

Hennepin County Transit Oriented Development Program Request for Proposals



700 Central, Minneapolis

Spring 2019

Responses due by Thursday, February 7, 2019 at 3:00 p.m.



Hennepin County TOD Program

BACKGROUND

Transit-oriented development (TOD) is a form of development that promotes a mixture of uses such as housing, retail, services, jobs and open space within walking distance of transit. These projects are compact and typically feature pedestrian and bicycle connections, reduced or shared parking, increased density and building orientation towards the pedestrian environment. Benefits for those living and working in a mixed use neighborhood include lower combined housing and transportation costs; reduced need to drive and own cars; and improved connections to employment and service destinations. These projects benefit the general public by decreasing congestion through increased walking, biking, and transit ridership; providing a greater range of housing options; reducing emissions; and improving public health by creating walkable neighborhoods.

In 2003, the Hennepin County Board of Commissioners established the TOD Program to support redevelopment and new construction that enhances transit usage. Since 2003, the Hennepin County Board of Commissioners has awarded approximately \$36 million to over 130 projects creating or retaining over 7,000 housing units and 2,500 jobs.

FUNDING AVAILABILITY

Up to \$2,200,000 is available in financial assistance for projects in 2019 through the Hennepin County Housing and Redevelopment Authority (HCHRA). The program is highly competitive and regularly oversubscribed. Successful applications will demonstrate:

- *High Quality Development.* Exemplify high quality design principles in both urban and suburban contexts, demonstrate potential to catalyze additional development in their respective locations, fulfill an identified need in the community and add pedestrian and bicycle connections and amenities.
- *Readiness.* Have a high likelihood of beginning construction in 2019 and complete eligible activities within the award period. Program funds have previously been used for pre-construction activities such as site acquisition and demolition if that better meets the timeline and need for the project.
- *Financial Need.* Show a financial gap that existing private and public resources have been unable to fill and therefore the project has a need for public financial assistance.

Eligible projects may include public infrastructure investments; housing, commercial, or mixed-use development; or site acquisition. Prior awards have ranged from \$25,000 to \$1,000,000.

Additional funds may be available at the HCHRA Board's discretion. HCHRA reserves the right to offer either grants or loans to approved applicants. If funds are recommended, they are typically provided on a reimbursement basis for actual costs as approved in the application and subsequent negotiated work programs and contracts.

Example of a funded project-Lyndale Plaza



ADDITIONAL FUNDING AVAILABILITY

Hennepin County ("County") offers additional funding opportunities for projects that meet specific criteria. These opportunities include:

1. **HOME and Affordable Housing Incentive Fund (AHIF)** Through a separate, but concurrent application process, HOME and AHIF funds are available for affordable housing projects. HOME funds are available to projects located in suburban Hennepin County, while AHIF funds are available for projects located throughout the entire county. More information on this application process can be found on the [Development Requests for Proposals](#) web page.
2. **Pedestrian and Bicycle Capital Improvement Program** The pedestrian and bicycle capital improvement program funds bikeway and sidewalk projects within the county. More information about this program can be found on the [Pedestrian and bicycle capital improvement program](#) page of the website.
3. **Environmental Response Fund** Through a separate application process held on a biannual basis, the Environmental Response Fund grants fund the assessment and cleanup of contaminated sites where conditions present a threat to human health or the environment. More information on this application can be found on the [Environmental Response Fund](#) page.

Additionally, as part of the 2017 Tax Cuts and Jobs Act, Governors from every state were allowed to designate up to 25% of the state's low-income / high poverty census tracts as "Opportunity Zones". Several eligible census tracts in Hennepin County are now designated as official "Opportunity Zones". New construction or improvements to buildings on land that are within a designated Opportunity Zone census tract may be eligible for Opportunity Zone financial incentives under §1400Z of the tax code. More information about the designated Opportunity Zone census tracts can be found on the [Minnesota Department of Employment and Economic Development](#) website.

DEFINITIONS

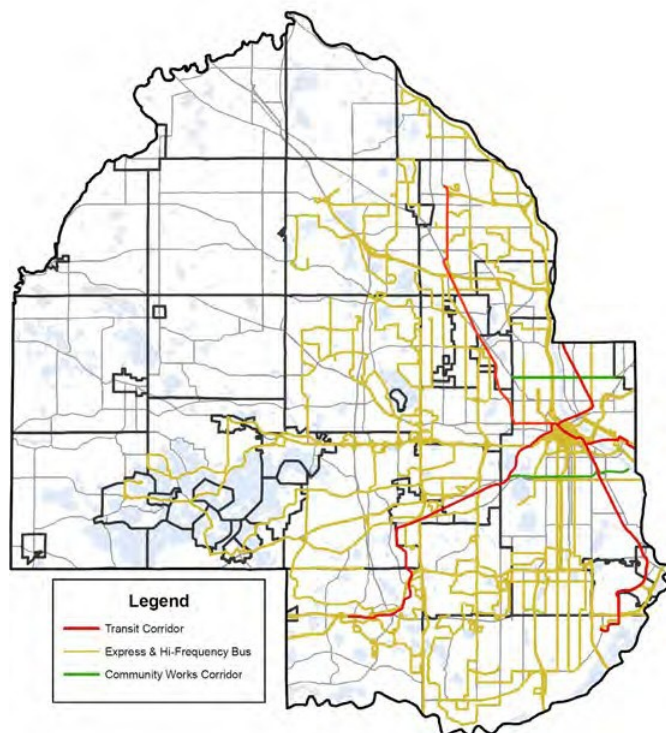
"Proposals" means "application" in this document and both words can be used interchangeably.

"Proposer" means "applicant" in this document and both words can be used interchangeably.

Requirements

All projects must comply with the following:

1. Submission of completed application and required attachments
2. The project must be located in Hennepin County within one or more of the following geographies:
 - ½ mile of an existing or planned transitway station (see below), or
 - Transit Improvement Area (TIA) designated by the Minnesota Department of Employment and Economic Development (DEED), or
 - ¼ mile of an express bus, or
 - ½ mile of a local bus service that has frequent service during the daytime (every 15 minutes), see Metro Transit's website for more detail
3. Applicants and awardees must be a for-profit, nonprofit, government entity, or redevelopment authority
4. The project must be located within a municipally-designated Redevelopment Area, or the municipality must express its intent to establish a Redevelopment Area
5. The municipality in which the project is located must agree to enter into a multi-jurisdictional agreement with the HCHRA for any project receiving a grant, if applicable. An authorizing council resolution from the municipality will be required following the funding award and prior to award disbursement.
6. Funded activities must comply with the eligible activities list
7. Projects must have a financial need and must show readiness to begin construction in 2019 and complete funded activities by December 31, 2021



Eligible existing and planned transitways:

- Blue Line light rail (Hiawatha)
- Green Line light rail (Central)
- Green Line extension light rail (Southwest)
- Blue Line extension light rail (Bottineau)
- Red Line bus rapid transit (Cedar Avenue)
- Orange Line bus rapid transit (I-35W)
- Northstar commuter rail
- A-Line arterial BRT (Snelling Avenue)
- C-Line arterial BRT (Penn Avenue)
- D-Line arterial BRT (Chicago-Fremont)

Program criteria

Selection criteria include, but are not limited to:

1. District and Community

- a. The likelihood of catalyzing development, stimulating private investment, and enhancing the tax base
- b. The level and effectiveness of job creation
- c. The degree to which the project makes the place more neighborhood-oriented and livable through things such as density, reduced/shared parking, pedestrian and bicycle connections, public realm improvements, mixed use and mixed income communities
- d. Pedestrian and bicycle connections within the area
- e. The degree to which the project is fulfilling an identified area need (e.g. affordable housing, retail space, public amenities, job-base, etc.)
 - For site acquisition without a specific development project: the likelihood the property will be used as a catalyst for other area projects, the threat that a non-TOD project may be constructed
 - For public infrastructure projects: the degree to which the project will support and catalyze development

2. Design

- a. Creates a pedestrian-engaging environment
- b. Uses high quality design principles (e.g. higher densities, building orientation, active first floor space, reclaiming underutilized space, reduced parking ratios, etc.)
- c. Aligns with the Affordable Housing Incentive Fund levels of affordability, if affordable housing is included
- d. Promotes bicycle parking
- e. For projects without specified design, assurances the design will support bikers and walkers, transit access and users, etc.

3. Need

- a. Identification and priority of the public purpose
- b. Financial need and demonstration that other private and public resources are insufficient

4. Readiness

- a. The likelihood the project moves forward and completes the eligible activities within the award period
- b. Plans, policies or ordinances by the municipality that support such development
- c. The impact of an award at this point in the project's development process

Example of a funded project-Lake Street Station
Apartments



Eligible activities

Eligible uses of funds must demonstrate a public purpose. Uses should be a necessary cost of a development project and can include projects located within the public realm.

More specifically, eligible uses include, but are not limited to:

1. Installation of public infrastructure improvements, such as:
 - Pedestrian and bicycle facilities that improve safety and ease of use
 - Public plazas oriented to the pedestrian realm
 - Pedestrian-scaled lighting
 - Bus shelters
 - Other enhanced features
2. Clearing acquired property and installation of streets, utilities and site improvements for uses in accordance with the redevelopment project or other extraordinary project costs
3. Acquisition of real property for the purpose of optimal development and by removing, preventing or reducing blight, blighting factors or the causes of blight

Examples of eligible uses of funds from past awards include:

- Public plaza with pedestrian connections, lighting, and bike racks adjacent to a commercial development and located in a mixed use neighborhood
- Site acquisition for redevelopment
- Utility upgrades and streetscaping in a redevelopment area
- Demolition, utility relocation and lighting for a high density residential project

Example of a funded project—Bloomington Central Station



RFP process

PROPOSAL SUBMISSION

Applications will be received in the [Hennepin County Supplier Portal](#). In order to submit an application, you must first register with the Supplier Portal. For more information on how to register, please go to the [Supplier Portal Information Page](#). Applicants must submit in a PDF format. Applicants are strongly encouraged to make their submissions well in advance of the application due date as the process may take some time to complete.

Failure to submit a proposal on time may be grounds for rejection of the proposal; however, the County reserves the right, in its sole and absolute discretion, to accept proposals after the time and date specified.

NEW this year: there will be separate sections for uploading specific files:

1. The TOD Program Application form – in fillable PDF format
2. A .zip file – all remaining required attachments in order and the format requested in the application checklist

INQUIRIES

Please direct any questions to Elise Durbin, Hennepin County Community Works TOD Program Manager, at 612-348-4191 or elise.durbin@hennepin.us. Potential applicants are strongly encouraged to review their project with Ms. Durbin prior to submittal.

ADDENDA

The County reserves the right to modify the RFP at any time prior to the application due date. If the RFP is modified, addenda to the RFP will be provided to all applicants known to have received a copy of the RFP. It is the responsibility of each prospective applicant to assure receipt of all addenda.

The County will modify the RFP only by formal written addenda. Applicant's proposal should be based on the specifications herein and any formal written addenda from the County, not oral or other interpretations or clarifications.

COUNTY'S RIGHT TO WITHDRAW, CANCEL, SUSPEND AND/OR MODIFY RFP

The County reserves the right to withdraw, cancel, suspend, and/or modify this RFP for any reason and at any time with no liability to any prospective applicant for any costs or expenses incurred in connection with the RFP or otherwise. Hennepin County and the HCHRA reserve the right to accept or reject any or all applications received, to accept or reject any late applications, to rescind the request for proposals, to request additional information as deemed necessary to review any application, to negotiate with all qualified proposers, to use any or all proposer ideas and/or approaches presented, or to cancel in part or in its entirety this request for proposals, if it is in the best interest of Hennepin County and the HCHRA to do so.

PROPOSER'S RIGHT TO WITHDRAW OR MODIFY PROPOSAL

An application may be withdrawn on written request of the applicant prior to the proposal due date. Prior to the proposal due date, changes may be made, provided the change is submitted in writing and signed by an officer or authorized representative of the applicant. No modification, unless in writing, will be accepted.

PROPOSALS WILL NOT BE RETURNED

Upon submission, proposals will not be returned.

PUBLIC DISCLOSURE OF PROPOSAL DOCUMENTS

Under Minnesota law, proposals are private and nonpublic until the proposals are opened on the proposal due date. Once the proposals are opened, the name of the applicant becomes public. All other data in the proposal is private or nonpublic data until completion of the evaluation process. The evaluation process is completed when the County enters into a contract with an applicant. At that time, all remaining data submitted by all applicants is public with the exception of data exempted under Minn. Stat. Section 13.37 of the Minnesota Government Data Practices Act.

If the applicant believes non-public data is included in its proposal, applicant shall clearly identify the data and cite the Minnesota Government Data Practices Act exemption(s). However, the applicant agrees, as a condition of submitting a proposal, the County will not be liable or accountable for any loss or damage which may result from a breach of confidentiality, as may be related to the proposal. Pricing, fees, and costs are public data.

The applicant agrees to indemnify and hold the County, its officials, agents, and employees harmless from all claims arising out of, resulting from, or in any manner attributable to any violation of any provision of the Minnesota Government Data Practices Act, including legal fees and disbursements paid or incurred to enforce this provision.

PROPOSER'S COSTS

The County or HCHRA shall not be responsible for any costs incurred by applicant in connection with this RFP. Applicant shall bear all costs associated with proposal preparation, submission, and attendance at presentation interviews, or any other activity associated with this RFP or otherwise.

COLLUSION

If the County determines that collusion has occurred among applicants, none of the applications of the participants in such collusion shall be considered. The County's determination shall be final.

CONFLICT OF INTEREST

Applicant affirms that, to the best of its knowledge, its application does not present a conflict of interest with any party or entity, which may be affected by the terms of a contract resulting from this RFP. The applicant agrees that, should any conflict or potential conflict of interest become known, it will immediately notify the County of the conflict or potential conflict, and will advise the County whether it will or will not resign from the other engagement or representation. Further, the County may make reasonable efforts to avoid, mitigate, or neutralize an organizational conflict of interest by an applicant in all competitive procurements. To avoid an organizational conflict of interest by an applicant, the County may utilize methods including disqualifying an applicant from eligibility for a contract award or canceling the contract if the conflict is discovered after a contract has been issued. To mitigate or neutralize an organizational conflict of interest by an applicant, the County may use methods such as revising the scope of work to be conducted, allowing applicant to propose the exclusion of task areas that create a conflict, or providing information to all applicants to assure that all facts are known to all applicants. The County may, at its sole and absolute discretion, waive any conflict of interest.

PROPOSAL EVALUATION AND RECOMMENDATION FOR SELECTION

A selection committee including HCHRA staff and additional contributors, as needed, will review applications and may request additional information. The HCHRA may elect to allocate funding to Hennepin County projects that meet TOD Program criteria. Staff anticipates presenting funding recommendations to the HCHRA Board in May or June 2019. Funds are anticipated to be available for eligible expenditures incurred after final contracts are executed, shortly after the May or June board action.

The County and HCHRA may require the entities selected to participate in negotiations to submit fiscal, technical, or other revisions of their applications that may result from negotiations.

APPLICATION FORM

Applicants will be asked to identify in the application whether they are applying for infrastructure, real estate development, or site acquisition funds.

- Check "infrastructure," if seeking funding to build public infrastructure that is not in direct connection with a real estate development project
- Check "real estate development," if there is a real estate development project proposed, even if some of the funds requested are for public infrastructure components
- Check "site acquisition," if seeking to purchase property, but there are no current real estate development plans

Applicants are urged to be as complete with their application as possible, knowing projects may change. Brevity is appreciated, and bulleted points are encouraged throughout the application.

RESOURCES

[Metro Transit TOD office](#)

[Reconnecting America](#)

[Federal Transit Administration](#)

[Active Living Hennepin County](#)

[Hennepin County Bike Plan](#)

[Hennepin County Pedestrian Plan](#)

[Hennepin County Pedestrian and Bicycle Capital Improvement Program](#)

[Hennepin County Sustainable Landscape Guidelines](#)

Hennepin County

Housing and Redevelopment Authority
701 4th Avenue S, Suite 400, Minneapolis, MN 55415
612-348-9260
www.hennepin.us

