



REQUEST FOR PROPOSAL (RFP) – PROPERTY PURCHASE

A portion of Auditor's Subdivision #04, located within the City of St. Joseph.



City of St. Joseph

Issue Date: August 19, 2020

Proposal Due Date: September 18, 2020

I. General Information

The City of St. Joseph, Minnesota is excited to request proposals for the purchase of an approximately 4 acre piece of property, which includes the St. Joseph Community Center building, adjacent parking lot, and additional real estate. This property is currently part of a 16.94 acre parcel (PID# 84.53457.0005). Should the City choose to accept a proposal made pursuant to this RFP, the City will subdivide the property to be sold out of the larger parcel. The property is zoned for educational - ecclesiastical use.

The purpose of this document is to solicit proposals for purchase of the property and to provide opportunities for entities to own, use, and develop land and structures for uses consistent with the property's designation as an educational – ecclesiastical zoned district. Permitted uses consist of: Convents, Novitiates, Colleges and Universities, College Preparatory Schools, Churches and Similar Uses, College Owned Student Housing, Grade Schools, High Schools, and Vocational Schools. The City encourages innovative proposals that will put this property to its highest and best use, and contribute to the good and prosperity of the City.

II. Property Features

The St. Joseph Community Center building is a former elementary school, equipped with: 17 classroom sized rooms; a gymnasium, cafeteria, and kitchen facility; offices and gratuitous workspace; multiple restrooms; and storage areas.

The property further consists of an adjacent paved parking lot, sidewalks, and greenspace. Access to the building and parking lot is provided by Callaway Street E, to the south, while additional access to the property is provided by 1st Avenue SE, to the west.

The building is connected to water, sewer, electric, and natural gas utility services.

Tours of the property may be scheduled by contacting Kris Ambuehl at kambuehl@cityofstjoseph.com, or by phone at 320-363-7201.

III. Contents and Format of Proposal

Proposals should be neatly typed and must contain a clear and complete response to each item listed below. Respondents may include additional information as necessary, however overly lengthy proposals are discouraged.

1. Describe the planned use(s) of the property.
2. Describe how the planned uses(s) comply with the City of St. Joseph 2018 Comprehensive Plan and City of St. Joseph Zoning Ordinance. Identify any obvious variances that may be necessary.
3. Will the property be redeveloped/improved prior to commencement of the planned use(s)? If so:
 - a. Provide a detailed description of the nature of the redevelopment/improvement.
 - b. Provide the development schedule and timeframe.
 - c. Provide the estimate construction value of the redevelopment/improvements.

4. Estimate the number of jobs created or retained, in full-time equivalents, as a result of the proposed use, and describe the nature of each job position.
5. Describe the specific role of the proposer as relates to the planned use(s) (e.g., developer, financier, owner, operator, or combination).
 - a. Identify any additional partners or collaborators (whether individuals or entities), and describe their respective roles.
 - b. If multiple parties are, or will be involved, in the implementing the planned use(s), identify the party responsible for drafting and submitting the proposal.
6. Describe the resources and experience the proposer has to implement the proposed use(s).
7. Describe the cash price offered for the property.
8. Specific Terms. The following terms shall govern all accepted proposals and should be included as relevant in the contents of any submitted proposal:
 - a. A minimum cash price offer of Six Hundred Thousand Dollars (\$600,000.00).
 - b. The property and all current improvements, including the St. Joseph Community Center building, are being sold **as is**.
 - c. The property will be conveyed by quit claim deed.
 - d. The property to be sold shall be subdivided out of the current 16.94 parcel (PID# 84.53457.0005) if and when a proposal is accepted by the City.
 - e. The proposer shall be responsible for all surveyor costs incurred pursuant to the necessary subdivision of the current 16.94 parcel (PID# 84.53457.0005), and all other surveyor costs as they may be incurred.
 - f. The closing costs may be shared by the City and proposer as negotiated.

9. Steps Following Acceptance

If the City chooses to accept a proposal, it shall negotiate the specific terms and conditions of a purchase agreement, and development agreement if necessary, with the proposer. Among the negotiated terms will be a specific timeline according to which the property must be dedicated to the proposed use(s), in order to prevent the property from reverting to the City.

Further, in the event a proposal is accepted, the City shall initiate a minor subdivision of the existing 16.92 acre parcel (PID# 84.53457.0005), to separate the property to be purchased from the existing parcel. The proposer shall be responsible for reimbursing the City for all survey costs associated with the subdivision.

The City's attorney will prepare documents as necessary to close on the property at a mutually agreeable time.

V. Deadline for Submitting Proposals

Proposals are due by 4:00 PM on Friday, September 18, 2020. One electronic copy and two hard copies of each proposal must be sent to:

Kayla Klein, City Clerk
75 Callaway Street E
St. Joseph, MN 56374
kklein@cityofstjoseph.com

The Community Development Director and City Administrator will review and evaluate all proposals and provide a recommendation to the City Council. The City Council will see all proposals and make a final determination on acceptance.

VI. Conditions of this RFP

1. The City reserves the right to add to, amend, withdraw, and/or cancel, in part or entirely, this RFP for any or no reason and at any time with no liability to any prospective proposer for any costs or expenses incurred in connection with this RFP or otherwise. The City further reserves the right to terminate negotiations with any proposer, following or prior to acceptance of any proposal, at any time. If any part of this RFP is revised, addenda will be posted on the City's website.
2. Information supplied by proposers to the City is subject to the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13 ("MGDPA"). Consequently, submitted proposals will become public unless it is otherwise classified by the MGDPA. If a proposer believes any other-than-public information will be included in a proposal, the proposer shall identify that data and explain how and why that data falls within one of the MGDPA's exceptions. Notwithstanding the forgoing, proposers agree as a condition of submitting a proposal that the City will not be liable or accountable for any loss or damage that may result from a breach of confidentiality.
3. The City reserves the right not to accept a proposal from any proposer. If the City decides to accept a proposal, it will do so because, in its own judgment accepting the proposal is in the best interests of the City, its residents, and the property generally. The City reserves the right to accept a proposal even if such a proposal does not contain the highest offer price.
4. All materials submitted become the property of the City and will not be returned.
5. The City shall not be responsible for any costs incurred by proposers in connection with this RFP. Proposers shall bear all costs associated with offer submission, submission and attendance at interviews, if any, or any other activity associated with the RFP or otherwise.

6. No proposer shall have a right to make a claim against the City in the event the City accepts a proposal or chooses not to accept any or all proposals. The City by this RFP does not promise to accept the highest offer 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, and to negotiate the requested proposal and contract terms with any proposer.
7. The City reserves the right to contact any or all proposers for clarification regarding information presented in submitted offers.