

City of Excelsior  
Notice of Work Session  
of the Excelsior City Council

NOTICE IS HEREBY GIVEN that the City Council of the City of Excelsior will hold its work session on Monday, May 16, 2022 at 5:30 P.M. at the Excelsior City Council Chambers, 339 Third Street, Excelsior, MN 55331.

Members of the public may attend the work session either in person, at City Hall or by joining via Zoom either online or by telephone at:

Join Zoom Meeting

<https://us02web.zoom.us/j/84273535839>

Meeting ID: 842 7353 5839

Dial by your location

+1 312 626 6799 US

+1 301 715 8592 US (Germantown)

Meeting ID: 842 7353 5839

City of Excelsior  
City Council Work Session

Agenda

Monday, May 16, 2022

Following the Closed Session

1. Call to Order/Roll Call
2. Agenda Approval
3. Request for Proposals for 106 Center Street
4. Adjournment

Note: The purpose of a Work Session is for the Council to discuss matters informally and in greater detail than is allowed at formal Council meetings. All meetings of the Council including Work Sessions will be open to the public. While the privilege of participating in these discussions is generally limited to the Council, staff, and consultants, the Mayor may open a discussion from the floor.



# MEMORANDUM

Work Session Item 3

**Re:** Request for Proposals for 106 Center St

**Date:** May 16, 2022

**To:** City Council

**From:** Kristi Luger, City Manager

At the May 2<sup>nd</sup> City Council meeting, the Council agreed that they wanted to proceed with issuing a Request for Proposals (RFP) to explore what options may be available for the 106 Center Street property. Included in the packet is a draft RFP; the Council should review the RFP and provide direction to staff.

## **Request for Proposals**

Sale and Redevelopment of Property at  
106 Center Street

**Objective:** The City of Excelsior (City) is requesting proposals from qualified parties to purchase and redevelop the property located at 106 Center Street. The .56-acre parcel currently includes a former church structure that the City's Heritage Preservation Commission has recommended be designated as a Landmark property and an adjoining parking lot. The City seeks proposals for redevelopment of the property in a manner that is consistent with the character of the surrounding neighborhood. The City intends to sell the property 'as is' without any representations or warranties regarding its condition.

**Submission Requirements:** Each proposal must include, at a minimum, an option for redevelopment of the property that includes adaptive reuse of the existing structure. Each proposal shall also include all of the following:

1. Use. A description of the proposed use(s) of the property that describes how the proposed use(s) will be consistent with the character of the surrounding neighborhood.
2. Site Plan. A site plan showing how the structure(s) will be situated on the lot, how the property will be accessed from the surrounding streets, how the structure(s) will interface with the adjacent properties and, if applicable, any internal circulation.
3. Design. Sketch drawings depicting the elevations and perspective drawings of the structure(s) proposed for the property.
4. Purchase Price. For each alternative presented, a proposed price to purchase the property from the City and whether any public financial assistance is needed.
5. Construction Timeline. Proposed general timeline for the redevelopment of the site.
6. Development Team. Description of the development team and examples of similar projects.

**Timeline:** Proposals should be submitted electronically to [kluger@excelsiormn.org](mailto:kluger@excelsiormn.org) no later than 5:00 pm on July 11, 2022. The Council will review the proposals on August 1<sup>st</sup> and either select a proposal or decide which proposers to interview. If the Council decides to interview proposers, those interviews will take place on August 15<sup>th</sup>.

**Selection Process:** The City will review each proposal to determine which proposal redevelops the property in a manner that is most beneficial to and in harmony with the neighborhood. In making its selection, the Council may use the following criteria:

- The proposed use and its impact on the neighborhood.
- How the project fits the character of the neighborhood and meets the residential review permit requirements.
- The economic benefit to the City recognizing that the highest proposed purchase price will not be necessarily selected.
- The proposer's experience with projects of similar size and type.

The Council will negotiate an agreement with the selected proposer to facilitate the sale and redevelopment of the property.

**Special Conditions:**

- The City reserves the right to work with the selected proposer on staging the project in a way that benefits the development and allows the City to use the property temporarily as a City Hall. This arrangement may include a reduction in the purchase price.
- The City reserves the right to reject all proposals.
- The City reserves the right to request additional information or clarifications from those submitting proposals.
- The City reserves the right to retain all proposals submitted and to use any ideas in any proposals submitted.
- The City shall not be liable for any expenses incurred in preparing and submitting proposals.
- The City reserves the right to negotiate with other qualified proposers if the City is unable to successfully negotiate such an agreement with the proposer it initially selects.

**Inquiries:** Contact Kristi Luger, City Manager, at [kluger@excelsiormn.org](mailto:kluger@excelsiormn.org) or at 952-653-3672.