



July 7, 2016

**REQUEST FOR PROPOSALS
Outlot "D"
Traverse Green Subdivision
City of Saint Peter**

To all interested parties: The City of Saint Peter, Minnesota in undertaking the construction of a third residential subdivision developed and designed utilizing the principles of the Building Better Neighborhoods program created by the Greater Minnesota Housing Fund. The City is seeking a private partner to develop the northern 15.56 acres of the desired residential subdivision. The City would not require that the Outlot be developed consistent with the Building Better Neighborhoods program.

Russ Wille
Community Development Director
227 South Front Street
Saint Peter, MN 56082
507.934.0661
russw@saintpetermn.gov

I. **Project Location:** The property is legally described as:

Outlot D, Traverse Green Subdivision, City of Saint Peter, Nicollet County, Minnesota.

Copies of the proposed final plat of Traverse Green Subdivision depicting Outlot D, is attached as Exhibit A.

II. **Price:** The respondent shall disclose the price at which they would propose to acquire the site from the City of Saint Peter.

In addition to the purchase price of the property, the respondent shall pay a proportionate share of the engineering, administration and construction costs for the section of Clark Street west of Nicollet Avenue as well as the associated curb, gutter and sidewalk. The construction of Clark Street will be undertaken by the City of Saint Peter.

The developer shall also be responsible for the design, installation and financing of the utility infrastructure and other improvements within and upon Outlot D necessary for occupancy of the residences.

Upon its development, Outlot D will need to be served by a sanitary sewer main which currently terminates at the western boundary of Standard Lumber subdivision. The

developer of Outlot D shall be responsible for financing a proportionate share of the cost to extend and install the sanitary sewer service within Traverse Green subdivision.

The developer will also be responsible for paying a proportionate share of the costs to provide for the stormwater drainage within the site. The shared costs shall include the engineering and design of the drainage as well as the costs to construct any stormwater infrastructure. At a minimum, the stormwater management shall be accomplished as per the conditions of the City's MS4 stormwater discharge permit.

In addition to the on-site drainage, the developer of Outlot D shall be assessed a proportionate share of the regional drainage basin servicing the site.

Based on the March, 2016 bids opened by the City of Saint Peter for Phase One of Traverse Green subdivision, the anticipated development costs for the installation of utility infrastructure and surface improvements for Clark Street west of Nicollet Avenue are as follows:

Water Service:	\$ 67,867
Sanitary Sewer:	\$ 44,907
Stormwater Drainage:	\$ 90,819
Street/C&G/Sidewalk:	\$ 242,269
Regional Pond:	<u>\$ 28,041</u>
TOTAL:	\$ 473,903

III. **Zoning Classification:** The subject property is zoned (R-3) Multi-Family Residential. A copy of the applicable portions of the Saint Peter Zoning Code are attached as Exhibit B.

IV. **Project Site History:** The development site contains approximately 15.56 acres of land. The property was originally purchased by Independent School District #508 as the Board contemplated the site for the construction of a new high school campus. The Board ultimately decided to join the City of Saint Peter in the development of an alternative site which combined school and city park facilities on a jointly developed campus.

Prior to ISD #508's acquisition of the property, the site was used for the growing of agricultural crops such as corn and soybeans. Subsequent to the acquisition by ISD #508, the property has been farmed and managed by the Agricultural Academy as part of the ISD #508 curriculum.

V. **Mixed Use/Mixed Income:** The City of Saint Peter will retain ownership of 47.16 acres of land generally located to the south of the future, extended Clark Street. This site is being developed utilizing the concepts of the Building Better Neighborhoods program authored by the Greater Minnesota Housing Fund.

The platted development includes modestly sized residential lots for the construction of single-family homes. It is anticipated that the completed development will replicate the style, density and appearance of both the Nicollet Meadows and Washington Terrace subdivisions previously developed by the City of Saint Peter.

Select parcels within the subdivision have been identified for the construction of multi-family residential developments. The City would intend to seek a private / non-profit party

to undertake the development of the multi-family properties via a future Request for Proposals (RFP).

A parcel of 22.19 acres, located south of Clark Street and west of Nicollet Avenue has been identified and set aside as the site of a future ISD #508 elementary school. As the community continues to grow, it is anticipated that a new school will be necessary to handle the rising enrollments. The future school site has not been annexed into the City of Saint Peter. As such, the school site would need to be annexed and platted prior to any development of the parcel.

- VI. **Development Preference:** The City is seeking a partner to privately develop the northern 15.56 acres (Outlot D) of Traverse Green Subdivision as a single-family residential development.

Ideally, the City would desire the construction and sale of properties to support the construction of market rate single-family homes with total development costs (land, construction, utilities) of at least \$250,000.

While the City would prefer proposals that anticipate the developer assuming all financial responsibility for construction of the Outlot, the City would consider proposals that anticipate a financial partnership between the City and developer.

- VII. **Platting:** The successful respondent shall prepare the required submittals for the consideration of a Final Plat of Outlot D, the 15.56 acre development property. The plat application shall include payment of the \$250 fee for the consideration of the subdividing of lands.

- VIII. **Parkland Dedication Fee:** Upon acceptance of a Final Plat, the developer shall pay a parkland dedication fee equal to 12% of the fair market value of the "Net Developable Area" of the subdivision as defined in Section 44 of the Saint Peter City Code. The appropriate section of code is included as Exhibit C of this document.

- IX. **Project Timeline:** The City of Saint Peter has begun construction of Traverse Green Subdivision. The City would anticipate that lot sales will begin on July 13, 2016 and that the construction of new single-family homes will ideally begin approximately September 2016.

The successful respond may seek an alternative timeline for the development of Outlot D. However, the platting and construction of improvements within and upon Outlot D shall begin no later than June 1, 2017.

- X. **Neighborhood Connectivity:** To provide for the uniform development of the community required in the Saint Peter Comprehensive Plan, the proposed development of Outlot D must consider how the subdivision will be connected to adjoining parcels via roadways, trails and sidewalks.

At a minimum, future vehicular access to the adjoining undeveloped lands should be planned and platted to provide ingress and egress to and from the neighborhood. The Final Plat shall provide for the safe and efficient circulation of both vehicular and pedestrian traffic.

Sidewalks shall be installed on both sides of each street within the development. The construction of sidewalks shall be undertaken in a manner consistent with the standards adopted by the City of Saint Peter. Sidewalk design specifications are attached as Exhibit D of this document.

- XI. Submittals:** Proposals submitted by firms or individuals shall address the following elements in the form of text, imagery and work examples.
- A. Resume, background and qualification of the proposed developer, including a roster of successfully completed residential subdivisions.
 - B. Site sketch depicting the proposed platting of the property.
 - C. Proposed number of single-family lots and the typical lot size / dimensions.
 - D. Proposed single-family lot prices.
 - E. Photos, plats and/or diagrams depicting existing single-family development projects successfully completed by the respondent.
 - F. Proposed construction timeline.
 - G. Proposed purchase price.

The City of Saint Peter's review of the submittals shall focus on the respondent's ability to successfully undertake the development of a residential neighborhood which targets the construction and occupancy of single-family homes with total development costs of at least \$250,000.

In review of the proposals, the City shall give consideration to the physical layout of the residential development as well as the vehicular/pedestrian circulation planned within and between adjoining neighborhoods (and undeveloped lands). Preference shall be provided to submittals deemed to be supportive of the housing development proposed by the City of Saint Peter.

Any proposed development must be in conformance with the terms and regulations of the Saint Peter Zoning Code, Subdivision Ordinance and the standards developed for the design and construction of roadways, sidewalks and necessary utility infrastructure.

City staff will review the submittals, conduct interviews (when appropriate), compile a comparative analysis of the submittals and present a recommendation to the City Council prior to entering into exclusive negotiations for the sale and development of the property. The City may hire such consultants and professionals as necessary to assist in the review of the proposals.

Additionally, the chosen developer will need to demonstrate the ability to successfully manage and coordinate the construction, site improvements, landscaping, marketing and sale of the single-family lots within the subdivision.

Once a preferred development is identified, additional financial disclosures will be required to demonstrate that the proposed developer has the financial ability to successfully complete the construction of the subdivision.

XII. Waiver: The City of Saint Peter reserves the right to reject any or all of the submittals, to waive any informality in the submittal procedure and to accept any submittal deed by the City Council to be in the City's best interest as determined by the Council.

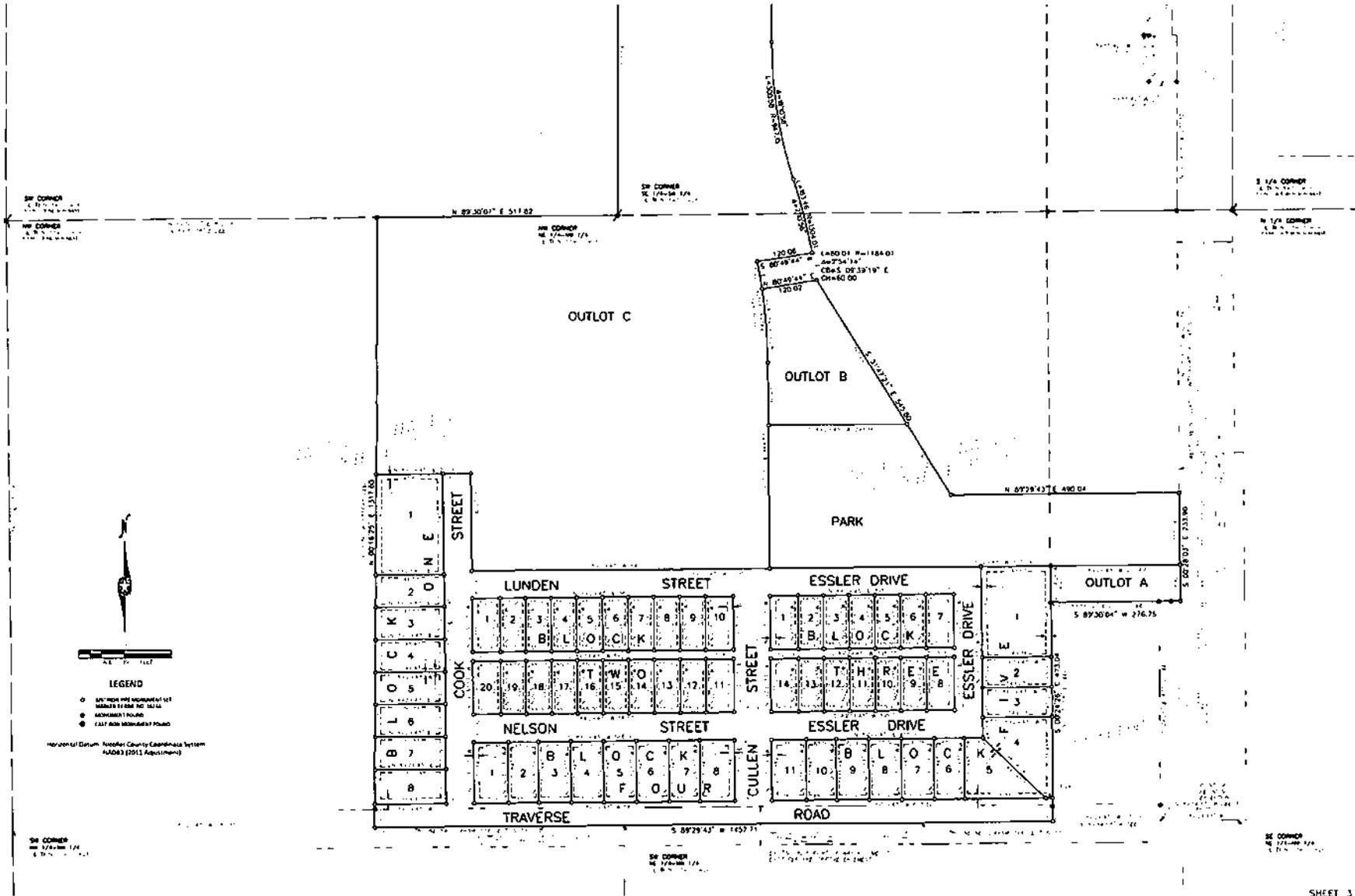
XIII. Additional Information: Any questions related to this Request for Proposals, or request for additional information may be directed to:

Russ Wille
Community Development Director
227 South Front Street
Saint Peter, MN 56082
507.934.0661
russw@saintpetermn.gov

XIV. Submittal Deadline: Respondents are to submit three (3) copies of their proposal for staff review and comment to the address above on / or before 5:00 p.m., Monday, September 12, 2016.

**EXHIBIT A
FINAL PLAT
TRAVERSE GREEN SUBDIVISION**

TRAVERSE GREEN SUBDIVISION



- LEGEND**
- LOT AREA PER MEASURED LOT
 - MARKED BY ONE AND TWO
 - MEASUREMENT FOUND
 - CALC AREA MEASURED BY FOUND

Horizontal Datum: Kosciusko County Geodetic System
NAD83 (2011 Adjustment)

SW CORNER
NE 77°-00' 17"
E 174.00 174

SW CORNER
NE 77°-00' 17"
E 174.00 174

SE CORNER
NE 77°-00' 17"
E 174.00 174

**EXHIBIT B
(R-3) MULTI-FAMILY RESIDENTIAL
ZONING REGULATIONS**

DIVISION 4. - R-3 MULTIFAMILY RESIDENTIAL DISTRICT

Sec. 24-98. - Statement of intent.

The R-3 District is intended and designed to provide for certain high-density residential areas now developed with multifamily dwellings and areas where similar residential development seems likely to occur.

(Ord. No. 394(2nd Ser.), § 1(11.09), 11-26-2007)

Sec. 24-99. - Principal permitted uses.

Unless otherwise provided in this chapter, no building or lands shall be used for other than one or more of the following purposes:

- (1) *Residential uses.*
 - a. Single-family residential.
 - b. Duplex residential.
 - c. Two-family residential.
 - d. Townhouse residential.
 - e. Multifamily residential (limited).
 - f. Multifamily residential (general).
- (2) *Civic uses.*
 - a. Community recreation.
 - b. Day care services (limited).
 - c. Local utility services.

(Ord. No. 394(2nd Ser.), § 1(11.09), 11-26-2007)

Sec. 24-100. - Conditional uses.

The following uses of land and structures may be permitted in the R-3 District subject to the review, approval and regulations of the Board of Appeals and Adjustments as provided in this chapter:

- (1) *Residential uses.* Group residential.
- (2) *Commercial uses.*
 - a. Administrative and business offices.
 - b. Administrative services.
 - c. Medical offices.
 - d. Commercial recreation (outdoor).
 - e. Funeral services.
 - f. Visitor habitation (bed and breakfast services).
- (3) *Civic uses.*
 - a. Cemetery.
 - b. Club or lodge.
 - c. College/university facilities.

- d. Cultural services.
- e. Day care services (general).
- f. Hospital services.
- g. Major utility facilities.
- h. Park and recreation services.
- i. Primary educational facilities.
- j. Public assembly.
- k. Religious assembly.
- l. Residential care services.
- m. Safety services.
- n. Secondary educational facilities.
- o. Convalescent services.

(Ord. No. 394(2nd Ser.), § 1(11.09), 11-26-2007; Ord. No. 405(2nd Ser.) § 6, 4-27-2009)

Sec. 24-101. - Development regulations.

Unless otherwise provided in this chapter, each development in the R-3 District shall be subject to the following minimum requirements:

- (1) Lot area.
 - a. Single-family: 6,000 square feet.
 - b. Duplex: 6,000 square feet.
 - c. Two-family: 8,250 square feet.
 - d. Multifamily (limited): 10,000 square feet.
 - e. Multifamily (general): 10,000 square feet or 2,500 square feet per dwelling unit, whichever is greater.
 - f. Townhouse: 3,000 square feet per dwelling unit.
 - g. Other uses: 6,000 square feet.
- (2) Lot width.
 - a. Single-family: 55 feet.
 - b. Duplex: 55 feet.
 - c. Two-family: 80 feet.
 - d. Multifamily (limited): 80 feet.
 - e. Multifamily (general): 80 feet.
 - f. Townhouse: 80 feet.
 - g. Other uses: 55 feet.
- (3) Front yard: 20 feet.
- (4) Side yard.
 - a. Single-family: seven feet.
 - b. Duplex: seven feet.
 - c. Two-family: 14 feet.
 - d. Multifamily (limited): 14 feet.

- e. Multifamily (general): 14 feet.
 - f. Townhouse: 14 feet.
 - g. Other uses: 14 feet.
- (5) Rear yard: 25 feet.
 - (6) Maximum height: 45 feet.
 - (7) Maximum lot coverage: 70 percent.

(Ord. No. 394(2nd Ser.), § 1(11.09), 11-26-2007)

Sec. 24-102. - Off-street parking and loading.

Spaces for off-street parking and loading shall be provided in accordance with article III of this chapter.

(Ord. No. 394(2nd Ser.), § 1(11.09), 11-26-2007)

Secs. 24-103—24-132. - Reserved.

**EXHIBIT C
PARKLAND DEDICATION
SUBDIVISION REGULATIONS**

- b. Where topographic or other conditions render subdividing otherwise unreasonable. Such double-frontage lots shall have an additional depth of at least 20 feet in order to allow space for screen planting along the back lot line.
- (5) Lots abutting on a water course, drainage way, channel or stream shall have an additional depth or width, as required, to ensure house sites that are not subject to flooding.
- (6) Corner lots for residential use shall have additional width to permit appropriate building setback from both streets as required in the chapter 24.

Subd. 6. Public park standards.

- (1) In subdividing land, or re-subdividing an existing Plat, or annexing land, or in developing land that was previously undeveloped or substantially undeveloped, a reasonable portion of such land shall be set aside and dedicated by the owner or developer to the general public for parks, or at the option of the City, the tract owner or developer shall contribute to the City an amount of cash equal to the fair market value of the land, as determined by the City Council, otherwise required to be so set aside and dedicated, or set aside and dedicate part of said land and contribute the balance of such land value in cash. Dedication of land or cash in lieu thereof for park land shall mean that the land or cash shall be used only for the purposes set forth in this Subdivision.
- (2) All parks to be reserved for, or dedicated to public use shall be indicated on the Preliminary Plat, Final Plat, and Development Plan of the land. The City shall have the sole right to require the subdivider or developer to dedicate or reserve suitable sites for purposes set forth herein or in lieu thereof a reasonable amount in cash to be used for the acquisition or improvement of sites for such purposes or for debt retirement in connection therewith at the option of the City. Fees may also be used to upgrade existing parks or create or maintain trail systems that connect neighborhoods to parks or parks to each other. The City shall have the right of final approval of the appropriate geographic location and configuration of any dedication.
- (3) Fair market value of land to be considered or used for parks shall be the reasonable value of the land as of the date of the plat, replat, development, annexation or subdivision when presented to the City Council for final approval, as determined by a qualified appraiser, approved by the City Council, using appraisal procedures generally accepted by other appraisers in the area, excluding in determining such value, all value added to such land by improvements, but including in such determination the highest

and best use to which the land can be put under the Zoning District then existing or to which the land is about to be transferred. The City may agree with the developer to an amount of land dedicated or fee in lieu thereof without using an appraiser.

- (4) The amount of land or fee to be dedicated for public park use shall be determined at the time of final plat approval. The portion of land to be dedicated shall be calculated based upon the net developable area of the subdivision. The net developable area of the subdivision shall not include land platted and dedicated to the public as streets, trails, walks, stormwater ponds, gas/water facilities, similar utility structures and other rights-of-way. The dedication of land shall be provided as follows:

Land Use	Parkland Dedication*
Residential	12% of Net Developable Area
Commercial/Industrial	5% of Net Developable Area

*The City Council may require payment of a fee in lieu of the dedication of land.

- (5) Parkland dedication or fees in lieu thereof are to be conveyed to the City as follows:
 - a. Subdivision/Platting. Fees shall be paid at the time of final plat approval. The City of Saint Peter will not provide for the recording of the plat until such time as all parkland dedication fees are paid in full.
 - b. Annexation. Fees shall be paid at such time as the annexation is approved and ratified by the Minnesota Boundary Adjustment Board. Parkland dedication fees of annexed land shall not be applied to unplatted parcels of land. Parkland dedication fees shall be applied to such lands at the time of future platting.
- (6) Once dedication or payment in lieu thereof has been effected for a tract of land by virtue of its subdivision, resubdivision or development, said tract is exempt from further parkland dedication or payment.
- (7) New parks shall be designed according to standards as set by City Council resolution. All new parks shall have a minimum percentage of perimeter land adjacent to streets, based on the classification of the park as established by the City Council.

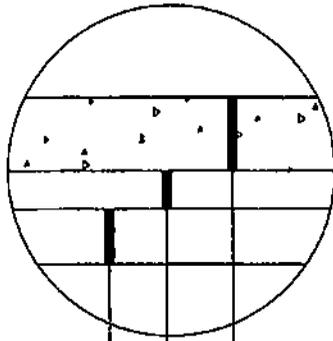
Park Classification	Percent of Perimeter to be Adjacent to a Street
Neighborhood Park	50%
Special Area/Park	50%
Community Park	60%
Play Fields and Ball Fields	65%

- a. All new parks shall provide access ways, from all practical directions, as determined by the Planning and Zoning Commission. All access ways shall be in compliance with the Americans with Disabilities Act and applicable City standards.
- b. Parking areas shall be established on land adjacent to the park land area, sized to meet the needs of the planned facilities. Said parking areas shall be dedicated to public use.
- c. Parks bordered on one or more sides by existing native rivers or streams may have the provisions above modified by the Planning Commission and City Council if the following conditions are met:
 - 1. Access to the park is provided from an arterial roadway or collector street.
 - 2. Pathways that allow emergency motorized vehicle traffic within the park are present.

Subd. 7. Other public sites and open spaces.

- (1) In subdividing land, or resubdividing an existing Plat, or annexing land, or in developing land that was previously undeveloped or substantially undeveloped, a reasonable portion of such land shall be set aside and dedicated by the owner or developer to the general public for public open space, storm water holding areas, detention basins or ponds, schools, conservation areas, or other public or semi-public recreational areas. Areas so dedicated or reserved shall conform as nearly as possible to the Comprehensive Plan.

**EXHIBIT D
STANDARD DETAIL PLAT #1003
CONCRETE WALK
(TYPICAL SECTION)**



- 4" CONC. SIDEWALK (2521)
- 3" AGGREGATE BASE, CL. 5 (2211)
(100% CRUSHED LIMESTONE OR RECYCLED CONCRETE OR BITUMINOUS)
(INCIDENTAL TO WALK)
- SUBGRADE PREPARATION (2112) (INCIDENTAL)

NOTES:

1. MINNESOTA DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS FOR CONSTRUCTION SHALL APPLY. CONCRETE MIX 3A32 WILL BE REQUIRED.
2. SIDEWALKS: REFERENCE SECTION 2521, AGGREGATE BASE: REFERENCE SECTION 2211
3. 1/2" PRE FORMED JOINT FILLER MATERIAL-AASHTO M213 REQUIRED AT THE INTERSECTION OF ALL MAINLINE WALK WITH STATIONARY OBJECTS. (I.E., BUILDING FOUNDATION, EXISTING WALK, ETC.) (NOT REQUIRED WHEN CURB AND GUTTER OR WALK ARE ADJACENT TO BITUMINOUS PAVEMENT.)
4. PLACE 1/2" EXPANSION JOINT AT 100 FT. INTERVALS FOR SIDEWALK.
5. CONCRETE WALK CONSTRUCTION JOINTS SHALL BE TOOLED OR SAW CUT AT 6 FT. INTERVALS.
6. SIDEWALK EDGES SHALL BE ROUNDED WITH 1/4" RADIUS TOOL.

CONCRETE WALK
NOT TO SCALE
SAINT PETER STANDARD
PLATE 1003

CONCRETE WALK TYPICAL SECTION	STANDARD DETAIL PLATE NO: 1003
APPROVED: ADOPTED BY CITY COUNCIL ON JANUARY 12, 2004	 CITY OF Saint Peter <small>NICOLLET COUNTY, MINNESOTA</small> <small>WHERE HISTORY & PROGRESS MEET</small>
REVISED: REVISION ADOPTED BY CITY COUNCIL ON MAY 12, 2014	
REMARKS:	
SAINT PETER UTILITY STANDARD DETAIL	

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