



CITY OF FAIRMONT – 100 Downtown Plaza – Fairmont, MN 56031

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Request for Proposal Business Development Center

426 Winnebago Avenue, Fairmont MN

Released: January 2, 2023

Proposals are due: February 15, 2023

Introduction and Overview:

The Fairmont Economic Development Authority (FEDA) is exploring the potential sale of real property owned by the City located at 426 Winnebago Avenue in Fairmont, Minnesota (Property). The building has over 14,000 square feet of space with offices, warehouse space, loading docks, exterior truck access, concrete parking area and other related amenities and can house up to seven tenants. There are currently five tenants in the building. The Fairmont Economic Development Authority (FEDA) has owned and operated the building since 1993. The Building will be sold ‘as is’.

At this time, FEDA is considering selling the Property and entering into a development agreement. The Property will not be sold for speculative purposes. Proposals will be evaluated on a number of factors, including but not limited to:

1. The purchase price offered for the Property
2. Quality of development offered in the Property Use Proposal
3. Compliance with City Zoning Requirements (property is zoned I1 light industrial)
4. Sale will be subject to an assignment of existing leases. Purchaser shall maintain the existing leases and keep lease agreements in place for at least 1 year beyond the sale.

FEDA will accept proposals until 4:00 p.m. on February 15, 2023 (the “Due Date”). Information relevant to this Request for Proposals (the “RFP”) and potential sale will be posted on the FEDA website at <http://www.fedamn.com>.

FEDA reserves the right to waive any irregularity or defect in any submission, request clarification or additional information regarding Proposals, to cancel this RFP, and to reject any and all Proposals at its sole discretion. FEDA shall assume no liability for expense incurred by a Bidder in replying to this RFP.

RFP Timeline:

- January 2, 2023: Release Date

- January 16, 2023: Questions due by 1:00 pm. All questions must be submitted in writing to nkoppen@fairmont.org . Questions after this date will not be answered so that all applicants have the same opportunity to review questions and answers.
 - January 23, 2023: All Questions and Answers will be posted publicly at <http://www.fedamn.com>
 - February 15, 2023: Proposals due by 4:00 p.m.
 - Anticipated March 13, 2023: FEDA to consider a recommendation for sale.
- NOTE: If FEDA decides to proceed with a Proposal, such decision shall be subject to the negotiation and execution of a mutually satisfactory Purchase and Development Agreement.

Zoning:

The property is zoned Light Industry I-1. The property is subject to the applicable restrictions and requirements of the I-1 zoning regulations. The site is served by municipal utilities including electric, water, sanitary sewer.

Current Site Status:

This site currently houses five businesses with active leases. Two of the businesses are located in the warehouses. The site is actively maintained and has water, electric and sewer.

Building Specifications:

The building was built in 1954, it is 14,393 square feet. The site is located on 1.3 acres, with street parking and one designated HC space 7,800 square feet concrete paved lot with no striping.

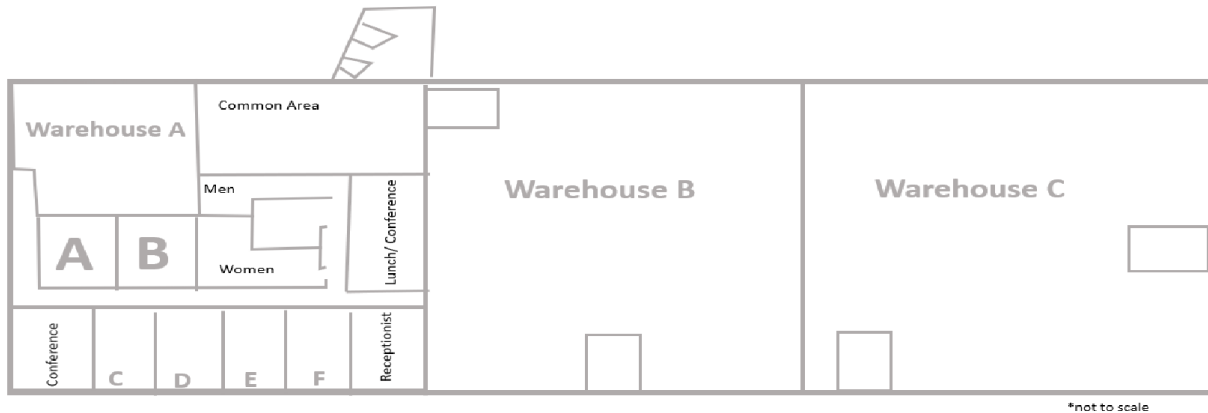
There are six office spaces each with 145 Sq. Ft. totaling 870 Sq. Ft. All but one office space are currently leased.

There are three Warehouse Bays:

Warehouse A- 1,091 Sq. Ft.- Vacant

Warehouse B- 3,940 Sq. Ft.- Occupied

Warehouse C- 3,940 Sq. Ft.- Occupied



Submittal Requirements:

All proposals will be reviewed by a committee. The committee reserves the right to seek verification of all information submitted. Proposals will consist of one signed original and an electronic copy of the required information. The original RFP will be mailed to CITY OF FAIRMONT – 100 Downtown Plaza – Fairmont, MN 56031. All proposals must be printed on 8.5 inch by 11-inch paper and shall be enclosed in a sealed envelope and marked on the outside as follows:

All

Request for Proposal for 426 Winnebago Avenue in Fairmont, Minnesota

proposals must comply with the following requirements and be numbered accordingly:

1. Signed letter on the proposer’s letterhead indicating an interest in the Private purchase of 426 Winnebago Avenue in Fairmont, Minnesota.
2. Primary contact person and contact information.
3. Legal name and address of the entity for this project, including all joint ventures, limited partnerships and limited liability companies. Identification of the legal entity with whom the Fairmont Economic Development Authority would contract, whether this entity exists currently or would be created for the purpose of this project, and the names and titles of all parties authorized to act on behalf of the proposer.
4. Description of the proposer’s experience, or any experience in a similar project. The descriptions should include specific role of the proposer and current status of the projects.

5. Financial approval letter or a description of the proposer's financial capacity to obtain acquisition, and permanent financing.
6. Narrative describing the proposer's plan utilizing the building. This should include:
 - a. Organization and management approach to the project
 - b. General plan for the property including any plan to lease or occupy the facility for personal business ventures and the nature of those ventures.
 - c. Schedule for establishment of the plan for the property following property acquisition
 - d. Description of a general financing plan including any anticipated or potential financing sources (sources and uses private and public)
 - e. The proposed purchase price and the explanation of the proposed purchase price for the property
 - f. The proposed amount and description of financial assistance requested from the Fairmont Economic Development Authority and/or the City of Fairmont
 - g. Identify any unique resources, capabilities, or assets which the proposer would bring to this Project

Attachment Checklist

- ✓ Letter of Interest
- ✓ Project Narrative
- ✓ Financial sources and uses
- ✓ Anticipated Project Schedule
- ✓ Additional Attachments if Applicable

Reservation:

Issuance of this RFP does not commit the City of Fairmont Economic Development Authority to enter into a Development Agreement, pay any costs incurred in the preparation of a response to this request, or to procure or contract any services or supplies. FEDA reserves the right to reject any and all proposals and to make recommendations for changes in any proposal submitted, to waive informalities or irregularities, and may, in the process of this recommendation, allow the developer to make such recommended changes in its proposal. FEDA reserves the right to require additional information from developer, financial or otherwise, and to hold meetings with any developer to review the offer and development proposal, and to waive any of the requirements set forth herein.

FEDA may, at the conclusion of its review, in conjunction with appropriate legislative process, enter into an Agreement with the selected proposal.

As an equal opportunity/affirmative action employer, the City prohibits discrimination on the basis of race, creed, color, sex, age, religion, sexual orientation, marital status, disability, or national origin. Minority and women's business enterprises will be afforded full consideration and are encouraged to respond.

Disposition of Proposals:

All proposals become the property of FEDA and will not be returned to the proposer.

Evaluation Criteria:

A committee will evaluate each proposal individually and in the context of all other proposals. Proposals must be fully responsive to the requirements, and to any subsequent requests for clarification or additional information. Proposals must comply with and are subject to all provisions of applicable federal, state and local laws on development, zoning and building regulations. Proposals failing to comply with the submission requirements or those unresponsive to any part of this solicitation may be disqualified. FEDA may, at its sole discretion, elect to waive requirements either for all proposals or for a specific proposal.

The criteria against which each proposal will be considered may include the following, as well as other factors considered as appropriate:

1. Compliance with submittal requirements, as specified.
2. Experience and capabilities of proposer.
3. The purchase price offered for the Property.
4. Quality of the plan for the property offered in the proposal.
5. Market and economic viability of the proposal.
6. Long-term fiscal benefit to the city.
7. Amount of requested financial assistance from the City of Fairmont and/or FEDA relative to Project cost.
8. Compliance with all applicable federal, state and local laws, rules, regulations and policies.
9. Project timeline.
10. Compliance with City Zoning Requirements (property is zoned I1 light industrial)
11. Agreement to maintain the existing leases and keep lease agreements in place for at least 1 year beyond the sale.

Once FEDA has determined it is at an appropriate state in its evaluation of proposals, finalists may be invited to make oral presentations, which could be at a public meeting.

FEDA will notify proposers of the acceptance and/or rejection of proposals upon the conclusion of the evaluation process.

