

Hennepin County
**Transit Oriented Development
Program Request for Proposals**



Spring 2020

Responses due by Thursday, February 6, 2020 at 3:00 p.m.



Hennepin County TOD Program

BACKGROUND

Transit-oriented development (TOD) is the creation of walkable, mixed-use, human-centered communities established around high-quality transit service. TOD projects are compact and typically include reduced or shared parking, increased density and emphasize the public realm through building orientation, and enhanced pedestrian and bicycle amenities. Benefits for those living and working in a mixed-use neighborhood include lower combined housing and transportation costs; a 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. Vibrant transit-oriented communities additionally increase the economic competitiveness of Hennepin County to attract new residents and enhance the quality of life for existing residents.



In 2003, the Hennepin County Board of Commissioners established the TOD Program to support redevelopment and new construction mixed-use, housing, and commercial developments that increase 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 2020 through the Hennepin County Housing and Redevelopment Authority (HCHRA). The program is highly competitive and regularly oversubscribed.

1. Successful applications will demonstrate:

- *High Quality Development.* Exemplify high quality design principles in both urban and suburban contexts, improve walkability and emphasis on pedestrians, fulfill an identified need in the community and address pedestrian and bicycle connections and amenities.
- *Economic Inclusion.* Support investment while prioritizing benefits for the existing community.
- *Efficient Land Use.* Intensification and diversification of land uses within transit areas.
- *Readiness.* Have a high likelihood of beginning construction in 2020 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.
2. Eligible projects may include:
 - public infrastructure investments;
 - housing, commercial, or mixed-use development; or
 - site acquisition in select situations.
 3. Prior awards have ranged from \$25,000 to \$1,000,000.
 4. Additional funds may be available at the HCHRA Board's discretion.
 5. HCHRA reserves the right to offer either grants or loans to approved applicants.
 6. Funds are available on a reimbursement basis for actual costs for activities approved in the TOD award contract.
 7. Only approved activities that occur after the date of award are eligible for reimbursement.

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. Contact Emily Kettel, Emily.kettel@hennepin.us for more information.
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.

Requirements

All projects must comply with the following:

1. Submission of completed application and required attachments by application deadline.
2. The project must be located in Hennepin County within a TOD Eligible Area, described as within:
 - A ½-mile radius of an existing station on the following transit corridors:
 - METRO Blue, Green, and Red Lines
 - A Line and C Line
 - Northstar Commuter Rail Line
 - A ½-mile radius of a proposed station on the following planned transit corridors:
 - METRO Blue and Green Line Extensions, and Orange Line
 - D Line
 - A ¼-mile radius of a bus stop along high-frequency local bus routes; see Metro Transit website for a list of high-frequency local bus routes.
 - A ¼ mile radius of a stop on an express bus route
 - Suburban areas with transit service where it can be demonstrated the community is transitioning to a transit supportive area through policies, planning efforts, or investments.
3. Applicants and awardees must be a for-profit or nonprofit developer, or a city, county or housing/development/port 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 an award, if applicable. An authorizing council resolution from the municipality is required by May 1, 2020.
6. Funded activities must be completed by December 31, 2021.

Program criteria

The most competitive projects will best demonstrate the following:

1. District and Community

- a. The project contributes to a more transit-oriented community through elements such as increased density, reduced/shared parking, new or improved pedestrian and bicycle connections, public realm improvements, mixed use and mixed income communities
- b. An intensification of land use, and emphasis on pedestrian environment and transit service with transition from auto-oriented landscape
- c. The likelihood of catalyzing development, stimulating private investment, and enhancing the tax base
- d. New opportunities are created to promote local small business development, arts/cultural-based businesses, entrepreneurial opportunities and affordable commercial space
- e. High quality, diversified, and employee-intensive businesses are created, or retained, providing job opportunities for the full employment of a diverse set of skills
- f. Pedestrian and bicycle infrastructure improvement or expansion within the area
- g. The degree to which the project is fulfilling an identified area need (e.g. affordable housing, retail space, public amenities, job-base, etc.)
- h. Aligns with the Affordable Housing Incentive Fund levels of affordability, if affordable housing is included
- i. Sustainable site design and building strategies (e.g. stormwater reuse, renewable energy elements, "green building" techniques, etc.)



2. Design

- a. Creates a pedestrian-engaging environment
- b. Incorporates high quality design principles (e.g. building orientation and articulation, active first floor space, reclaiming underutilized space, placing parking behind buildings, limiting curb cuts, etc.)
- c. Promotes bicycling (e.g. providing obvious bike parking, short-term and long-term, includes bike repair facilities, etc.)
- d. Attractive, comfortable, accessible transit facilities are available or provided
- e. Development projects include environmentally responsible and resource efficient materials and processes throughout the project's life cycle
- f. For projects without specified design, assurances the design will support bikers and walkers, transit

access and users, etc.

3. Need for TOD funding

- a. Financial need and demonstration that other private and public resources are insufficient
- b. Public financing request is commensurate with the public benefit
- c. Demonstration that the project, or project elements, will not move forward without TOD funding

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

5. The impact of an award at this point in the project's development process

6. For site acquisition without a specific development project: the threat that a non-TOD project may be constructed.

7. For public infrastructure projects: the degree to which the infrastructure project will support and catalyze development that exemplifies transit-oriented design principles.

Eligible activities

Eligible uses of funds must demonstrate a public purpose. Uses must have a demonstrated need for County funds and can include projects located within the public realm.

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

1. Public infrastructure improvements, such as:
 - Public plazas oriented to the pedestrian realm
 - Pedestrian-scaled lighting
 - Pedestrian and bicycle facilities that improve safety and ease of use
 - Bus shelters, beyond standard MetroTransit facilities.
 - Stormwater management features, other than retention ponds.
 - Other uses upon staff approval.
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 transit-oriented development and by removing, preventing or reducing blight, blighting factors or the causes of blight

Example of a funded project—Bloomington Central Station



RFP process

APPLICATION FORM

Applicants will be asked to identify in the application whether they are applying for public 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.

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

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 best meet TOD Program criteria and may not allocate funding if projects do not meet program priorities. Staff anticipates presenting funding recommendations to the HCHRA Board in May or June 2020.

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.

INQUIRIES

Please direct any questions to Ryan Kelley, Hennepin County Community Works TOD Program Manager, at: 612-348-4191 or ryan.kelley@hennepin.us.

Potential applicants are strongly encouraged to review their project with Mr. Kelley 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. An 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.

USE OF APPLICATION IMAGES

By submitting any renderings, images, perspectives, sections, diagrams, photos, or other copyrightable materials (collectively, "copyrightable materials") with an application, applicant certifies that applicant's organization is the owner of the copyrightable materials or is fully authorized to grant permissions regarding the copyrightable materials and that those materials do not infringe upon the copyrights of others. Applicant also agrees that: 1) Hennepin County has a nonexclusive royalty-free license and all necessary permissions to reproduce and publish any copyrightable materials for noncommercial purposes, including but not limited to press releases, presentations, reports, and on the internet; and 2) your organization will not hold Hennepin County responsible for the unauthorized use of the copyrightable materials by third parties. If applicant desires attribution on the copyrightable materials, you may include a discreet transparent watermark.

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. These same costs are not eligible for TOD grant funding.

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.

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.

RESOURCES

Transit Oriented Development		
Resource Name	Type of Resources	Description
Metropolitan Council Transit Oriented Development Guide	Policy and Planning Guide	Guide intended for planners, elected officials and planning commissioners which explains the roles and responsibilities of various levels of government in implementing TOD, and houses case studies and best practices to emphasize.
Institute for Transportation and Development Policy, What is TOD	Best Practices and Scorecard	A policy brief providing core principles of inclusive TOD based on ITDP's Principles of Urban Development for Transport in Urban Life, and an assessment tool for plans and projects.
National Resources & Technical Assistance for Transit-Oriented Development, FTA and Smart Growth America	Guidebooks, Research Papers, Fact Sheets	The TOD Technical Assistance Initiative is a project of the Federal Transit Administration administered by Smart Growth America that provides on-the-ground and online technical assistance to support transit-oriented development, improve access to public transportation, and build new economic opportunities and pathways to employment for local communities.
Reconnecting America, Center for Transit-Oriented Development	Best Practices Database	Collection of case studies, research, technical and policy documents on a variety of topics related to transit-oriented development and livable communities. Continuation of Best Practices database originally funded by the Federal Transit Administration.
Minneapolis' "What Does Density Look Like?"	Guide	Pamphlet illustrating building form at various densities and heights.
Saint Paul Transit-Oriented Development Guidebook for the Central Corridor	Guidebook	A reference guide including business tips, guiding plans and design development principles for the Central Corridor in Saint Paul.

Community Engagement		
Resource Name	Type of Resources	Description
Metropolitan Council Community Engagement Resources	Checklists, Presentations, Best Practices	A variety of community engagement resources compiled by the Metropolitan Council Community Development Division and Community Engagement staff. Resources include checklists, best practices, and planning worksheets
Metropolitan Council PlanIt Series – Workshops	Workshop Presentations	Community Engagement presentations include: Community Engagement Best Practices; Interactive Community Engagement; Re-Thinking Engagement Strategies; and Community Engagement
Community Engagement Institute Resources	Assessment Tool, Background Guide	The Community Engagement Institute from Nexus Community Partners provides a series of trainings and additional resources to advance community engagement practice. A self-assessment tool helps teams determine how they currently do engagement and identify areas to expand. The model of community engagement elements is divided into tangible, long-term goals and core elements necessary to achieve those goals.
Public Engagement Primer	Introduction Guide	Overview of core principles of community engagement with examples of engagement strategies, including focus groups, stakeholder dialogues, and community conversations.
Equitable Development		
Resource Name	Type of Resources	Description
Twin Cities Equitable Development Principles and Scorecard	Scorecard	The Scorecard offers guidance to assess a development project or potential project in the following areas: housing, transportation, land use, community engagement, and economic development.
King County Equity Impact Review Tool	Project Toolkit	The Impact Tool guides project teams through a series of questions to assess the racial equity impact of their project.
Complete Streets		
Resource Name	Type of Resources	Description
New York City Active Design Guidelines	Guidebook	Strategies for designing public spaces that encourage active transportation and recreation. Relationships between active living and sustainable design is also addressed.
Minnesota Complete Streets Coalition	Toolkits, Design Guides, Policy Guides	Design toolkits, guides, and policy case studies are available. Example complete streets resolutions are also available.

Hennepin County		
Resource Name	Type of Resources	Description
Hennepin County Active Living	Workshops, tools, policy, and planning guides	The Hennepin County Active Living initiative provides a variety of resources on developing environments that promote active living. Resources include bike and pedestrian planning, design checklists, and workshop materials.
Hennepin County Bike Plan	Planning Guide	The plan provides information on the County's build out of the bike network.
Hennepin County Pedestrian Plan	Planning Guide	This document guides the implementation of improved opportunities for walking within Hennepin County.
Hennepin County Sustainable Landscape Guidelines	Guidebook	A collection of best management practices for implementation tailored for specific County departments.

Hennepin County

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