parcel of 1.35 acres.

The property overlooks the river, Hall’s Island, and Graco Park and is situated in a relatively narrow strip of land (125 feet in depth) running between 8th Avenue NE and 9th Avenue NE. There is no immediate parking for the property, but the development of Graco Park will include a pedestrian and bicycle connection to Boom Island Park, immediately south of 8th Avenue NE/Plymouth Avenue Bridge, where a large and relatively sparsely used parking lot exists.

A schematic design for Graco Park and Scherer Addition Lot 2 can be found at:

https://www.minneapolisparks.org/park_care__improvements/park_projects/current_projects/scherer_bros_site/

Changes to the schematic design are anticipated and will be considered through an upcoming process.

2.3 OVERVIEW

This Solicitation of Interest is offered a means of understanding the range of interests that might exist outside of the MPRB in the public, non-profit, and private realms. Responses are encouraged that result in park-supportive uses, and that:

- Maximize the value of the site for the MPRB in terms of potential revenue generation, especially for the Scherer Site Lot 2 where the expectation has been that a revenue generating use would be introduced to offset the costs of maintaining and operating, at least in part, Graco Park;
- Can be implemented by the responder with little or no assistance from the MRPB or from MPRB staff, which would include financing by the responder;
- Activate the site with activities, programs, and services with a strong orientation to Minneapolis youth, including youth development and jobs and job training;
- Demonstrate benefit for the community, not a specific interest or user group;
- Orient to the river, as it is so much a factor for the site and the regional park that both properties are situated within, and take best advantage of a limited opportunity for development of a facility or program, activity, or service on parkland within the City of Minneapolis;
- Offer the potential for collaboration or shared space with the MPRB or other youth service providers interested in operating from the site;
• Align with the underlying regulatory guidance for each property, such that no re-guiding is needed to accommodate a proposed use;
• Conform reasonably to the MPRB’s master plan for the property or would conform under an amendment of such a master plan;
• Include metrics for evaluation of any activity, use, or program that definitively measures the benefits of the proposal; and
• Provide access to the site, the park system and any activities, program, or services that might be offered from the site to the greatest possible range of users, including disengaged, unengaged, or disadvantaged communities; underserved communities and populations; and communities with disabilities according to the Americans with Disabilities Act.

The MPRB reserves the right to specify additional outcomes or goals related to proposals to ensure alignment with the mission of the MPRB.

Submittal of a response is not a guarantee of acceptance of the proposal for park use.

2.4 MPRB INTERESTS
Both properties lie in or adjacent to Above the Falls Regional Park, a Minneapolis regional park extending along both sides of the Mississippi River from the Plymouth Avenue Bridge to the city limits on the east bank and abutting North Mississippi Regional Park on the west bank. The MPRB has been acquiring properties along both sides of the river required to complete the approximately 90-acre regional park. This Solicitation of Interest intends to identify individuals or entities that are or could be imagined to be aligned with the nature of the regional park and those criteria noted in Section 2.3.

The successful responder will be required to conform to MPRB standards and policies for the use of parkland. Depending on the nature of an eventual agreement, such conformance will be defined in a standard agreement or other agreement defining the proposal and standards for performance.

2.4 ALIGNMENT WITH TIMING OF MPRB PROJECTS
A response to this solicitation should recognize the following opportunities or limitations relative to the two subject sites:

Site A: 1720 Marshall Street NE
The MPRB has no imminent capital plans that would impact upon a response for use of all or a portion of the site at 1720 Marshall Street NE.

Site B: Scherer Addition Lot 2
The MPRB is presently engaging a consultant or consultant team to prepare a schematic design for Graco Park and a preliminary design for Scherer Addition Lot 2. It is expected that a responder to this Solicitation of Interest will abide by a schedule of activities that might be roughly envisioned as follows, which anticipates a park opening by June 2022:
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2.5 PROJECT GUIDANCE

In addition to guidance and direction through MPRB staff, a successful responder may have to work through processes involving citizen volunteers and informed MPRB staff. The need, frequency and timing for such interactions has not been determined.

If required for implementation of a proposal, the design process should be anticipated to include engagement and review by one or more committees or bodies according to a Community Engagement Plan created by the MPRB. The frequency and timing for meetings with each group will be determined in concert with the responder. Throughout any design process, the MPRB will be engaging the community, formally and informally. While the committees or bodies listed in this section will play a key role, input from the community gained through a variety of methods will be important in shaping a final proposal that may be considered by the Board of Commissioners.

Community Advisory Committee

It is the practice of the MPRB to engage the community through a wide range of methods, including through a defined Community Advisory Committee (CAC) that meets frequently through a process to offer continual insights and guidance from the direct perspective of the community. A successful responder may be required to participate in meetings of the CAC to ensure the proposal is reasonably aligned with community interests. A CAC will be part of the process related to Scherer Addition Lot 2.

Project Advisory Committee

The MPRB may engage a Project Advisory Committee (PAC) composed of staff from the MPRB and other entities. A successful responder may be asked to participate in meetings of the Project Advisory Committee. The PAC may include operations and programming staff of the MPRB as well as representatives of Mississippi Watershed Management Organization, and the City of Minneapolis, among others, to gain technical insights relative to the proposal.

2.6 EQUITY

The MPRR strives for equity in its decision processes and as it frames and delivers programs and park assets to park users across the city. The MPRB’s equity initiatives and policies supporting equity can be found here:

https://www.minneapolisparks.org/about_us/racial_equity/
Responses shall demonstrate alignment with the MPRB’s equity initiatives and policies.

PART 3    REQUEST FOR LETTER OF INTEREST

3.1 RESPONSES, IN GENERAL
A response to this Solicitation of Interest shall contain information in the order indicated in the chart in Section 3.2. Where responses to questions are required the responder shall prepare a narrative response that may include graphic information, diagrams, or other means of communicating key messages. Standardized or “boilerplate” information, including entity descriptions, personnel resumes, and other similar narrative shall not be provided as a part of a response.

Failure to follow the requirements for content and format may result in disqualification of the response.

3.2 FORMAT OF RESPONSES
A response to this solicitation shall be provided in PDF (portable data file) format, delivered digitally as noted in Section 3.7. Responders shall direct particular attention to the order and requirements of information to be contained in a response as indicated in the following chart:

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Requirements</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Cover letter</td>
<td>• There is no limitation on content presented as part of this section.</td>
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<td></td>
<td></td>
<td>• The cover letter shall be not be limited relative to the number of pages.</td>
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<tr>
<td>2</td>
<td>Proposer identification</td>
<td>• The respondent shall provide the following information:</td>
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<td></td>
<td>1) Identification of the lead entity, address and telephone number for the lead entity, and a brief statement of the role of the lead entity</td>
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<td>2) If the proposal includes or requires participation from more than the lead entity, identify supporting entities involved and the address and telephone number for each supporting entity, and a brief statement of the role of each supporting entity</td>
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<td></td>
<td></td>
<td>3) Identification of the individual primarily responsible for preparing the response to this request; direct telephone number and email address for this individual</td>
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<td>• The section shall be limited to one page.</td>
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<tr>
<td>3</td>
<td>Proposal for park use</td>
<td>• The respondent shall provide information or respond to the following questions:</td>
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<td>4) Briefly describe the proposal, including</td>
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<td>• the primary activity for the proposal</td>
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<td></td>
<td></td>
<td>• any other activities related to the proposal</td>
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5) Provide an overview of financial information related to the proposal, including:
   - The extent of parkland proposed to be permanently occupied in support of the proposal
   - The commitment from the responder to managing and maintaining any structures or facilities installed on parkland in support of the proposal
   - The process for removal of any structures or facilities installed on parkland in support of the proposal

6) Describe any obligations for the MPRB that would result from the use of parkland.

7) How does this proposal advance MPRB’s goals supporting equitable delivery of activities, uses, and programs?

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4 Experience of the lead entity
   - The respondent shall respond to the following questions:
     8) What specific experience does the lead entity offer in support of the proposal for park use?
     9) Who may be contacted as a reference for detailed questions about the project identified as relevant similar experience?

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5 Delivery of activities, uses, or programs
   - The respondent shall respond to the following questions:
     10) What metrics might be used to measure the success of the proposed activity, use, or program?
     11) How will the MPRB be involved in day-to-day activities related to the proposal for park use?

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6 Facilities
   - The respondent shall respond to the following questions:
12) What facilities are necessary to support the proposed activity, use, or program? Provide any diagrams, photographs, drawings, or other illustrations that aid in fully describing the proposal for park use.

- No other information shall be included in this section.
- This section shall be limited to two pages.

7 Schedule

The respondent shall respond to the following questions:

13) Provide a comprehensive schedule for the use of parkland as a result of the proposal, including:

- Estimated timeline for the construction of permanent structures or facilities
- Proposed schedule for activities related to the proposal for park use
- Duration of the activity if it is not intended to be ongoing
- Identification of milestones for any incremental aspects of delivery of the activity, use, or program.

- No other information shall be included in this section.
- This section shall be limited to two pages.

In addition to the requirements indicated in the chart, responders shall note the following:

- In the requirements outlined above, the term “page” shall refer to the face of each page, such that one page is equal to one face (side) of a sheet of paper.
- No page shall be larger than 8-1/2 inches by 11 inches.
- No text shall be smaller than 12 point for any portion of the primary narrative or smaller than 9 point for any other text.
- No other material or information shall be appended to a response.

3.3 EVALUATION OF RESPONSES

Responses to this Solicitation of Interest will be reviewed by, at a minimum, the following representatives of the MPRB and any project partners:

Crystal Passi  Project Manager, MPRB
Jon Duesman  Construction Project Manager, Planning Division, MPRB
Carrie Christensen  Senior Planner, Planning Division, MPRB
Radious Guess  Community Outreach, Equity, and Inclusion Coordinator, MPRB
Cliff Swenson  Director, Design and Project Management, MPRB
Brent Kath  Assistant Director, Asset Management, MPRB
Shane Stenzel  Permits Manager, Customer Service, Use and Events, MPRB

Responders shall not contact staff of the MPRB relative to this request. Contact made with staff may be grounds for disqualification.

Responses shall be reviewed using the following criteria:
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- Adherence to the required format of the response: No consideration will be given to proposals failing to follow the format
- Clarity and directness of the response: 10 percent
- Alignment of the proposal with the interests, needs, and requirements of the MPRB: 40 percent
- Experience of the responder relative to the proposal: 30 percent
- Demonstrated ability to implement the proposal: 20 percent

Any determination relative to the selection of a consultant or consultant team made by the MPRB shall be considered final.

3.4 SELECTION OF RESPONDER

Should it be determined after a detailed review of submitted responses that interviews are necessary to determine the best qualified responder, the MPRB will organize interviews as follows:

- The responder(s) selected for an interview will be notified not less than five calendar days prior to the date scheduled for the interview. Dates as indicated in Section 1.3 of this Solicitation of Interest shall be considered proper notification.
- The interview format will be provided to those responders selected for interviews at the time of notification. The MPRB requests that responders selected for an interview allow up to 90 minutes for an interview, depending on the format determined for the interview.

The MPRB reserves the right to negotiate with more than one responder in order to determine the best value for the proposal.

Responders selected for an interview shall consider information contained in a response to this Solicitation of Interest to be read and understood, with no need to repeat or review that information during an interview. Additional information regarding interviews may be provided to the responder at any time up to the start of the interview.

It is intended that the same individuals identified as reviewers in Section 3.3 will conduct the interviews. The interview panel may be expanded based on reviews of the responses received.

3.6 QUESTIONS AND CLARIFICATIONS

Questions regarding this Request for Qualifications shall be directed VIA EMAIL ONLY to:

Cindy Anderson
CAnderson@minneapolisparks.org

Questions or requests for clarification must be received by the date indicated in Section 1.3. Responses will be provided to all known proposers via email by the date indicated in Section 1.3.
3.7 SUBMITTAL OF RESPONSES
Responses will be accepted only up to the time indicated in this Request for Qualifications. Responses shall be submitted in portable data file (PDF) format. Proposals shall be submitted VIA EMAIL ONLY to:

Cindy Anderson
CAnderson@minneapolisparks.org

The email submittal must clearly state in the subject line that the communication contains:

Letter of Interest for 1720 Marshall Street NE and/or Scherer Addition Lot 2

3.8 COMMUNITY ENGAGEMENT
Acceptable proposals may require community engagement prior to implementation. This engagement would be the responsibility of the proposer and would need to meet the MPRB’s community engagement policy.

3.9 AGREEMENT
Once a proposal is deemed acceptable, MPRB staff will negotiate an agreement with the proposer. This agreement would establish terms of the use of parkland, including financial responsibilities to the MPRB, performance metrics, and a range of other factors.

3.10 CONSIDERATION BY THE BOARD OF COMMISSIONERS
The interview panel will make every attempt to identify acceptable proposals for park use immediately following the completion of all interviews. Full acceptance of a proposal for park use will require consideration by the Board of Commissioners, a process that may require 45 to 60 days.

4.0 Other information

5.1 BOARD RIGHTS
The Board may reject any or all responses in whole or in part, to accept part or all of and to create a project of lesser or greater scope than described in this Solicitation of Interest, or the respondent’s reply based on the financial components submitted. The Board also reserves the right to cancel the contract without penalty if circumstances arise which prevent the Board from completing the project.

5.2 PROPOSER BACKGROUND CHECKS
The Board will require full criminal history background checks and credit history checks for all proposers.

5.3 PROPOSAL VALIDITY PERIOD
Any submitted response, shall in its entirety, remain valid for twelve (12) months after the submission date.

5.4 DISPOSITION OF PROPOSAL
All responses become the property of the Board and the Board shall have the right to use all ideas, and/or adaptations of those ideas, contained in any proposal received in response to this solicitation. Any parts of the response or any other material(s) submitted to the Board with the response that are copyrighted or expressly marked as “confidential”, “proprietary”, or “trade secret,” will be exempted from the “open records disclosure requirements.” The Board’s selection or rejection of a respondent will not affect this exemption.

5.5 INDEPENDENT PARTIES
Except as expressly provided otherwise in the contract resulting from this solicitation, if any, the Board and the Proposer shall remain independent parties and neither shall be an officer, employee, agent, representative or co-partner of, or a joint venture with, the other.

5.6 PERFORMANCE INVESTIGATIONS
As part of its evaluation process, the Board may make investigations to determine the ability of the Proposer to perform under this solicitation. The Board reserves the right to reject any proposal if the Proposer fails to satisfy the Board that it is properly qualified to carry out the obligations under this solicitation.

5.7 INTEREST OF MEMBERS OF THE BOARD OF COMMISSIONERS
The Proposer agrees that no member of the governing body, officer, employee or agent of the Board shall have any interest, financial or otherwise, direct or indirect, in the contract.

5.8 EMPLOYEE INVOLVEMENT/COVENANT AGAINST CONTINGENT FEES
Responder hereby certifies that, to the best of its knowledge and belief, no individual employed by the responder or subcontracted by the responder has an immediate relationship to any employee of the Board who was directly or indirectly involved in any way in the procurement of the contract, if any, resulting from this solicitation or goods or services thereunder. Violation of this section by responder shall be grounds for cancellation of such contract. The responder also warrants that no person or selling agency has been employed, engaged or retained to solicit or secure any contract resulting from this solicitation or any advantage hereunder upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, or in exchange for any substantial consideration bargained for, excepting that which is provided to the responder’s bona fide employees or to bona fide professional commercial or selling agencies or in the exercise of reasonable diligence should have been known by the Board to be maintained by the responder for the purpose of securing business for responder. In the event of the responder’s breach or violation of this warranty, the Board shall, subject to responder’s rights, have the right, at its option, to annul any contract resulting from this solicitation without liability, to deduct from the charges otherwise payable by the Board under such contract the full amount of such commission, percentage, brokerage, or contingent fee, and to pursue any other remedy available to the Board under such contract, at law or in equity.

5.9 DATA PRACTICES
The responder agrees to comply with the Minnesota Government Data Practices Act and all other applicable state and federal laws relating to data privacy or confidentiality. The responder shall immediately report to the contract monitor any requests from third parties
for information relating to this agreement. The Board agrees to promptly respond to inquiries from the responder concerning data requests. The responder agrees to hold the Board, its officers, department heads and employees harmless from any claims resulting from the responder’s unlawful disclosure or use of data protected under state and federal laws.