

CITY OF EDEN PRAIRIE



Request for Proposal

Green, Mid-Market Neighborhood Development

Request for Proposal Issue Date:

4/24/2013

Pre-Proposal Meeting:

4/30/2013

9.00 – 10.30 A.M.

Proposal Due Date:

5/30/2013

Mission: *Creating a Green, Mid-Market Neighborhood by employing best practices in community development in order to achieve a model for sustainable and livable communities.*

City of Eden Prairie
8080 Mitchell Road
Eden Prairie, MN 55344

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1. INTRODUCTION

The City of Eden Prairie, MN is seeking proposals from qualified developers to purchase and develop an 8 acre parcel that the City is acquiring from Minnesota Department of Transportation (MnDOT). The parcel is located at the southwest corner of Eden Prairie Road and Scenic Heights Road and adjacent to existing single family homes. The City’s primary goals for this project are to increase sustainability/energy efficiency and single family housing affordability. The intent of the project is to create a sustainable single family neighborhood with implementation of “green” measures and mid-market housing price ranges. In addition, an attached housing option can be considered on the corner of Scenic Heights Rd and Eden Prairie Rd. A small neighborhood commercial element is also a possibility. The City will evaluate proposals based on the criteria outlined in this RFP and will negotiate the sale of the parcel to the selected developer contingent upon development approval.

2. PROPOSAL CONSIDERATIONS

The proposals must address the following:

- Developer team and eligibility/experience.
- Neighborhood sustainability and green building design elements.
- Housing costs affordable to households between 80% - 120% of the area median income.
- Housing sizes, marketing demographic and potential to accommodate multi-generational needs. (e.g. “Mother-In-Law Units”)
- Architectural styles.
- Potential inclusion of an attached housing option on the corner of Scenic Heights Rd and Eden Prairie Rd.
- Potential inclusion of a small neighborhood commercial component.
- Innovative design ideas in conjoining the commercial and attached housing elements (ex. attached housing on top floors, community assets such as café, co-location office, etc. on street level).
- Potential street connectivity to the adjacent neighborhood.
- Innovative design features such as community gardens and shared flex space (ex. community rooms, studio space, etc.)
- Community participation process for neighborhood input and feedback before and during development (including addressing comments from 4/23/2013 Neighborhood Meeting*).
- Potential involvement of students from Hennepin Technical College’s construction trades in a portion of the construction process.
- Proposed schedule.
- Property purchase offer.
- Financing sources and uses statement.

* Meeting notes will be made available online and at the pre-proposal meeting.

3. TIMELINE FOR RFP PROCESS

Timeline	Milestone
April 24, 2013	RFP Release
April 30, 2013 (9.00 -10.30 a.m.)	Pre-Proposal Meeting for Developers, (Council Chambers)
May 30, 2013	Proposals Due
May 31 – June 17, 2013	Staff Review Process/Interviews of Developer Teams
June 18, 2013	City Council Workshop Update
July 16, 2013	Potential City Council Consideration of Developer/Purchase Agreement

4. ELIGIBILITY AND PREFERENCE CRITERIA

Minimum Eligible Developer Criteria

- Demonstrated knowledge, capability and expertise in meeting Green Neighborhood Development Criteria.
- Demonstrated residential development experience.
- Demonstrated neighborhood commercial development experience if applicable.
- Proven ability to successfully finance and market developments of similar size.

Preferred Developer Criteria

- Demonstrated implementation of green design standards in neighborhood and building design.
- Demonstrated innovation in other aspects of neighborhood and building design.
- Demonstrated experience developing mid-market housing.
- Proven ability to obtain grants and gap financing.
- Proven ability to work with City staff and existing nearby neighborhoods to receive input and address concerns outside the traditional review process.

Green Neighborhood Development Criteria

The City has identified a list of “green” measures that must be addressed in the proposals; the list is organized into the three following categories based upon applicable LEED Neighborhood Development (ND) Standards:

“Green” Measures for Green, Mid-Market Neighborhood Development

Smart Location and Linkage	Neighborhood Pattern and Design	Green Infrastructure and Buildings
<ul style="list-style-type: none"> Location 	<ul style="list-style-type: none"> Walkable Streets 	<ul style="list-style-type: none"> Construction Techniques
<ul style="list-style-type: none"> Cycling Facilities 	<ul style="list-style-type: none"> Compact Development 	<ul style="list-style-type: none"> Energy Efficiency and Conservation
<ul style="list-style-type: none"> Job and Housing Proximity 	<ul style="list-style-type: none"> Neighborhood Connections 	<ul style="list-style-type: none"> Energy Production and Distribution
	<ul style="list-style-type: none"> Parking and Transportation Demand 	<ul style="list-style-type: none"> Water Efficiency and Conservation
	<ul style="list-style-type: none"> Community Participation 	<ul style="list-style-type: none"> Stormwater and Wastewater Management
		<ul style="list-style-type: none"> Green Building Process
		<ul style="list-style-type: none"> Heat Islands
		<ul style="list-style-type: none"> Recycling and Reuse
		<ul style="list-style-type: none"> Light Pollution

Proposals must provide completed Sustainable Neighborhood Development Checklist (Appendixes - 1); please note that **LEED Certification** will **NOT** be required for this project. The Sustainable Neighborhood Development Checklist is a simplification of the LEED ND rating system and the City will simply use it to assess the strengths and weaknesses of the development proposals.

For a list of definitions for each category please refer to LEED-ND Rating System Summary (Appendixes - 2).

Instruction: Only the **marked** categories need to be completed, please check one of the (Yes, Maybe, No) columns for each marked category.

Mid-Market Housing Criteria

Using the affordable housing costs offered by Minnesota Housing Finance Agency (MHFA) as a guide, the developer should offer as many housing options as possible at costs affordable to households who fall between 80% - 120% of the area median income, (AMI) which is \$82,300. Housing costs, similarly, should be guided by MHFA findings, which currently set the limit of affordability at \$298,125, therefore home prices should range between \$240,000 and \$360,000.

5. PROPOSAL CONTENT

Cover Letter

The cover letter shall: 1) confirm that all elements of this RFP have been reviewed and understood, 2) include a statement of intent to develop a Green, Mid-Market neighborhood and whether the neighborhood commercial component will be included, 3) include a brief summary of the Developer's qualifications, 4) identify a point of contact for communications during the proposal review process, 5) include a purchase offer for the property contingent upon development approval, and 6) include a summary of the proposal schedule, with anticipated dates for project milestones.

Concept Plans and Design

The proposal shall include concept drawings or models showing the Developer's initial approach to the design and style of the neighborhood, street connections and buildings.

- Design submittals:
 - Submit concept site plans and/or models for the green neighborhood development including concept circulation plans, building plans, landscaping and civil plans.
 - Submit concept building drawings: Designs should include concept floor plans, elevations, energy calculation and proposed mechanical/electrical system plans.
 - Please clearly articulate any green/energy efficient elements that you are proposing.
 - Please clearly identify sale price expectations of units.

Instruction: Please note that the Developer does not need to provide construction plans and specifications at this stage in design; submission of **Concept** plans/drawing of all items listed above will be satisfactory for the proposal content.

Company and Developer Team Information

This section shall include relevant Developer's information, including the address and telephone number of the Developer's main office and any branch offices that will be participating in this project. Developer shall identify itself as to the type of organizational entity (corporation, sole proprietorship, partnership, joint venture, etc.). Members of the Developer's professional team (managers, contact person, etc.) should be identified by name and title, and should include contact phone numbers. Major subcontractors (if any) and their degree of involvement should be included.

Provide a statement of qualifications and resume of all personnel that will be involved with the design, community participation/approval process, procurement of financing, and negotiation of agreements for this project. Statement must include:

- Name and title
- Description of education
- General experience, including total years in specialty
- Years of employment with Developer or previous subcontracting relationships
- Specialized education and training related to specialty area
- Any prior public agency experience
- Any certifications, professional designations, or other information that will assist in evaluating qualifications

Qualifications and Experience

The Developer shall provide a detailed list of similar projects including project description, level of involvement, length and outcome of project.

Scope of Work

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

Schedule

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

Property Purchase and Financing

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

6. SELECTION AND EVALUATION

Proposal Selection

The City of Eden Prairie reserves the right to amend, withdraw, and/or cancel this RFP. The City reserves the right, without qualification, to reject any or all proposals to this RFP at any time prior to entering into a purchase agreement with the selected developer. The City reserves the right to request or obtain additional information about any and all submittals. All proposals become the property of the City.

Proposal Evaluation Criteria

The City intends to engage the most qualified Developer in accordance with the evaluation criteria. It is imperative that the Developer's proposal fully addresses all aspects of this RFP. It must clearly express the Developer's understanding of the City specific requirements and expectations and indicate the Developer's qualifications to implement the development in a thorough and efficient manner.

The following criteria shall be used in evaluation of the Developer's proposal:

- Developer must meet Minimum Eligible Developer Criteria
- Degree to which developer meets Preferred Developer Criteria
- Degree to which proposal meets Green Neighborhood Development Criteria
- Degree to which proposal meets Mid-Market Housing Criteria
- Degree to which proposal includes other innovative features/amenities
- Anticipated effectiveness of working with City staff and proposed community participation process
- Realistically aggressive project schedule
- Purchase offer and financing proposal including level of any anticipated City subsidy

City of Eden Prairie will request interviews with developers as a part of the assessment of qualifications.

7. RFP ATTACHMENTS

All RFP related appendixes, exhibits and maps are available on the City of Eden Prairie's Green Mid-Market project web page: www.edenprairie.org/greendevlopment.

LiDAR data (contours), street and utility information will also be available upon request.

8. SUBMITTAL, INSTRUCTIONS AND MISCELLANEOUS

All requests for clarifications or interpretations of the Scope of Work or Terms and Conditions set forth in this RFP should be made during the Pre-Proposal information meeting or subsequently submitted in writing and emailed to: Molly Koivumaki, Housing and Community Services Manager at: mkoivumaki@edenprairie.org

Pre-Proposal Information Meeting:**Tuesday, April 30, 2013 – 9.00-10.30 a.m.****City of Eden Prairie
Council Chambers
8080 Mitchell Road
Eden Prairie, MN 55344****Submittal Date and Time**

All proposals are due at the City of Eden Prairie, Community Development Department on **Thursday, May 30, 2013 before 4:30 p.m.**

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

Submittal

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

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

Please provide eight hard copies of the proposal and all attachments.

Proposal must be mailed or delivered to:**Attn: Molly Koivumaki
Housing and Community Services Manager****Community Development Department
City of Eden Prairie
8080 Mitchell Road
Eden Prairie, MN 55344****Subject: Proposal for Green, Mid-Market Neighborhood Development**

Proposals received at any place other than listed above will not be considered.

In addition to hard copies please e-mail an electronic copy of the proposal and all attachments in a PDF format (PDF files can be combined into a ZIP file) to:

mkoivumaki@edenprairie.org, subject: Proposal for Green, Mid-Market Neighborhood Development.

Late proposals will not be accepted.

City of Eden Prairie reserves the right to reject any and all proposals and to waive information and minor irregularities in any proposal received.

Public Records

All Proposals submitted in response to this RFP become the property of the City of Prairie and under the Public Records Act and are public records, and as such may be subject to public review at least 10 days before developer selection and approval of purchase agreement.

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

Fair Housing

Completed residential units must be advertised and publicly offered in accordance with fair housing marketing standards and must be sold to the general public.

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

- End -