

Request for Proposals
Minot Parking Ramp Rehabilitation and Expansion Project
For Commercial and Residential Uses
City Project 1-2023 and 2-2023

This is a call to redevelop the Renaissance and Central **parking ramps (aka garages)** in downtown Minot, North Dakota by adding mixed-use buildings above both structures. The City of Minot is requesting proposals for the redevelopment of both parking ramps.

Please be aware that this is ONE RFP for TWO Proposals. To encourage diversity of design and use, each property will have a separate proposal. Respondents shall submit separate Statements of Proposal (SOP) for each parking ramp. The statements may be submitted with similar, but not identical, responses.

To increase the number and quality of responses, this proposal is a two-step process meant to allow for a cost-effective first response by all interested parties that will allow the City to judge the qualifications of all of the proposers and the concepts they are proposing for each property followed by a more detailed response from a group of finalists allowing the City to select the best proposal for both structures, including a discussion of terms.

Both ramps underwent construction in 2015 and were completed in 2016. The ramps were designed and built to accommodate five-story wood-framed apartments above the current structure (renderings for both ramps can be found in the links listed below). Both ramps occupy half a downtown block on a gently sloping street with three street fronts and an alley allowing some flexibility for retail/commercial uses and entrances. The properties are separated by one block with the longest façade of each property located along West 1st Street. Over 94,000 square feet of space is devoted to 199 parking spaces divided into three levels, two above ground, each with separate entrances. There is also a little more than 13,000 square feet built for retail use, none of which is currently occupied.

Each of the ramps is on the city's assessment list with an unofficial value of \$4.5 Million and was valued in the original permitting process at \$5.25 Million each.

In the summer of 2021, the properties were recovered by the city in a last-resort lawsuit where the former developer failed to develop the properties as contracted and make lease payments. The developer lost the lawsuit and has exhausted all appeals.

This RFP document includes:

- Photos of both properties (Page 2)
- Vicinity map (Page 4)
- Rendering of possible apartments (Page 6)

The zoning of the properties is "Central Business District" as are the surrounding buildings. The proposed uses should reflect land uses allowed in that zone.

To allow us to update you, PLEASE PROVIDE US WITH YOUR EMAIL(ONLY):

TO: jonathan.rosenthal@minotnd.gov

SUBJECT LINE: **Providing our email contact**

The Minot Land Development Ordinance may be accessed on the Minot City website:
<https://www.minotnd.gov/DocumentCenter/View/7597/Land-Development-Ordinance-of-City-of-Minot>

The garage as-builts and prospective apartment plans, the RFP, City Background, and video of the sites are also found below: [Bid Postings Page](#) www.minotnd.gov/Bids.aspx

Renaissance Parking Ramp (City Project 1-2023) - 205 1st Street SW
Looking north at the intersection of 1st Street SW and 3rd Avenue SW



Central Parking Ramp (City Project 2-2023) - 5 1st Street SW
Looking south at the intersection of Central Avenue West and 1st Avenue SW



RELEVANT INFORMATION ON BOTH PROJECTS

Introduction

Each parking ramp is conveniently located in downtown Minot one block east of U.S. Highway 83, a five-lane arterial highway, which is known as "Broadway" within City limits.

The Renaissance Ramp (City Project 1-2023) is the southernmost ramp. Located at 205 1st Street SW, it is between 2nd Avenue SW and 3rd Avenue SW. To the east is the former Wells Fargo Bank building, which was recently converted into Minot City Hall. To the north is the iconic eight-story modern, "M Building", whose glass skin and aluminum bones are reminiscent of the style of Ludwig Mies van der Rohe. To the west is a parking lot currently serving Trinity Hospital. To the south is a funeral home and several properties belonging to Trinity Hospital.

The Central Ramp (City Project 2-2023) is the northernmost ramp. Located at 5 1st Street SW, it is between Central Avenue West and 1st Avenue SW. The property is surrounded on all four sides by small-scale retail and office buildings.

Both ramps are made of reinforced concrete and have a capacity of 199 parking spaces. Both ramps have been managed by the Minot Municipal Limited Parking Authority, which has a membership of residents and business owners that are appointed by the Minot City Council. The ramps are currently owned by the City of Minot.

Each parking ramp was sided by the city with a combination of EFIS (External Foam Insulation System) and composite materials. This was done to preserve the structure but was also seen as a temporary covering. There is little glass. The replacement or addition of masonry was contemplated when these surfaces were installed. There are vents installed which may be covered and insulated and there is the provision for an elevator shaft.

The Growing City of Minot and its Downtown

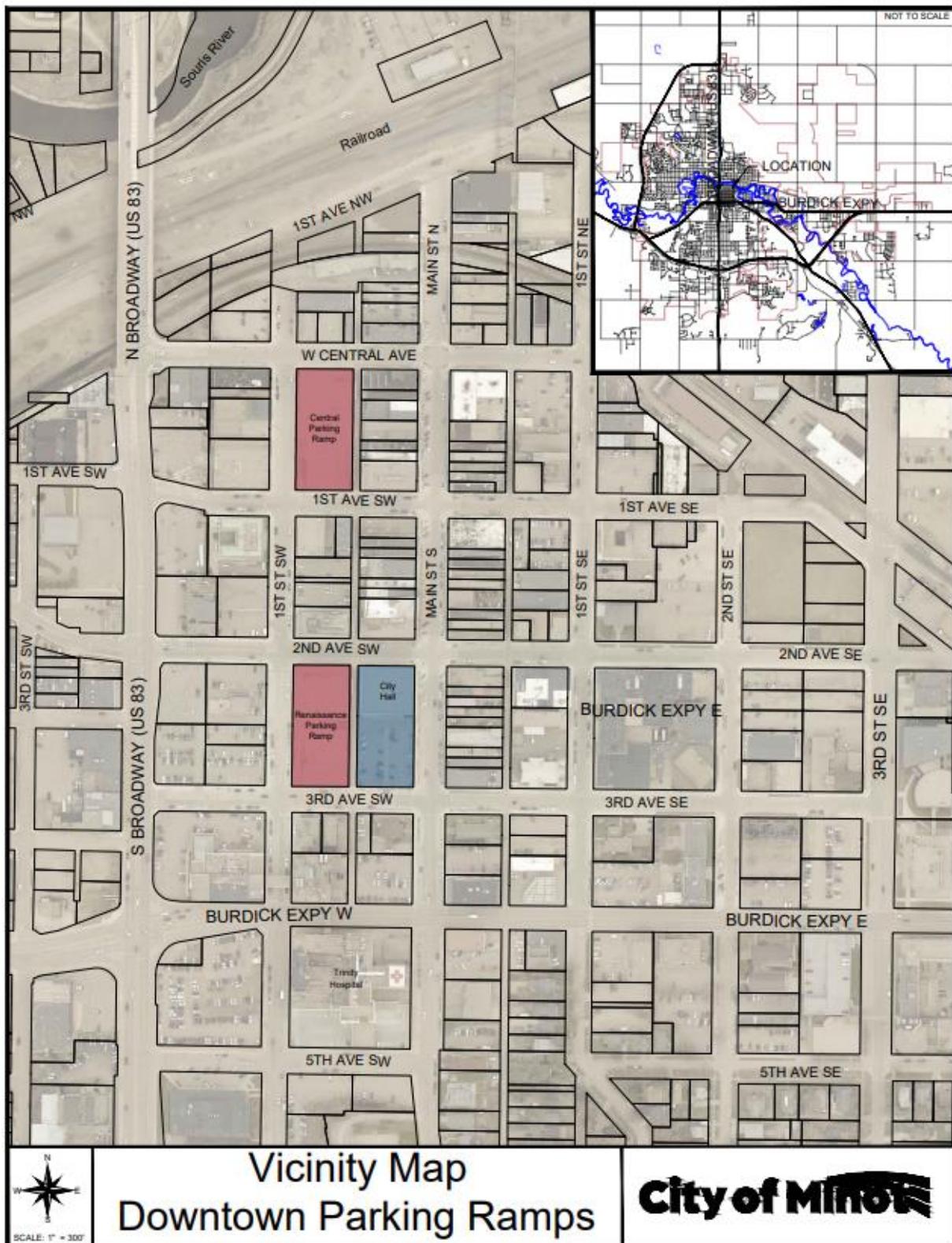
The City of Minot has a 2020 population of 48,377, up 7,489 people from 2010 but the immediate housing in the unincorporated areas surrounding the city brings that number to around 51,000 people. Minot's population grew by 18.3% in the decade ending in 2020, according to US Census figures.

The population of the Minot Micropolitan Area is estimated to be 76,444. The City has no immediate suburbs. Development essentially ends at or close to the city limits and transitions to open farmland. The United State Census Bureau recently announced that the Minot will be transitioning from a micropolitan area to a metropolitan area, however, the City is yet to attain CBDG entitlement community status because our municipal population is still a shade below 50,000.

The city is the shopping and population hub of north-central North Dakota, making up almost half of the region's population. Minot's downtown was the first area of Minot to be settled and developed. It is roughly bounded by the Souris (Mouse) River on the north. Burdick Expressway on the south, Broadway on the west, and the rail tracks on the east.

A recent retail evaluation by The Retail Coach (a consulting firm doing work for the city) supports the importance of Minot as a primary retail shopping center from the Eastern Montana border, the Canadian border, east to Devil's Lake, and south to Lake Sakakawea (the Missouri River). Secondary shopping extends into the Manitoba and Saskatchewan provinces of Canada and several small towns in eastern Montana.

Vicinity Map of Downtown Minot, Both Parking Ramps and City Hall



A mobile data analysis by The Retail Coach spanning 2020-2021 estimates the number of visits to downtown Minot at about 1.79 million visits, capturing more than 221,000 customers per year. With an average length of customer stays exceeding two-and-a-half hours, properly positioned downtown stores and restaurants have an opportunity that exceeds all other shopping areas of the city.

The 400+ bed Trinity Hospital has recently relocated from downtown and moved most of its facilities to the Southwest corner of the city where it created a new main campus. A smaller portion of the current medical campus will remain downtown. The reuse of all of the structures has not yet been determined. It is possible that some may be converted to housing and some properties may face full or partial demolition.

Downtown Minot is largely, physically intact. Most of the existing buildings of Main Street and the surrounding Central Business District were constructed from about 1900 to 1930, but there are a few more recent buildings. Most buildings are in good condition although some renovations may be needed. In general, the city is supporting historically sensitive renovations. The city actively encourages restaurant and bar development. These uses are considered the "beachhead" of downtown redevelopment.

Preferred Uses

The development of both structures needs to be viable in the market. Both ramps are zoned Central Business District, which requires commercial usage on the ground level and commercial, residential, or a combination of both uses on the upper floors. Both ramps are used for public parking on the first floor, so the City is flexible in how the floors above the parking levels will be used. Commercial uses (retail, office, restaurant, etc.) are desirable on the lowest level(s) of the floor(s) above the ramps. Residential uses are envisioned on the upper floors, but the City of Minot is open to all ideas.

There is a strong preference for attracting unique commercial tenants who will draw customers downtown and also for residential tenants who will contribute to spending money in downtown restaurants and entertainment venues as well as in retail. Mixing a small portion of Low-to-Moderate Income (LMI) housing may be appropriate especially if the units are targeted to downtown retail and restaurant workers. The city does not currently provide any incentives toward LMI housing.

Interested parties are also encouraged to look at the retail dashboard on the city's economic development web page for information about downtown, retail opportunities in Minot in general, and comparisons to other shopping areas including the Dakota Square Mall.

The quality of the housing will determine the long-term ability to attract and keep good-quality, residential tenants. The number of bedrooms, unit size, finish, amenities such as storage, outdoor decks or balconies, in-unit laundries, community rooms, workout spaces, first-floor dining, and bathroom fixtures, all can play a role in initial rentals but also in retaining and attracting them over time. The ability to purchase a unit as a condominium may influence investment decisions for higher-end units. We believe most high-end units are likely to be purchased rather than rented.

A boutique hotel serving downtown would be welcome as Minot does not have a hotel located within its central business district, however, the city does have a healthy inventory of hotels throughout the rest of the city. A small movie theatre showing features not generally shown on the multiplex screen might be viable.

Although limited by space at ground level, the addition of a “pocket park” an outdoor park-like setting such as a cluster of trees, a water feature (small pond, fountain, waterfall), and outdoor seating may be viewed favorably.

Although not a requirement, electric vehicle charging stations may need to be developed within the parking ramp over the next decade or so. Places for tenants and visitors to charge cars will be important. The provision of charging stations is expected to be associated with a fee for their use.

Incorporating a recreational amenity such as tennis, pickleball, fitness center, or other entertainment venues will be viewed favorably.

Unique Circumstances

The Renaissance Ramp, next to the new Minot City Hall at 2nd Avenue and Main Street S, has some unique circumstances that should be considered as you develop your proposal:

- The City government will require about 80 parking spaces to accommodate parking needs for the adjacent city hall building, plus 10 additional spaces for private tenants located in City Hall.
- The ramp will also need to accommodate some public parking on a long-term basis for downtown housing and retail uses on Main Street and elsewhere. The exact number has not been determined, but it is estimated that between 50 and 75 spaces might be needed for both retail and long-term residential uses.
- Space for maintenance items such as a sweeper will be needed (probably on the ground level) within the ramp.
- The City Transit Authority, a division of the Public Works Department, will be developing a transit center at the corner of 1st Street SW and 2nd Avenue SW. The buses will “stack” pointing north along the east side of 1st Street with a waiting room and small office for those operations along with public restrooms facing Central Avenue. About 800 square feet of space will be required for these purposes. A lease or some other arrangement would be negotiated.

FINANCIAL INFORMATION

Co-Investment Developers

The City of Minot has several examples of downtown property owners who have partnered with restaurants, but other cooperative retail ventures are also welcome. Encouraging and attracting entrepreneurs and franchises is one approach but the city welcomes approaches that advance new business creation to fill and diversify the retail and office environment. Minot wants to hear from creative developers who engage new tenants and the development of neighboring and nearby properties through partnerships or acquisitions.

Developers should detail their history of acquiring properties for retail as well as residential. Demolition of historic and contributing structures is generally discouraged, especially for parking. Funding for this project is expected to come entirely from private sources.

Financial Incentives

The City of Minot participates in the State of North Dakota’s Renaissance Zone program, which incentivizes a five-year property tax abatement whenever improvements are greater than 50% of a building’s pre-construction full and true value. Both ramps are located in Minot’s Renaissance Zone. There are also state income tax advantages. Although residential

condominiums may be a desirable part of the mix, there may be tax advantages in holding back for five years due to State income tax incentives.

The City may also consider Tax Increment Financing (TIF District) to pay for public improvements and amenities. This is subject to negotiation and approval of the other taxing authorities including Ward County, Minot Public Schools, and Minot Park District. However, a property that is approved for a TIF District is not eligible to apply for the Renaissance Zone program.

The Minot City Council recently passed a property tax incentive on all new owner-occupied housing developments within city limits. Condominium units are eligible for this incentive program which offers an exemption of up to \$150,000 of the full and true value of the construction year (only if the builder is also the owner) and two years for a new homeowner. This program is not available if the developer applies for a TIF district or the Renaissance Zone program.

STATEMENTS OF PROPOSAL REQUIREMENTS

Format of Proposed Statement

To conduct a reasonable and efficient evaluation of prospective firms, the City requires that firms prepare Statements of Proposal (SOP) that are clear and concise, and which follow the format outlined below. SOPs shall be bound and submitted on typewritten, 8-1/2" x 11" paper. Margins shall be no less than 1" around the perimeter of each page. Font size shall be no less than 11-point type. Drawings and illustrations may be fan-folded to fit, not to exceed 11' x 14" paper. The SOP shall contain a Table of Contents that cross-references each requirement with a specific page in the SOP. The SOP shall be limited to 40 pages printed front and back, not including the covers, the table of contents, or dividers.

All SOPs shall be organized in the following manner:

Section 1: Company Background Information

Company Profile: Provide a general description of the company, and a brief history of the firm, with particular regard to the number of years in business, and the number of years of specific relevant experience. Identify office locations, numbers, and types of personnel available to complete the project(s). Provide the name of the principal contact person at the company to whom all questions should be addressed and their phone, email, and other pertinent information.

Key Personnel: Each prospective firm must submit a list of key personnel, their areas of expertise, licenses, and certifications, and a description of how the project tasks will be organized within the firm not to exceed one page per person. The firm's project manager must be identified and provide full qualifications for that individual to lead this project. Where required for the firm's practice, professionals must be registered in the State of North Dakota. All support personnel must be identified with their respective roles enumerated.

Section 2: Project Experience

Previous Project(s): The SOP must identify at least one project, but not more than three projects of similar size and general scope to the Minot Parking Ramp Rehabilitation and Expansion Project 1-2023 **or** 2-2023 that have been previously completed by the respondent. The previous project(s) may or may not have included a parking ramp/garage. Provide your experiences with difficulties you have overcome (if any) with any of your

previous projects. Please give detailed design information, uses, and community involvement.

Success Stories: Please include data, studies, and/or reports on how the previous project(s) positively impacted the neighborhood/community. Please attach links to news articles, media reports, or awards the project(s) may have received. Photographs and letters of recommendation from local officials are encouraged, but not required.

Section 3: Project Understanding, Vision, and Approach

Project Understanding: The proposal must demonstrate that the proposer understands the community impact of the Minot Parking Ramp Rehabilitation and Expansion Project 1-2023 or 2-2023. It will summarize the accommodations to existing community needs such as parking for city hall and the general public.

Project Vision: Describe your vision for this project. Give us your thoughts on the design of the building, the types of end-users that the builder will serve, and public and private amenities that will be the envy of other property owners. Project the impact you want the project to have on downtown Minot. We will require you to submit at least one conceptual rendering of your vision for the finished product.

Project Approach: How will you involve community leaders, current and prospective downtown business owners, and/or the general public with the planning for this project?

Appendix Section:

References: A minimum of five (5) client references of past projects with similar size and general scope must be included. Provide contact information for the references.

Required Forms: Respondents must fill out and attach the Debarment Form (on page 15) and the City of Minot RFP Submission Form (on page 16).

Resumes/CVs: Can be included in an appendix and will not count against the page limit. This is not a requirement.

CRITERIA FOR SELECTION OF FINALISTS FOR PHASE I OF RFP

The top respondents will be chosen for an interview which may be conducted remotely or in person. All SOPs submitted before the deadline will be examined and evaluated based on the factors presented below. It is the responsibility of the consultant to provide information, evidence, or exhibits that demonstrate the ability to satisfactorily respond to project requirements and the factors listed below.

RELEVANT EXPERIENCE AND ABILITY OF PROFESSIONAL PERSONNEL – 30 POINTS

Specialized experience is required of the project personnel proposed to undertake the work assignments. The proposer must demonstrate the capability to deliver in addition to the academic background, training, certifications, and experience of the proposed personnel. Specific project experience relevant to this scope of services must be demonstrated by showing the personnel's roles and responsibilities for those previous projects. Relevant experience with office building additions, remodeling, and repurposing. Higher scores will be given to developers who can demonstrate successful experience with downtown projects. Experience working cooperatively with complex projects or public/private projects is a plus.

PROJECT UNDERSTANDING AND APPROACH – 30 POINTS

The selection committee will judge your understanding and approach to these projects. What's this project going to do? How will it add to the downtown area? How will it integrate with the existing area surrounding it? Will it complement or hinder existing downtown uses? Will this be a project that a vast majority of Minot's residents will support? How will the community be involved in the success of this project?

QUALITY OF CONCEPTUAL DESIGN – 20 POINTS

The selection committee will evaluate the conceptual plans for each property. The selection committee is looking for projects that will complement our existing skyline, blend in with other properties in the immediate neighborhood, and exhibit a sense of pride in our community.

IMPACT OF PROPOSED USES – 20 POINTS

Projects with a healthy mixture of commercial and residential uses and/or unique uses or use currently unavailable in downtown Minot, such as a boutique hotel, will score higher with the selection committee.

EVALUATION PROCEDURE

Based on the results of this selection process, the highest-rated firms will be offered a second, more detailed presentation. If a selected firm declines the opportunity, the City may extend an offer to make a final proposal with the next-ranked firm. The city reserves the right to seek other proposals or withdraw this RFP.

MATERIALS REQUIRED FOR PHASE II OF RFP

General Information

The information in this section will only be required from the finalists that are chosen by the Selection Committee. Do not respond to this portion of the RFP unless you have specifically been asked to do so by the City of Minot in writing.

During Phase II of the RFP, the City of Minot will evaluate your specific plans and what you will be requesting from the City of Minot. This part of the process could take up to three (3) months to allow time to prepare a detailed proposal for the respondents. Finalists will be notified in writing by the City of Minot of the deadline to reply to Phase II of the RFP.

The City of Minot offers free Development Review Team (DRT) meetings to all of our customers. We strongly suggest, but will not require, that you schedule a DRT meeting with the City soon after you have been named as a finalist. The Development Review Team consists of representatives from the City planning, inspections, engineering, and fire departments. The team can help answer your questions on local zoning, building codes, infrastructure, and fire code requirements. DRT meetings can be held remotely with out-of-town personnel.

Detailed Information

Please respond as organized below. The general scope of work is as follows:

1. Space Needs Analysis
 - a. Review and account for existing public uses for parking, transit, and so on.

- b. Consider and plan for building tenants to understand their requirements.
- c. Explain any necessary modifications to parking availability and those timelines during the garage rehabilitations.
- d. Create conceptual floor plan(s). One floor plan may be representative in some situations.
- e. List potential tenants and public/private amenities.
- f. Give us the approximate square footage of all uses per floor, plus the number of residential uses and the type of residential uses (condo, rentals, LMI, etc.).
- g. Consider any possibilities to share an elevator through a "skywalk" to buildings across a right-of-way or alley.

2. Design

- a. Provide daytime and nighttime renderings of all four sides of the proposed building.
- b. Show parks, parklets, outdoor plazas, or other public spaces and amenities that will be created.
- c. Presenting design alternatives is encouraged, but not required. Giving the selection committee options to choose from would be helpful.
- d. Explain how the design(s) is both attractive to tenants and will withstand the test of time. If the project design is temporal, please provide an estimated period for significant updating.
- e. Create quality standards for development including appliances, counters, flooring, windows, and doors that will apply to general construction.
- f. Explain the security and technology plan with an emphasis on automation and technology required to run a modern residential or mixed-use office building.

3. Financial Information

- a. Produce final cost estimates based on final designs and space layout.
- b. State in detail how the project will be financed.
- c. Provide a list of financial organizations and equity partners and their percentage of participation. Provide a letter from a financial institution stating they will be handling the financial details of the project.
- d. State your plans to utilize one of the requested financial incentives highlighted on pages 7 & 8 of the RFP. Other alternatives may be considered.

4. Description of Proposed Project and Contribution to Downtown

- a. Describe any sinking or reserve funds for maintenance, use of condominium ownership, or
- b. Describe the creation of a Home Owners Association (HOA) to maintain quality.

5. Financial Participation

- a. Terms of Contract Proposal.
- b. Amount offered for garage properties. Income might be expected from parking spaces leased by the city and leases to private entities for parking and retail.

Interviews

The City will offer finalists the choice of an on-site in-person interview or a remote interview for the second phase.

CRITERIA FOR THE RANKING OF FIRM(S) FOR PHASE II OF RFP

All Phase II SOPs will be reviewed and rated based on the combination of factors regarding the SOP submitted and the evaluation criteria outlined in the RFP. The criteria used for scoring the consultant in this round will be as follows:

1. Quality of Conceptual Design – **25 Points**
2. Impact of Proposed Uses – **25 Points**
3. Strength of Financial Commitments – **20 Points**
4. Strength of Contribution to Downtown – **15 Points**
5. Presentation in the Interview – **15 Points**

After the Selection Committee has completed interviews with all finalists, the Selection Committee will use the criteria listed above to rank the proposals. The ranking of each proposal will be submitted to the Minot City Council, which shall make the final decision for each project.

ADDITIONAL INFORMATION AND REQUIREMENTS

City Contact

If you have a question or suspect an error in the RFP, you should immediately notify the City's Project Contact listed below.

Mr. Jonathan Rosenthal
Economic Development Administrator
P.O. Box 5006
Minot, ND 58702-5006
email: jonathan.rosenthal@minotnd.org

Do not discuss the solicitation or your proposal, directly or indirectly, with any City officer or employee other than the City's Project Contact. The City Contact will either directly provide an answer or proper contact for your questions. Only written answers to questions either by email or written correspondence shall be allowed and be binding on the City. Any questions submitted in writing will be answered regarding the project and will be posted on the City of Minot website: www.minotnd.gov

Submission Information

Statements of Proposals (SOPs) must be mailed or delivered to the following address:

<u>USPS</u> Ms. Mikayla McWilliams City Clerk P.O. Box 5006 Minot, ND 58702	<u>UPS/Fed EX/Hand Delivery</u> Ms. Mikayla McWilliams, City Clerk City Hall 10 3rd St. SW Minot, ND 58701
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Responses to this Request For Proposals must be submitted to the Minot City Clerk's office by 12:00 noon, Friday, October 6, 2023.

PLEASE PROVIDE US WITH YOUR EMAIL(ONLY): jonathan.rosenthal@minot.nd.gov Subject Line: Providing our email contact
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The proposer must submit eight (8) bound copies and one digital copy in PDF format. The RFP must be labeled "Proposals for Submittal for Minot Parking Ramp Rehabilitation and Expansion – City Project 1-2023 (Renaissance Ramp) or 2-2023 (Central Ramp)".

The City of Minot will open SOPs at the due date, time, and delivery location. Before the due date, you may mail or hand-deliver proposals, modifications, or withdrawals. We do not allow email, fax, or other electronic submissions. The City must physically receive submissions as specified; it is not sufficient to show you mailed or commenced delivery before the due date and time. We will not consider proposals, modifications, or withdrawals submitted after the due date and time. All times are City of Minot local times.

Evaluation of Proposals

SOPs will be evaluated promptly by a committee selected by the Minot City Manager. The Committee will select and interview finalists and make recommendations to the Minot City Council.

Public Records and Requests for Confidential Treatment

SOPs become the property of the City of Minot and these and late submissions will not be returned. Your SOP will be open to the public under North Dakota Century Code Chapter 44-04-17.1 through 44-04-31. We will disclose the successful Vendor's name and the substance of the SOP.

Reservations

You must read and understand the solicitation and tailor your response and activities to ensure compliance. We reserve the right to amend the solicitation, reject any responses; award by item, group of items, or total; and waive minor defects. We may request a clarification; inspect your premises; interview staff; request a presentation; or otherwise verify the contents of the response, including information about sub-consultants and suppliers. We may request the Best and Final Proposals when appropriate. We will make all decisions on compliance, evaluation, terms, and conditions, and shall make decisions solely in the best interests of the City. This competitive process requires that you provide additional information and otherwise cooperate with us. If you do not comply with requests for information and cooperate, we may reject your proposal. You have no right to an award by submitting a response. We are not responsible for and will not pay any costs associated with the preparation and submission of your response. If you are the awardee, you shall not commence, and will not be paid for any billable work before the date all parties execute the contract unless approved in writing in advance by the City Project Manager.

Governing Law and Forum

North Dakota law and rule govern this solicitation and any resulting contract. You must bring any action relating to this solicitation or any resulting contract to the appropriate court in North Dakota. We do not allow binding arbitration as a method of dispute resolution.

Acceptance of Responses

The City reserves the right, in its sole discretion, to waive minor irregularities in responses. A minor irregularity is a variation of the RFP, which does not give one party an advantage or benefit not enjoyed by the other parties or adversely impacts the interest of the City. Waivers, when granted, shall in no way modify the RFP requirements or excuse the party from full compliance with the RFP specifications and other contract requirements if the party is awarded the contract.

Exceptions and Deviations

Proposers taking exception to any part of any section of the solicitation shall indicate such exceptions in the Response and shall be fully described. Failure to indicate any exception will be interpreted as the Proposer's intent to comply fully with the requirements as written. Conditional or qualified Responses, unless specifically allowed, shall be subject to rejection in whole or in part.

Nonconforming Terms and Conditions

A Response that includes terms and conditions that do not conform to the terms and conditions in the RFP is subject to rejection as non-responsive. The City reserves the right to permit the Proposer to withdraw nonconforming terms and conditions from its Response before a determination by the City of non-responsiveness based on the submission of nonconforming terms and conditions.

Supplemental Information

Supplemental information on this RFP is available on the City's website or through the City Contact listed on Page 12 of this RFP.

Expenses Incurred in Preparing Offers

The City accepts no responsibility for any expense incurred by the Proposer in the preparation and presentation of the response or offer. Such expenses shall be borne exclusively by the Proposer.

Proprietary Information

All submittals become public information. The Proposer should not include any information considered proprietary or confidential.

Debarment

By submitting a Proposal, the Proposer must certify by signing below, that it is not currently debarred from submitting Proposals for contracts issued by any political subdivision or agency of the State of North Dakota or the Federal government and that it is not a person or entity that is currently debarred from submitting Proposals for contracts issued by any political subdivision or agency of the State of North Dakota or the Federal government.

Company _____

Address _____

Contact Person _____

Telephone
Number _____

Email Address _____

**THE CITY OF MINOT
REQUEST FOR PROPOSALS
SUBMISSION FORM**

Company _____

Address _____

Contact Person _____

Telephone Number _____

Email Address _____

NOTE: It is the Proposer's responsibility to provide adequate information in their Proposal package to enable the City to ensure that the Proposal meets the required criteria. Items listed in the package shall be in the same order as listed in the specifications. Failure to do so could result in the rejection of the Proposal.

EMPLOYEES NOT TO BENEFIT

I (we) hereby certify that if the contract is awarded to our firm, partnership, or corporation, no employee of the City or members of his/her family, including spouse, parents, or children has received or been promised, directly or indirectly, any financial benefit, by way of fee, commission, finder's fee, political contribution, or any similar form of remuneration on account of the act of awarding and/or executing this contract.

CONFLICTS OF INTEREST

The Proposer [] is [] is not aware (mark one box) of any information bearing on the existence of any potential organizational conflict of interest.

COLLUSION

I certify that this offer is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an offer for the same services, materials, supplies, or equipment and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal laws and can result in fines, prison sentences, and civil damage awards. I hereby certify that the responses to the above representations, certifications, and other statements are accurate and complete. I agree to abide by all conditions of the proposal and certify that I am authorized to sign for my company.

Date _____

Name (Printed) _____

Title _____

Signature _____

Quick Overview of Ramps/Garages

Both ramps are physically similar but have different restrictions due to public uses.

- Respondents need to submit a separate SOP for each ramp they are interested in addressing
- “Central” at Central Avenue, “Renaissance” at 1st Avenue West
- The “Renaissance Ramp” is next to City Hall and has current demands on a portion of the space and parking spaces.
- Reinforced concrete garages
- EFIS exterior surface
- Constructed in 2015/2016
- May accommodate 5-story wood-framed apartments above
- Occupies half a downtown block
- Three street fronts and an alley
- Over 94,000 square feet of space for parking
- Divided into three levels, two above ground
- 199 marked spaces
- More than 13,000 square feet of partially-finished space for retail use exist, none of which is currently occupied
- Has current parking rents up to \$70/month/space
- Possible incentives include Renaissance Zone benefits (property and income tax) and Tax Increment Financing

For us to quickly provide updates, corrections, and other information, interested parties should provide us with their email to:

jonathan.rosenthal@minotnd.gov

Subject Line: Providing our email contact