

**City of Halstad**  
**Request for Proposal (RFP)**  
  
**Landmark Development or  
Redevelopment**  
  
**(Former School Building  
and Grounds)**



**Minnesota**

City of Halstad  
405 2nd Ave W.  
Halstad, Minnesota 56548

**REQUEST FOR PROPOSAL  
LAND ACQUISITION, DESIGN, AND CONSTRUCTION**

The City of Halstad's Landmark, formerly Norman County West High School at 225 2nd Ave E is being offered for development and redevelopment. The property is being offered with a contingency that any lease or sale be based on an acceptable redevelopment of the property. The offering will be through a request for proposals in order to review the offers in the context of the proposed end-use of the property and in conformance with the evaluation criteria.

The City of Halstad will evaluate and make the final decision on one or more proposals. At the discretion of the City of Halstad, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The City of Halstad does not express or imply any obligation to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. If your firm would like to consider this engagement, you must submit a paper copy of your proposal in a sealed envelope no later than Wednesday, December 27, 2023, at 4:00 p.m. to the following address:

Alli Tice - Landmark Redevelopment RFP  
City of Halstad  
405 2nd Ave W.  
Halstad, Minnesota 56548

218-456-2128  
Halstad@rrv.net  
[www.Halstad.com](http://www.Halstad.com)

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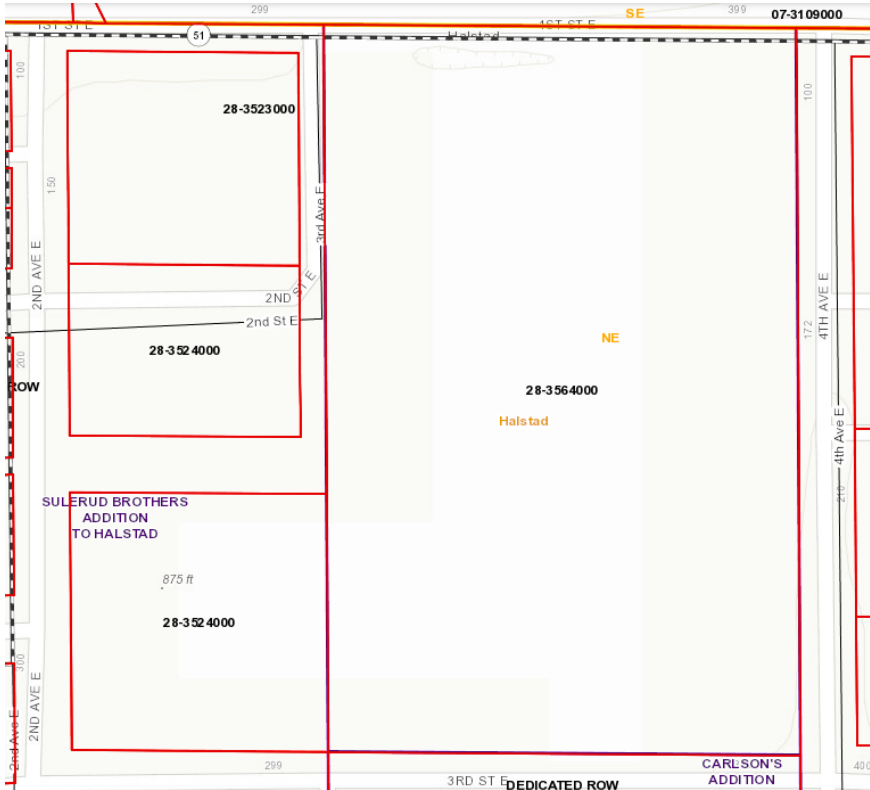
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## Section One: Instructions Section

### One: General Expectations

The City of Halstad owns the former Norman County West High School and attached grounds between 1st Street East and 3rd Street East from 2nd Avenue East to 4th Avenue East. This historic property, located in the center of Halstad, two blocks from the intersection of State Highways 200 and 75 provides an excellent redevelopment and new development opportunity. The property or a portion of the property is available for lease or sale with a contingency that the transaction be based on an acceptable redevelopment of the property. The offering will be through a request for proposal in order to review the offers in the context of the proposed end-use of the property and in conformance with the evaluation criteria.





This property sits on 2 parcels. Parcel #28-3524000 (LOTS 11 TO 18 INCL BLK 5 AND ALL BLK 6 SULERUD BROS FIRST ADD.) and Parcel #28-3564000 (COM AT NE COR SULERUD BROS ADD'N, BEING 732 FT E OF N1/4 COR SEC 30-145-48, THENCE E ALONG N LINE OF SAID SEC 30; 552 FT., THENCE S'LY PAR WITH E LINE OF SAID ADDN 846.6 FT., THEN W'LY 552 FT TO SE COR BLK BLK 6, SAID ADD'N., THENCE N 846.6 FT., TO BEG., CON'T 10.73 AC.

This property is currently zoned R1 residential, but rezoning will be considered based on proposed future usage. The current Halstad zoning code is Attachment 3.

- This property currently has 2 building structures on
1. Former School Building consisting of the original building (1905) and additions in 1942, 1957, 1961, 1974 and 1987.
  2. Bus Garage

All proposals shall be legibly typed and comply in all regards with the requirements of this RFP.

All proposals must be signed in ink. If a firm, joint venture, or partnership makes the proposal, the name and address of the firm or partnership shall be shown together with the names and addresses of all the members. If a corporation makes the proposal, an authorized official must sign it in the name of said corporation.

Sealed proposals must be submitted, bearing on the outside the name and address of the proposing party, the name of the project of which the proposal is submitted and

the time and date of the proposal opening. If the proposal is forwarded by mail, the proposal must be enclosed in a sealed package addressed to:

City of Halstad  
Alli Tice - Landmark Redevelopment RFP  
City of Halstad  
405 2nd Ave W.  
Halstad, Minnesota 56548

218-456-2128  
halstad@rrv.net  
[www.Halstad.com](http://www.Halstad.com)

The City of Halstad reserves the right to solicit additional information or proposal clarification for vendors, or any one vendor, should the City deem such information necessary. The City of Halstad reserves the right to reject any and all proposals, to waive informalities or irregularities in the proposal submission process, and to negotiate further with any proposing parties. Any disputes, or interpretations, will be resolved by the City of Halstad and will be final.

Any material supplied by a Proposing Party that may be considered confidential, to the extent it is allowed under Public Records Law, must be so marked with statutory exemption asserted.

Copies of the current General Contractors License, Engineering Licenses, Architectural Licenses, Non-Collusion and Conflicts of interests Statement must be provided.

#### **Site Conditions**

The City of Halstad makes no representations or warranties regarding the property, including no representations of financial assistance or discount for site conditions. This will be an "as is" disposition and sale and evaluated under the factors listed in this request for proposals. Interested parties are advised to undertake due diligence with reviewing the property and submitting a proposal.

The City will include a reversionary clause in any sale whereby if the reuse/redevelopment of the property does not proceed per the approved proposal, the city retains the right to repurchase the property for the sale price. Deed restrictions may also be placed on the property to exclude certain uses that may negatively impact the property and/or surrounding neighborhood. The City reserves the right to reject any and all offers for the property.

There is a potential for a larger area to be incorporated within the redevelopment. With the consent of the City, the proposal could include redevelopment of other adjacent sites.

The City reserves the right to reject any and all proposals. The City accepts no responsibility for expenses incurred in the proposal preparation and presentation. Such expense is to be borne exclusively by the proposing party.

**Schedule and process for RFP**

The City of Halstad Landmark is being offered for lease or sale through a request for proposals to review the offers in the context of the redevelopment proposals for the site. RFP and any other related documentation will be posted at: City of Halstad Website Halstad.com, Norman County Index, Fargo Forum, Grand Forks Herald, League of Minnesota Cities Marketplace, and Facebook.

**Important Dates:**

RFP deadline for submittal	Wednesday, December 27, 2023
RFP Proposals will be opened and reviewed	Friday, January 5, 2024
Possible Interviews or request for presentation	January 2024
Public/Neighborhood Meeting(if required)	January 2024
Recommendation to Council/EDA	February 13, 2024

Requests for Proposals opening will be at 9:00 a.m. on January 5, 2024. All submitted packets must arrive at Halstad Municipal Utilities at the address listed, prior to this time in order to be considered. Proposals must arrive in a sealed and clearly labeled enclosure.

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

- A. Letter of Interest - 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 supports the City of Halstad's Master Plan and vision.
  - 4. Project Narrative/Description
  - 5. Development entity - project management plan and role of each development partner in the implementation of the development plan
  
- B. Schematic Drawings of the Proposed Project
  - 1. Site Plan
  - 2. Elevations
  - 3. Floor Plans
  
- C. Financial
  - 1. Proposed land acquisition price
  - 2. Estimated Project Cost/Estimated Market Value of property
  
- D. Proposed Development Timeline
  - 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.).
  
- E. Relevant Development Experience
  - 1. Resumes or biographies of the proposed development team
  - 2. Fact sheets for similar projects (images, date, location, concept, funding sources, etc.)
  - 3. Include any professional license of each person and or corporation to be involved in the (a) site prep (b) the design of the building, and (c) the construction of the building.
  
- F. Appendix A and Appendix B will need to be include in your packet
  - 1. Appendix A Non-Collusion/Conflict of Interest Statement
  - 2. Appendix B Additional information/checklist of what is required in the packet
  
- G. Insurance
  - 1. The Successful Contractor shall provide proof of general liability insurance in the amount of not less than \$1,000,000.00 coverage, and proof of worker's compensation insurance.



H. Compliance

1. The Successful Contractor must comply with all local, state and federal laws.

I. Expectations the proposing party would have for the City of Halstad.

The committee will review all validly submitted proposals and schedule possible interviews or presentations of the proposed redevelopment.

**Copies Required**

Each proposal must include one (1) signed original and two (2) copies, for a total of three (3), for submission. Additionally, one (1) copy must be submitted in electronic format.

**Official Contact**

Each proposal should be sealed and addressed to:

Alli Tice - Landmark Redevelopment RFP

City of Halstad

405 2nd Ave W.

Halstad, Minnesota 56548

**Any questions should be directed to:**

Alli Tice, City Clerk

City of Halstad

405 2nd Ave W.

Halstad, Minnesota 56548

Halstad@rrv.net

[Halstad.com](http://Halstad.com)

218-456-2128

## **Section Two: Selection Process**

### **Selection Committee**

The review and selection of valid and on-time proposals will be done by a committee consisting of the City Clerk, Mayor, and City Council. The City Attorney may be included if specific questions of legality arise in the selection committee. The committee will make a recommendation indicating their preferred proposal to City Council who will then approve City Staff to proceed with setting up interviews or presentations with possible proposals. These meetings will be special meetings and be open to the public. They will be posted on the City Website, City official newspaper and in the front lobby of Halstad Municipal Utilities.

### **Withdrawal**

A proposal already received may be withdrawn from consideration by the City of Halstad only if the proposing party furnishes the City with a written notice that the proposal is withdrawn prior to the time stated for the opening of the proposals.

### **Scoring Criteria**

Compliant Professional Licenses Local	10 Points
Subcontractors	10 Points
Timeline for Turnaround	20 Points
Design Appearance	20 Points
Est. Market Value of Finished Redevelopment	20 Points
Overall Proposal and compliance with RFP	10 Points
References	10 Points

## **RFP Advertisement**

### **Newspaper Advertisements:**

- Norman County Index (City's Official Newspaper)
- Promoter
- Hillsboro Banner
- Fargo Forum
- Grand Forks Herald

**Website Post:** Halstad.com and Norman County EDA <https://www.discovernormancounty.com/>

**Facebook Post:** on Halstad EDA page. @HalstadLandmark page, and [Norman County EDA](#)

League of MN Cities Marketplace

Direct email to realtors, contractors and developers

**Appendix A**

Complete the following and Submit with your Proposal:

Proposer Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

The names of the principal officers of the organization submitting this proposal, or of the partnership, or of all persons interested in this proposal as principals are as follows:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

(If Sole Proprietor or Partnership)

The undersigned , through the formal submittal of this proposal response, declares that they have examined all related proposal documents and read the instruction and conditions, and hereby proposes to supply materials and services for site prep/design/const ruction of a cold storage facility as specified, in accordance with the proposal documents herein.

The Proposing party, by their signature below, hereby represents as follows:

- (a) That no Councilmember, official, officer, agency or employee of the City of Halstad is financially interested directly or indirectly in this proposal or the compensation to be paid hereunder, and that no representation, statement or statements, oral or in writing of the City, its Council, officers, agents, or employees had induced them to enter into this proposal and the papers made a part hereof by its terms;

(b) That this proposal is made without connection with any person, firm or corporation submitting a proposal for the same service, and is in all respects, fair and without collusion or fraud.

In witness hereto, the undersigned has set his (its) hand this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

Name of Firm \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature of Proposing Party

(If Corporation) In witness whereof the undersigned corporation has caused this instrument to be executed by its duly authorized officers this \_ day of \_\_\_\_\_ , 20 .

Name of Corporation

By: \_\_\_\_\_

Title: \_\_\_\_\_

VERIFICATION

STATE OF MINNESOTA )

**NORMAN** COUNTY )

Before me, the Undersigned Notary Public, appeared \_\_\_\_\_ in his/her capacity as \_\_\_\_\_ of \_\_\_\_\_ and doth depose and say that the representations made herein are true and correct to the best of their knowledge and belief.

\_\_\_\_\_  
Notary

\_\_\_\_\_  
Expiration Date

**Appendix B**

(attach and label additional pages if necessary)

1. Describe and explain your organization.

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2. Please list three (3) references and their contact information, that you have similar contracts with or have served and include dates of service. Additionally, please ensure that of those, one (1) reference is from government, public or nonprofit organizations. The City of Halstad reserves the right to contact any and all references listed as well as any other entities that your organization does business with.

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

3. Please list outstanding obligations you or any affiliated company have with the City of Halstad.

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4. Please attach any professional licenses of each person and or corporation to be involved in the (a) site prep (b) the design of the building, and (c) the construction of the building.

5. **Pricing:** Please state the total cost of all land acquisition \_ \_ \_ \_ \_

6. Projected estimated Market Value of final redevelopment of project.

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7. Design and Construction Services. Please attach site plans or anything else that would explain the scope of work.

8. Proposed schedule of completion.

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9. **Expectations the Proposing Party would have for the City of Halstad:** Please outline any and all expectations, being as specific as possible, your organization would have for the City of Halstad should your proposal be chosen.

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10. **Insurance:** The Successful Contractor shall provide proof of general liability insurance in the amount of not less than \$1,000,000.00 coverage, and proof of worker's compensation insurance.

11. **Compliance:** The Successful Contractor must comply with all local, state and federal laws.

# Attachment 3

## Zoning Map

