



City of Wabasha Address: 900 Hiawatha Drive East, PO Box 268 Wabasha, MN 55981

Request for Proposals

128 2nd Street West, Wabasha, MN 55981

The City of Wabasha is seeking proposals from qualified developers for the development of city owned land.

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INTRODUCTION

The City of Wabasha is seeking proposals from qualified developers for the re-development of a city-owned parcel of land located in the Downtown District zoned Traditional Downtown Commercial (TDC). The site is currently known in Wabasha as the “Grandpa’s Barn/Transfer Building Site.” The priority is housing redevelopment. The city-owned piece of land would require demolition but has connections to City water and sewer. The City of Wabasha is willing and able to work with interested developers through every step of the pre-development and development process and to ensure all needs, requirements, and requests are met. The property has a certified survey map and is 22,945 square feet or 0.53 acres.

The City of Wabasha and its Port Authority (“the City”) is requesting Letters of Interest (LOI) from qualified developers for the redevelopment of city-owned property located within the City. The City has a subcommittee, the Wabasha Port Authority, tasked with navigating the city’s dynamic economic landscape with a focused approach by offering diverse incentives for businesses and developers. This includes leveraging federal and state resources for business start-up, business expansion, housing development, and community development. Our goal is to assist in creating a robust, diversified, and equitable economic ecosystem with an emphasis on the community’s unique local and historical assets.[The City Adopted a 2023 Housing Study.](#)



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Housing is on both The City and Port Authority's work plans and is considered a top priority by both departments. In March of 2022 The City was awarded the opportunity to be a member of the Minnesota Housing Partnership Institute's (MHPI) 7th Cohort, an eighteen month program that teaches best practices to enact strategies that bring quality, affordable housing options to the community. MHPI and the Wabasha housing committee (W.A.T.C.H) brings a new beam of light to the City of Wabasha advocating for housing needs.

The City Administration and Port Authority Staff work together to build the City's tax base and infrastructure. Caroline Gregerson, is responsible for carrying out the Council's policies and for the administration of all City business, she can be reached at cityadmin@wabasha.org.

Cathy Enerson is contracted through CEDA to carry out the strategic goals for housing for the Wabasha Port Authority, cathy.enerson@cedausa.com. A local committee, WATCH is instrumental in communications. WATCH meets the first Wednesday of every month, developers are encouraged to participate in WATCH meetings. The City of Wabasha contracts with Bolton Menk for engineering and planning services.

The City has a population of approximately 2,500 and is the County Seat within Wabasha County. The City is home to the National Eagle Center, a National Main Street initiative, there are numerous business, Gundersen Hospital being the largest, two schools (public and private), and 64 in home child care providers exist within the County.

II. DEVELOPMENT PARAMETERS

128 Second Street West, Wabasha, MN 55981

The site is currently known in Wabasha as the "Grandpa's Barn/Transfer Building Site." The priority is housing redevelopment. The city-owned piece of land would require demolition, the site has connections to city water and sewer. The City/Port is open to proposals of 3-4 stories of multifamily and up to 40 units or mixed use or smaller.



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[LINK to Request for Information from Developer's](#)

Land Surveys [Link to survey and a aerial photo of the survey.](#)



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will be required for any proposed building larger than 18,000 square feet. On-site stormwater treatment best management practices to reduce runoff rate and volume and providing water quality treatment will be required as a mitigation measure for the variance request.

5. Lot Size - .52 acres or 143' by 158' and the existing building is approximately 9,800 sq. ft. (For scale you can nearly double the building size)
6. The City is interested in working with a developer willing to partner with them an application from the State of Minnesota for [workforce housing](#) to realize the development, if applicable. The City is also open to using a redevelopment TIF on the site.
7. City also willing to partner on a State of Minnesota [brownfield grant](#) to cover costs of demolition or any other site needs.
8. The estimated market value for the site by the Wabasha County assessor is \$233,500. The City is open to accepting proposals for a deferred, low interest loan, paid back at the time of re-sale or in 10 years, or a direct purchase of the property. If needed, the City is also open to a write down in the land to realize the development.
9. A developer's agreement will be required as part of the process.

III. RFP

Proposals should demonstrate the capacity of the Developer with housing, and or commercial development that supports the vision and character of the City in such a way as to compliment the surrounding Developments, and be built to scale and pedestrian friendly. The Developer should submit one electronic proposal package in a PDF format to:

Port Authority Staff
City of Wabasha
PO Box 268, 900 Hiawatha Drive East
Wabasha, MN 55981
cathy.enerson@cedausa.com, dusty.liston@cedausa.com, cityadmin@wabasha.org

IV. TIMELINE

The timeline below is approximate, and subject to change based on the number of submissions, completeness of applications, reviewer questions and other variables.

RFP Approved by City Council December 19 , 2023
RFP Issued/Published December 21, 2023
RFP proposal Due Date for Developers: January 22
Review of Proposals: Jan 21 - Feb 1, 2024
Selection of Developer by City Council: February 6,, 2024

The City Administrator at her own discretion can modify the timelines if deemed necessary. The City Administrator reserves the right to request additional materials as deemed necessary. The City Council and Port Authority reserve the right to reject any/all of the RFP responses.



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V. PROPOSAL REQUIREMENTS

The following proposal requirements will serve to establish a Developer's overall capacity to complete this project and their vision for the site:

A. Cover letter – to include the following information (at a minimum):

1. Developer's name and mailing address]
2. Contact person's name, title, phone number, and email address
3. Explanation of how proposal is the best fit for Wabasha
4. References with contact information for each reference

B. Project Narrative

1. Project Description – how the proposed development supports the surrounding areas and characteristics of Wabasha
2. Estimated proposed square footage or number of units and size of units, approximate rents for units
3. Describe developers building design approach to fit in downtown area
4. Parking – parking required to meet the project demands & code
5. Development entity – project management plan and role of each development partner in the implementation of the development plan as applicable

E. Preliminary Budget

1. Proposed sources and uses for the project. May use your own template or use suggested format. **(WILL STAY CONFIDENTIAL)**

F. Proposed Development Timeline (Exhibits)

1. Schedule that identifies the duration of key tasks (i.e., due diligence, conceptual design, design development, permitting, final design, contract award, construction, occupancy, etc.) and includes major milestones

G. Relevant Development Experience (Exhibits)

1. Resumes or biographies of the proposed development team
2. Fact sheets for similar projects (images, date, location, concept, funding sources, current vacancy rate, etc.)

V. SELECTION PROCESS AND CRITERIA

It is the City's intention to enter into an exclusive negotiation period with the selected Developer. The exclusive negotiation period will provide the Developer sufficient time to complete due diligence activities necessary to define a scope of work and schedule that will



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ultimately become part of a formal Development Agreement.

A Developer may be selected based on, but not limited to, the following criteria:

1. Vision for the site
2. Quality of design and proposal
3. Experience completing similar redevelopment/infill projects
4. Capacity to attract and secure financing
5. Readiness and ability to proceed with the project, including timelines
6. Proposed purchase price of subject property

The parties will create a memorandum of understanding, to be use to create an Option Agreement.

A Purchase Agreement will be created once project feasibility is determined as well as any development gaps have been identified and filled.

Once selected, the Developer may expect to supply:

A. Engineered or Architectural Schematic Drawings of the Proposed Project

1. Site Plan
2. Elevations
3. Floor Plans

B. Budget

1. Proposed financing sources
2. Project uses including detailed hard and soft costs – including proposed purchase price of the land
3. Proforma including all anticipated operational and maintenance costs

VI. OTHER

A. Execution of a Development Agreement/Memorandum of Understanding does not guarantee or warrant permits, zoning variances, incentives or financial viability.

B. The Developer, for itself and its employees, contractors and subcontractors, agrees not to discriminate against or segregate any person or group of persons on any unlawful basis in the construction, sale, transfer, use, occupancy, tenure or enjoyment of the property or any improvements erected or to be erected thereon, or any part thereof.

C. The City shall determine which proposal best meets the selection criteria. The City



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reserves the right to reject any or all proposals received, to waive any informalities or irregularities in any submitted proposal, and to negotiate scope and proposal prices.

D. It is the Developer's sole responsibility to read and interpret the written instructions contained herein. This RFP is submitted subject to errors, omissions, and/or withdrawal without notice by the City at any time.

E. The Developer is encouraged to confer with the City Staff, prior to submitting their response with any questions or inquiries. All proposals, including attachments, supplementary materials, addenda, etc., shall become the property of the City and will not be returned.

On behalf of the staff, elected and appointed officials the community is excited to move forward with the development of housing for the City of Wabasha. **Thank you** for considering your next project within the City of Wabasha.