
**REQUEST FOR PROPOSALS
FOR
DOWNTOWN COMMERCIAL CORNER**



**City of Mora
County of Kanabec
State of Minnesota**

**Approved by City of Mora City Council: July 16, 2019
Submission Deadline: January 2, 2020**

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SUMMARY

The Mora Economic Development Authority (Mora EDA) seeks development proposals from any financially capable person, corporation, limited liability company, or partnership for development of approximately .25 acres (approximately 108 feet by 100 feet) in the city’s downtown. This prime downtown location is known as Downtown Commercial Corner.

This request for proposals is designed to identify developers interested in redeveloping the site. The Mora EDA invites and encourages the submission of proposals from developers to acquire the property and construct a commercial or mixed-use development.

GENERAL INFORMATION

The City of Mora is the owner of the site which it acquired in early 2008 as a potential site for a new public library. In May 2008 the city contracted to have the then existing feed mill razed (including the foundation) and the excavation backfilled. Subsequently the city’s plans changed regarding the library and the council decided to request proposals for the sale and development of the property.

The city has spent approximately \$173,000 in the acquisition and demolition of the property and is willing to right down this cost of land acquisition for the development that best meets the city’s goals and objectives.

LOCATION AND DESCRIPTION

The redevelopment site (PID 22.03435.00 and outlined in red in the image below) is located downtown on the southwest corner of the intersection of Union Street and Forest Avenue. The site is located on the same block as a senior apartment building, a bakery, a small office building, and a movie theater.



The site is level and located in the city’s B-1 Central Business District. The redevelopment site is served by public utilities, including water, sanitary sewer, electricity, and natural gas.

Developers should present proposals for redevelopment of the entire site.

CITY GOALS AND OBJECTIVES

In seeking proposals for the redevelopment of the site, the Mora EDA hopes to:

- A. Recoup city's costs of acquiring property and demolishing existing structure.
- B. Enhance the city's tax base.
- C. Create jobs.
- D. Develop of architecturally significant commercial or mixed-use structure that will be compatible with and that will enhance the Central Business District.
- E. Encourage development that will reinforce the public and private investment in the area and that will enhance opportunities for future development.
- F. Create economic opportunities, expand the mix of businesses to fill gaps in the commercial market and possibly provide housing opportunities in the Central Business District.
- G. Draw visitors and customers from throughout the regional trade area to Mora's Central Business District.
- H. Support the creation of a unique commercial environment that will draw repeat business to Mora's Central Business District.

PROPOSED USES AND DESIGN CONSIDERATIONS

Proposals submitted must be in conformance with the following:

- A. Proposed uses should be allowable and compatible uses in the B-1 Central Business District.
- B. The proposed development must be compatible with the surrounding public and private development in terms of scale; display good design quality; and, provide strong pedestrian connections to surrounding developments. The site plan and design of the facilities must be reviewed by the Mora EDA and approved by the Mora City Council.
- C. The proposed development must comply with city land use regulations, building codes, and other appropriate regulations.

Commercial or Mixed Use Development

Objective:

The objective of the design guidelines is to encourage desirable elements which the community would like to see reinforced in building design and property development. The guidelines are intended to promote pedestrian activity, define the street edge and to encourage a scale and character that is appropriate for the downtown.

Design Guidelines:

- A. Building should not exceed three stories.
- B. Building setbacks
 - 1. Front Yard – 0 feet
 - 2. Rear Yard – 0 feet
 - 3. Side Yard – 0 feet
- C. Minimize the impact of parking facilities, garbage dumpsters, mechanical equipment, and other elements that do not contribute to or enhance the aesthetics of the area.
- D. Provide off-street parking or a contribution to the city's parking fund in accordance with the city's Zoning Code. Understanding that providing off-street parking may be challenging, the proposed development may need to demonstrate creative parking solutions.

Design Review Committee:

The Mora EDA will serve as the design review committee. Final approval of all development plans will be made by the Mora City Council.

ROLES OF THE MORA ECONOMIC DEVELOPMENT AUTHORITY AND THE DEVELOPER PRIOR TO PROPOSAL SUBMITTAL

The Mora EDA intends to encourage commercial or mixed use development at this location. In order to accomplish this:

The Mora EDA will:

- A. Consider the use of Tax Increment Financing (TIF) in an amount necessary for the viability of the project.
- B. Consider the use of Mora Industrial Commercial (MIC) Loan funds for eligible projects.
- C. Provide technical assistance and review all project plans.
- D. Consider the proper timing and scope of public improvements in the area.
- E. Sell property to developer at reduced cost based on how well the proposal meets the Mora EDA's goals.

The developer will:

- A. Negotiate in good faith with the Mora EDA.
- B. Provide the Mora EDA with adequate information and respond to questions of the Mora EDA.

CONTENT OF PROPOSAL

Cover Letter:

Please include a cover letter indicating the name of the proposer and a brief description of the project, including anticipated participants.

- A. Developer Information. Provide the following information about the developer:
 - 1. Full legal name, address, telephone number(s), and email address.
 - 2. Name, title, phone number(s), and email address of the authorized representative for the developer.
 - 3. Year in which development entity formed.
 - 4. Brief description of your mission.
 - 5. Brief description of your ownership and organizational structure.
 - 6. Attach a list of your current Board of Directors, if applicable.
 - 7. Attach copies of your resumes or provide brief description of the backgrounds of the development team who would be involved in this project. Identify what specific tasks each member will carry out and who will be responsible for coordinating the work of the team.
 - 8. Describe in detail any similar projects carried out by the developer that are relevant to the project proposed as evidence of the proposer's ability to develop commercial property.
- B. Market. If applicable provide a brief description of the market for the proposed development. Attach any market studies or data that supports the size of the development and the proposed uses in the development.
- C. Project Description. Provide detailed conceptual information for the proposed project:
 - 1. Provide a conceptual site plan and elevations for the proposed development. Include a statement that the City of Mora will be given final approval of the site plan for the project.
 - 2. Provide descriptions of proposed occupants of the completed development and evidence of interest by specific businesses, if available at the time of the proposal.
 - 3. Provide a schedule of proposed building and site improvements with cost estimates.
 - 4. Provide a schedule of construction timing and expected date of completion for each phase of the project.
 - 5. Describe how you will market the development to prospective occupants if applicable.

6. Provide an estimate of final project valuation for tax purposes.
 7. Provide an estimate of full-time jobs created with a summary of wages and benefits.
 8. Provide the price being offered for the site.
- D. Project Description. Provide information on the project budget, adequacy of funding and other sources of support:
1. Provide a preliminary development budget for this project that includes all major costs/ items required for its implementation and identifies all sources of funds. Also include a description of your assumptions and the sources of information used in developing the budget.
 2. Provide a statement of the proposed method of financing the improvements, including specific information on the terms of interim financing for construction and marketing of the proposed development and for permanent development financing. Attach a statement of interest and/or commitment to the project by a prospective interim and permanent lender, if available.

PROCEDURES FOR SUBMISSION

- A. An official of the corporation or entity authorized to bind the proposer must sign the proposal.
- B. The proposal shall contain the full name of the person, firm, or corporation submitting the proposal and the address of the person, firm, or president of the corporation if not the owner or developer.
- C. The proposal must contain a statement to the effect that the proposal is firm for a period of not less than 180 days after the closing date of this request.
- D. The proposal must contain a statement to the effect that the developer agrees to accept immediate responsibility for the security and maintenance of the site upon transfer of ownership.
- E. The proposal must be submitted electronically and in ten hard copies.
- F. Each proposer which is a foreign corporation, that is, a corporation not incorporated in Minnesota but licensed to do business in Minnesota, is required to submit with this proposal an affidavit duly executed by the president, vice president or manager of the corporation, stating in said affidavit, that said foreign corporation has, in accordance with the provision of the statutes of the State of Minnesota, obtained a certificate authorizing it to do business in the State of Minnesota.
- G. Sealed written proposals in approximate format of 8 ½" x 11" will be received by the Mora Economic Development Authority, 101 Lake Street South, Mora, MN, 55051 on or before 12:00 pm on Thursday, January 2, 2020. Please identify as "Downtown Commercial Corner Project" on the exterior of the sealed envelope.
- H. If no proposals are submitted by January 2, 2020, the Mora EDA will accept and consider proposals until a proposal has been accepted.

INQUIRIES

Prospective developers may submit questions by mail, e-mail, or telephone to:

Beth Thorp, Community Development Director
City of Mora
101 Lake Street S.
Mora, MN 55051-1588
beth.thorp@cityofmora.com
320.225.4807

OPENING OF PROPOSALS

Proposals must be received no later than 12:00 pm on Tuesday, October 1, 2019. Proposals will be opened at a date and time determined at the sole discretion of the Mora EDA. The Mora EDA also reserves the right to extend the deadline for submissions if it so desires.

EVALUATING PROPOSALS

After the opening of the proposals, the Mora EDA will review the proposals and schedule interviews with the selected developers.

Evaluation and recommendations of the selection committee will be based primarily on:

- A. The extent to which the proposals appear to implement the city's goals and objectives.
- B. The qualifications and financial responsibility of the developer.
- C. The degree of financial commitment for the proposer(s) and associated lenders of the project.
- D. The quality of the proposed development.
- E. Relationship of proposal to the surrounding neighborhood.
- F. The conditions, if any, attached to the proposal.
- G. The amount of public assistance requested.
- H. Proposed development schedule.

AWARD

The Mora City Council shall make the final selection of developers from those recommended by the Mora EDA. The selection will be made on the basis of:

- A. The best proposal as defined above.
- B. Whether a satisfactory agreement between the developer and the city can be executed.

The Mora EDA reserves the right to reject any and all proposals, to extend the time for acceptance of proposals, to modify the requirements of this proposal via addendum, and to advertise for new proposals.

AWARD NOTIFICATION

The city will notify in writing each firm submitting a proposal the results of the selection process.

PROPOSAL EXPIRATION DATE

Proposals in response to this RFP will be valid for one hundred eighty (180) days from the proposal due date. The city reserves the right to ask for an extension of time if needed.

OWNERSHIP OF MATERIALS

All materials submitted in response to the RFP become the property of the City of Mora and supporting materials will not be returned. The City of Mora is not responsible for any costs incurred by any firm in the preparation of the proposal.

DISCLAIMER

This request for proposals is only a solicitation for information. The City of Mora is not obligated to enter into a contract for any of the projects described. Notwithstanding any other provisions of the RFP, the city reserves the right to reject any or all proposals, to waive any irregularity in a proposal, and to accept or reject any item or a combination of items, when to do so would be to the advantage of the city and its taxpayers. It is further within the right of the city to reject proposals that do not contain all elements and information requested in this document. The City of Mora shall not be liable for any losses incurred by any firms throughout this process.