

# REQUEST FOR PROPOSALS

## Industrial Land Use and Employment Policy Plan

The Department of Community Planning and Economic Development (CPED), Division of Planning is requesting proposals for the preparation of an Industrial Land Use and Employment Policy Plan, in the range of \$100,000 to \$130,000.

### BACKGROUND INFORMATION

#### **Section 1.0: Opening Statement**

##### **1.1 Project Goal and Objective**

The purpose of the study is to provide the City with a clear policy direction for industrial land uses and industrial sector employment within the City of Minneapolis. The study should evaluate the long-term viability of existing industrial uses and propose a range of industrial uses to retain for the future. The study should clearly identify where existing and new industrial uses should be located and what components, either existing or new, these uses will require. In addition to land use, the study should provide a comprehensive examination of current and future industrial sector employment within the City of Minneapolis in relation to national and regional trends.

##### **1.2 Geographic Extent of the Study**

The City of Minneapolis with primary focus on land zoned industrial.

##### **1.3 Background Information**

See Industrial Land Use Base Line Methodology in the Attachments section at the end of this document.

##### **1.4 Historical Policy Guidance 1989-2000**

#### **Minneapolis Jobs and Light Industrial Policy – Approved by City Council 2/10/89**

##### **Light Industrial Redevelopment**

###### **a. Land Transfer**

- The City should place a high priority on acquiring additional industrial property to provide an inventory of improved sites for expanding firms. This effort will dramatically increase the City's competitive edge when firms undertake their site searches.
- The demand for industrial land in the City far exceeds what is available. Further, when a need for land is made known, it is all too

frequently within a timeframe that cannot be met (given the time-consuming process of site acquisition and preparation). The early acquisition of industrial land would allow the MCDA to overcome this difficulty and provide time for previous owners or the City, to clean up contaminated soils.

- In 1977 the City Council approved a City ordinance establishing a program for industrial job development. The ordinance had several purposes; to promote the growth of job intensive and environmentally desirable industries; to provide sufficient land for business expansion and; to enhance the tax base and job opportunities. A specific goal of this ordinance was to annually make 50 acres available for marketing and development. It is appropriate to pursue the intent of the ordinance.
- Minneapolis should establish additional Business Parks or theme areas as appropriate throughout the City. The emphasis should be twofold: large contiguous areas that will contain many users in a cohesive “total environment” setting, and smaller areas located appropriately throughout the City. Advantages of these parks include: prepared site with appropriate zoning, established controls and standards for neighborhood compatibility, efficient road network, similar landscape and design, and improved area image such as that achieved in Northgate Industrial Park.
- There are several types of land that should be acquired for light industrial uses:
  - Railroad Land: These properties are typically underutilized and do not add to the City’s tax base
  - Vacant Land: The City should pursue excess MNDOT and railroad land and tax forfeiture properties
  - Other Blighted/Polluted Properties: These may be part of a current or future redevelopment project area

**b. Pollution Clean-Up**

- Clean-up of contaminated sites should be pursued.

**c. Control of Certain Land Uses**

- Specific measures should be undertaken to control and in some cases eliminate scrap uses in the City. Since the industry has declined during the past several years, the opportunities for blight removal at feasible costs may increase. However, scrap dealer properties should be purchased only when part of a comprehensive coordinated redevelopment/land transfer effort. A specific Scrap Operator Ordinance should be adopted by the City.

**d. Land Use Conversion**

- In response to the decline of acreage in the city for industrial development due to land use and zoning changes and because there is a relatively low percentage of industrial land use in Minneapolis, the City should analyze areas that would be appropriate for conversion from residential and/or commercial uses to light manufacturing/small business park uses. Zoning should be changed accordingly.
- A recent trend in the City has been the conversion of some areas from obsolete industrial uses to new housing and service uses (e.g. parts of North Loop and Industry Square). To balance these activities and provide businesses with appropriate expansion space opportunities, industrial redevelopment activity should be pursued where appropriate. Redevelopment of the City's declining commercial strips should in all cases reflect the intention to provide the community with a useful mix of residential, commercial and light industrial reinvestment.

**e. Theme Areas**

- The concept of "theme areas" is not an especially new one; however, it can be proactive in its application to new developing areas or sectors of opportunity. The intent is to give an identity to small geographic areas of the City which already have, or are likely to develop, a cluster of similar, related, or mutually supportive enterprises. The notion is to create an even larger cluster because the identified area contributes to a firm's image or because it is felt that a synergy might develop which would be beneficial to a firm's stability and future growth.
  - Headquarters/arts/advertising/media group
  - Medical
  - Entertainment production

**f. Minneapolis Trade Mart District**

- Developing a Trade Mart District around International Market Square and along Glenwood Avenue toward downtown fits in perfectly with the kind of regional center Minneapolis is becoming.

**g. International Trade**

- The City should place emphasis on getting small and medium-sized businesses involved in selling their services overseas. At least 10,000 jobs in Minneapolis depend directly or indirectly on foreign trade. A competitive City with vision must see itself and its private sector product as part of the interdependent world economy and act accordingly.

**h. Underground Space**

- Another proactive and visionary policy would be to begin the development of underground space – perhaps publicly funding its

portal to get the ball rolling. For many uses, specialized minded space is a way of making “new” land for development available – and, after the first 200,000 square feet, it can even compete with the cost of surface construction. Mined space is especially appropriate for certain high tech uses. This is a way that a “locked in”, fully-developed city can actually expand without annexation – and Minneapolis and St. Paul are the only major cities in the nation with such a favorable geology for this purpose.

**i. Minnesota Technology Corridor**

- The Technology Corridor was created in order to concentrate on technology-intensive activity including technology transfer, research and development, and prototype manufacturing. It is ultimately expected to become a world-class, highly visible symbol of Minnesota’s involvement in high technology as quality development occurs over the years. The current focus is on the development of technology-zoned land, generally north of Washington Avenue and on the development of infrastructure such as Washington Boulevard and streetscape. The long term goal is to “spring out” businesses and technology which will add to the economic vitality of the rest of the City and State.

**j. Airport Land**

- No longer applicable

**1.5 Current Policy Guidance 2000-Present**

The Minneapolis Plan (City’s comprehensive plan) – Adopted by City Council  
March 2000

Chapter 2 The Market in the City

**Policy 2.1 Minneapolis will increase its share of economic prosperity in the region.**

Implementation Steps

Create a growth center concept approach to economic development, housing investment, transit service planning and investment in amenities to focus major investments in the city.

Facilitate investments in land preparation through pollution clean up and land assembly activities.

Continue to maintain high quality physical and information infrastructure that serves the needs of businesses and residents.

Support efforts that build skills and connect residents to living-wage jobs.

**Policy 2.2 Minneapolis will support the existing economic base by providing adequate land and infrastructure to make city**

**sites attractive to businesses willing to invest in high job density and low impact, light industrial activity.**

Implementation Steps

Identify appropriate areas for the retention and expansion of existing industry and the development of new industry in specific industrial and business park opportunity areas.

Promote light industrial uses as the preferred use of industrial land, but discourage warehouse or distribution uses in areas where truck traffic will negatively impact residential neighborhoods.

Continue to protect a healthy physical environment that is attractive for private investment and compatible with neighborhoods.

Engage in pollution clean up and land readying activities to be able to provide clean and competitive sites.

Encourage federal, state and metropolitan support for pollution clean up and land readying activities.

Allow for a limited amount of heavy industrial uses where appropriate, but minimize negative impacts on their surroundings.

Relocate conflicting heavy industrial uses from impacted areas as more appropriate sites in the city or the region become available.

Encourage heavy industry to locate at appropriate sites, such as those that have with immediate freeway access, are distant from natural or cultural amenities, and with no significant residential uses in the immediate vicinity.

**Policy 2.3 Minneapolis will continue to provide high quality physical infrastructure to serve the needs of business.**

Implementation Steps

Develop and maintain the city's infrastructure to ensure the long-term success and competitiveness of Minneapolis in regional, national and global markets.

Support the current location of the Minneapolis-Saint Paul International Airport but alleviate its impact on residents.

Maintain the city's physical transportation facilities so that the design, condition or management of the city's streets and alleys, sidewalks, and skyways do not pose a threat to the well being of citizens and users.

Encourage the development of major freight transshipment facilities at peripheral/arterial interchanges and highway/rail junctions to reduce conflicts with other activities.

Continue to protect facilities such as radio beacons, and other aids used in airport navigation, from physical encroachment and electronic interference.

Evaluate the importance of rail service to industries located in the city and formulate appropriate recommendations based on both industry needs and neighborhood livability.

**Policy 2.4 Minneapolis will develop its technological and information infrastructure in order to offer high quality working environments to businesses.**

Implementation Steps

Plan for the installation and management of fiber optic networks in the public right-of-way at designated growth centers such as the downtown and other activity nodes in the city.

Expand the city's understanding of the role of the telecommunications industry, its needs and necessary public and private sectors, and be prepared to respond proactively.

Promote the use of "best available technology" in upgrading communication linkages to the region and the world.

**Policy 2.5 Minneapolis will focus resources and efforts on building a skilled and employable work force in livable wage occupations.**

Implementation Steps

Promote the work readiness of city residents and the development of skills that respond to emerging opportunities in advanced technological firms that pay livable wages.

Encourage the participation of schools, libraries and major institutions, such as hospitals and other corporations, in building residents' work-readiness skills.

Create vocational and occupational training for job seekers in partnership with corporate citizens and educational institutions.

Support youth employment, apprenticeship and mentorship initiatives.

**Policy 2.6 Minneapolis will focus resources and efforts on connecting residents to living wage jobs.**

Implementation Steps

Continue to link job creation for unemployed and underemployed residents to city assistance programs.

Aggressively work to inform Minneapolis residents of jobs that are available throughout the metropolitan region.

Promote efforts at coordinating development for new business sites and housing construction within the city.

Support alternative transportation options developed in partnership with employers, workers and other agencies that transport residents to workplaces outside of the city.

**Policy 2.8 Minneapolis will develop the existing economic base by emphasizing business retention and expansion.**

Implementation Steps

Encourage home occupations within limitations in order to promote individual entrepreneurs and business formation, while protecting the character of residential areas.

Encourage existing capital equity pools to serve the business and financial needs of disadvantaged populations and to publicize the availability of such resources.

Promote business start-ups, retention and attractions. Foster a healthy business environment by encouraging access to the resources and information necessary for successful operation.

**Chapter 9 City Form**

**Policy 9.25 Minneapolis will establish industrial districts to provide locations for industrial land uses, while ensuring that new industrial development is compatible with its surroundings.**

Implementation Steps

Develop regulations for the industrial districts that promote compatible industrial development and the efficient use of land.

Allow for a limited amount of heavy industrial uses where appropriate, but minimize negative impacts on their surroundings.

Relocate conflicting heavy industrial uses from impacted areas as more appropriate sites in the city or the region become available.

Encourage heavy industry to locate at appropriate sites, such as those that have with immediate freeway access, are distant from natural or cultural amenities, and with no significant residential uses in the immediate vicinity.

<b>Industrial/Business Park Opportunity Areas</b>
Southeast Minneapolis Industrial Area
North Washington Industrial Park/ Jobs Park
Upper River
Mid City Industrial Area
Shoreham Yards/Columbia Park*
Humboldt Yards/Hennepin Community Works*
Hiawatha Corridor (including Seward Industrial Park)*
* component of Potential Growth Center

## 1.6 Related Plans & Studies

The plans and studies listed below should be reviewed at a minimum in order to give a detailed historical perspective for particular areas within the City of Minneapolis.

- Upper River Master Plan
- Historic Mills District Master Plan
- Update to the Historic Mills District Master Plan
- Northside Jobs Park Design Guidelines and Development Framework
- Bassett Creek Valley Master Plan
- Southeast Minneapolis Industrial (SEMI) Master Plan
- Upper Mississippi River Industrial Corridor Report
- Midtown Greenway Corridor Framework Plan

## 1.7 Implementation of Policy

### **MILES (Minneapolis Industrial Land & Employment Strategy) Program**

The MILES program is a funding program administered by CPED Economic Development staff that implements current industrial policy to increase job opportunities and assist in the expansion needs of light industrial businesses. Projects are evaluated by the following criteria:

1. Eligible categories:  
Assemblage of land bank sites to be marketed for light industrial redevelopment **AND** assistance to identified light industrial businesses
2. Is the activity cost-effective, e.g., total land bank assemblage cost less than \$12.00 per square foot (or \$20,000 per job for business-specific assistance)?
3. For land bank parcels, will the site be marketable (preferably at least two acres in size, and in an industrial park location)? **OR** Will the activity allow an existing land bank parcel to become marketable?
4. For business-specific assistance, does the company have a good track record of hiring Minneapolis residents and paying living wages? Does the company have or propose any special programs for job training, outreach, or similar activities that would enhance hiring of Minneapolis residents?
5. Will the activity leverage non-local funds?
6. Will the activity reinforce and/or complete current redevelopment activities?
7. Will the project generate revenues back to the City (e.g. land proceeds, tax increment)? How much, relative to the cost?

8. Does the site location offer any special advantages relative to hiring of Minneapolis residents, e.g., transit availability, access to special employment programs?

## **1.8 Key Excerpts from Title 20 Zoning Code, Chapter 550. Industrial Districts**

### 550.30. Principal uses for the industrial districts.

(1) Light industrial uses. Light industrial uses are low impact uses which produce little or no noise, odor, vibration, glare or other objectionable influences and which have little or no adverse effect on surrounding properties. Light industrial uses generally do not include processing of raw materials or production of primary materials. A map of the Industrial Zoning Districts is included in the Attachments section at the end of this document.

Light industrial uses include, but are not limited to, the production or processing of the following:

- a. Apparel and other finished products made from fabrics.
- b. Computers and accessories, including circuit boards and software.
- c. Electronic components and accessories.
- d. Fabricated leather products such as shoes, belts and luggage, except no tanning of hides.
- e. Furniture and fixtures, except no metal working.
- f. Household appliances and components, except no metal working.
- g. Measuring, analyzing, and controlling instruments.
- h. Medical and optical goods and technology.
- i. Musical instruments.
- j. Novelty items, pens, pencils, and buttons.
- k. Office and commercial equipment, except no metal working
- l. Paper and paperboard products, except no pulp, paper or paperboard mills.
- m. Pharmaceuticals, health and beauty products.
- n. Precision machined products, including jewelry.
- o. Printing and publishing, including distribution.
- p. Signs, including electric and neon signs.
- q. Sporting and athletic goods.
- r. Telecommunications products.

(2) Medium industrial uses. Medium industrial uses include metal working, glass and other uses which have the potential to produce greater amounts of noise, odor, vibration, glare or other objectionable influences than light industrial uses and which may have an adverse effect on surrounding properties. Medium industrial uses may include processing of raw materials or production of primary materials. Medium industrial uses include, but are not limited to, the production or processing of the following:

- a. Electrical equipment such as motors and generators, lighting, wiring and transmission and distribution equipment.

- b. Fabricated metal products such as cans and shipping containers, cutlery, hand tools and general hardware.
- c. Fabricated plastic and rubber products, except tires and inner tubes.
- d. Glass and glass products, ceramics, and china and earthenware such as dishes and kitchenware.
- e. Gypsum, drywall and plaster products.
- f. Latex paints.
- g. Lumber and wood products, including plywood.
- h. Machinery and equipment such as engines and turbines, farm, lawn and garden equipment, heating, cooling and refrigeration equipment, and machine tools.
- i. Metal working such as stamping, welding, machining, extruding, engraving, plating, grinding, polishing, cleaning and heat treating.
- j. Screw machine products such as bolts, nuts, screws and washers.
- k. Textiles and fabrics.
- l. Transportation equipment.

(3) General industrial uses. General industrial uses include high impact and outdoor uses which are likely to have a substantial adverse effect on the environment or on surrounding properties and which require special measures and careful site selection to ensure compatibility with the surrounding area. General industrial uses often include processing of raw materials and production of primary materials. General industrial uses include, but are not limited to, the production or processing of the following:

- a. Asphalt, paving and roofing materials.
- b. Battery manufacture and reprocessing.
- c. Chemicals and chemical products including ammonia, chlorine, household cleaners, detergent, fertilizer, and industrial and agricultural chemicals.
- d. Oil-based paints, varnishes, lacquers and enamels.
- e. Petroleum and coal products, except no mining or extraction.
- f. Plastics and synthetic resins and fibers.
- g. Primary metals, including steelworks, rolling and finishing mills, forge or foundry.
- h. Sand and gravel, except no mining or extraction.
- i. Stone, clay and concrete products such as cement, bricks, tile and concrete blocks.
- j. Tanned hides and leather.
- k. Tires and inner tubes.

### Chapter 551. Overlay Districts

#### ARTICLE IV. ILOD INDUSTRIAL LIVING OVERLAY DISTRICT

551.330. Purpose. The ILOD Industrial Living Overlay District is established to encourage the rehabilitation and reuse of existing industrial structures and to provide for limited residential and retail uses in the I1 and I2 Industrial Districts where such uses are compatible with other uses in the area.

551.350 Eligible areas outside of established boundaries. Any person having a legal or equitable interest in property located in the I1 or I2 Industrial Districts outside of the established boundaries may file a petition to request the addition of the IL Overlay

District classification in the manner provided for zoning amendments in Chapter 525, Administration and Enforcement.

551.360 Permitted uses. (a) Uses. In addition to the uses permitted in the primary zoning district, the following uses shall be permitted in the Industrial Living Overlay District, provided such uses shall be located in buildings existing on the effect date of this ordinance:

- (1) General retail sales and services uses.
- (2) Antiques and collectibles.
- (3) Banks and financial institutions.
- (4) Bookstore, new or used.
- (5) Grocery store.
- (6) Laundry, self service.
- (7) Reception or meeting hall.
- (8) Theater, indoor, provided lived performance only.
- (9) Video stores up to four thousand (4,000) square feet.

551.370 Conditional uses. In addition to the conditional uses allowed in the primary zoning district, the following conditional uses may be allowed in the IL Overlay District, subject to the provisions of Chapter 525, Administration and Enforcement.

- (1) Dwelling units and supportive housing, subject to the following conditions:
  - a. Supportive housing shall be subject to the requirements of Chapter 536, Specific Development Standards.
  - b. Alterations made to the exterior of an existing building shall maintain the architectural integrity and character of the building and surrounding area.
  - c. The maximum height of single and two-family dwellings and cluster developments shall be two and one-half stories (2.5) or thirty-five (35) feet, whichever is less.
  - d. No vibration, excessive dust, noise, light, glare, smoke, odor, truck traffic or other substance or condition, shall be generated by uses in the building that will have an adverse impact on the residential use of the building.

## Section 2.0: Scope of Services

Over the last 30 years, the City of Minneapolis has experienced a reduction in the industrial sector. A lack of additional land, change in technology and the relocation of industrial uses to suburban communities are some of the factors that have contributed to this reduction. At the same time, conversion of industrial buildings and/or areas zoned for industrial uses to commercial, office and residential uses have been occurring in the warehouse district in Downtown Minneapolis, in the milling district along the Mississippi Riverfront and in smaller neighborhood areas where industrial uses once were located. The City would like to specifically answer the following questions:

<b>Current Conditions</b>	1. What is the current demand for industrial-zoned land in the City of Minneapolis? <ul style="list-style-type: none"> <li>○ I-1, Light Industrial District</li> <li>○ I-2, Medium Industrial District</li> <li>○ I-3, Heavy Industrial District</li> </ul>
	2. What types of industrial/manufacturing businesses are attracted to Minneapolis and why? <ul style="list-style-type: none"> <li>○ Light Industrial</li> <li>○ Medium Industrial</li> <li>○ Heavy Industrial</li> </ul>
	3. How many jobs are attached to the industrial uses currently located in the City and what is the property tax generated? What is the salary range for those jobs? Do the jobs pay a living wage?
	4. What has been the effect on property tax generation and employment as industrial land has converted to other uses?
	5. Is there too wide a range of uses permitted in the industrial district classifications of the city's zoning code? For example, industrially-zoned land may be utilized by churches, charter schools, hotels and self-storage. These are all permitted uses in the I1 and I2 industrial zoning districts, although they are not considered to be truly industrial uses. Should the city limit the types of permitted uses in the industrial zoning districts of the city's zoning code to only pure industrial uses?
<b>Trends and National Models</b>	6. Looking at national models and the preferences of local businesses, what type of industrial/manufacturing businesses should the City pursue in order to retain and increase living wage jobs, increase the tax base and increase/maintain availability of industrial goods and services? <ul style="list-style-type: none"> <li>○ Light Industrial</li> <li>○ Medium Industrial</li> <li>○ Heavy Industrial</li> </ul>
	7. Are there models for successful industrial job retention from other cities that can be applied to Minneapolis?
	8. What alternatives to manufacturing exist that could provide living wage jobs for City residents with only a high school diploma or equivalent?

	<p>9. A 1995 study identified four key industry sectors or clusters (Printing and publishing, Computers and software, Precision instruments, and Machinery and metalwork) in the Twin Cities. To what extent are those clusters located in Minneapolis or are other clusters in the city more significant as sources of employment for city residents?</p>
	<p>10. How can Minneapolis organize its economic development activities to better understand industry linkages and support industry clusters that offer significant employment opportunities to city residents?</p>

<b>Future Directions</b>	<p>11. What is the future direction of the industrial/manufacturing sector given market trends by classification?</p> <ul style="list-style-type: none"> <li>○ Light Industrial</li> <li>○ Medium Industrial</li> <li>○ Heavy Industrial</li> </ul>
	<p>12. Of the industrial-zoned parcels and/or areas within the City, which should be retained for exclusive industrial uses and why?</p> <ul style="list-style-type: none"> <li>○ Light Industrial</li> <li>○ Medium Industrial</li> <li>○ Heavy Industrial</li> </ul>
	<p>13. Of the industrial-zoned parcels and/or areas within the City, which should be permitted to receive the Industrial Living Overlay District (ILOD) and why?</p> <ul style="list-style-type: none"> <li>○ Light Industrial</li> <li>○ Medium Industrial</li> <li>○ Heavy Industrial</li> </ul>
	<p>14. Are there new areas, outside of current industrial parcels or areas, where industrial uses should be considered for possible industrial use?</p>
	<p>15. Infrastructure</p> <ul style="list-style-type: none"> <li>○ What is adequate and what is needed in terms of transportation and transit infrastructure? <ul style="list-style-type: none"> <li>▪ Highway</li> <li>▪ Rail</li> <li>▪ River</li> <li>▪ Air</li> </ul> </li> <li>○ What is adequate and what is needed in terms of other infrastructure? <ul style="list-style-type: none"> <li>▪ Sanitary Sewer</li> <li>▪ Stormwater Sewer</li> <li>▪ Telecommunications</li> <li>▪ Utilities</li> <li>▪ Water Supply</li> <li>▪ Construction Infrastructure Materials</li> </ul> </li> </ul>
	<p>16. Given where the City wants to go based on current plans and policies, does the City have sufficient land and employment capacity?</p>

	<ul style="list-style-type: none"> <li>○ Light Industrial</li> <li>○ Medium Industrial</li> <li>○ Heavy Industrial</li> </ul>
	17. If not, what does the City need to do and why?

### **Section 3.0: Project Deliverables**

- Written analysis of trends and future direction of the industrial sector within the United States, region, metropolitan area and how those trends or direction apply to the City of Minneapolis
- Comprehensive database of inventory and assessment of existing industrial uses
- Comprehensive database, GIS layers and map of locations, potential uses and assessment of value of potential sites for industrial development and/or redevelopment
- Written feasibility analysis for potential sites for development and/or redevelopment
- Written analysis of effect of industrial jobs in the creation of other jobs in support of industry – existing and potential
- Building on the policies of *The Minneapolis Plan* highlighted above, formulate detailed policy direction regarding light, medium and heavy industrial uses

### **Section 4.0: Department Contact**

Prospective responders may only direct questions in writing to the appropriate department contact person. All questions and requests for information regarding this RFP should be directed to:

Jennifer Bever, Principal Planner  
 Department of Community Planning and Economic Development  
 Planning Division  
 350 South 5<sup>th</sup> Street, Room 210  
 Minneapolis, MN 55415  
 Email: [Jennifer.bever@ci.minneapolis.mn.us](mailto:Jennifer.bever@ci.minneapolis.mn.us)  
 Fax: 612-673-2728

All questions are due no later than **February 1, 2005**. Questions will be answered in writing and posted on the CPED website ([www.ci.minneapolis.mn.us/cped](http://www.ci.minneapolis.mn.us/cped)). The department contact cannot vary the terms of the RFP.

## **Section 5.0: Proposal Format and Submittals**

**5.1 Scope of Services:** Describe how service will be provided. Include a detailed listing and description of tasks and deliverables with cost assigned to each task and deliverable, broken down by staff time and duties. Provide a summary of the proposed approach to the project as well as a detailed description of the methodology to be used to provide the requested services and deliverables.

**5.2 Experience and Capacity:** Describe the background and experience of all firms and subcontractors demonstrating ability to provide required services. Identify any subcontractors that the firm expects to engage to provide services described in the Scope of Services.

**5.3 References:** List references from contracts similar in size and scope. Respondents must provide references that can be contacted.

**5.4 Personnel Listing:** Identify specific personnel that will be assigned to the project and the number of hours each will spend. This list should be organized to show personnel and time commitments in relation to the activities outlined in the Scope of Services. Provide resumes for all assigned staff. Identify one or more individuals to be designated as a contact person for assignments, billings and general contract administration. Subcontractors should also be listed including identification of any that are certified in the City of Minneapolis Small and Underutilized Business Program.

**5.5: Cost of Services:** Indicate proposed cost of service including how the costs were determined based on rates, direct costs, and list of charges per classification of employee. Proposed cost of service should include a budget categorizing expenses by types of services relevant to the scope of work.

The consultant should provide an estimate fee and billing rate schedule which will include the following elements:

- An estimated fee for the project based on your understanding of the project and services. Itemize the estimate according to project phases and types of service.
- An hourly rate schedule for all personnel that will be assigned to the project.
- An estimate based on the consultant's experience of reimbursable expenses.

**5.6 Timeline:** The consultant should propose specific dates for completion of each project phase.

**5.7 Insurance:** Provide proof of insurance coverage.

## **Section 6.0: Evaluation Criteria**

All proposals received within the stated deadline will be reviewed by a committee of CPED staff members and community members. The committee will select one consultant team to provide the services described in this RFP. Criteria used in the evaluation of the proposals will include, but are not limited to, the following:

<ul style="list-style-type: none"> <li>• Quality, completeness, and clarity of proposal</li> </ul>	<b>20 Points</b>
<ul style="list-style-type: none"> <li>• Demonstrated understanding of the project scope</li> <li>• Organization, management and technical approach to the project</li> <li>• Demonstrated experience in technical expertise required to complete the project</li> <li>• Ability to package findings, ideas, concepts, and policies through a combination of written and graphic mediums</li> <li>• Staff qualifications and experience</li> <li>• Demonstration of capacity to successfully complete the project</li> </ul>	<b>50 Points</b>
<ul style="list-style-type: none"> <li>• Itemization and allocation of staff resources in relation to the tasks outlined in the project scope</li> <li>• Review of references</li> <li>• Cost to provide the requested services and deliverables</li> </ul>	<b>30 Points</b>
<b>TOTAL</b>	<b>100 Points</b>

The CPED Department reserves the right to reject any and all proposals. Cost is one of several evaluation criteria. CPED may not necessarily select the proposal with the lowest cost estimate.

## **Section 7.0: Proposal Submission**

Proposals shall be delivered to CPED on or before:

**4:00 p.m. Central Standard Time, February 22, 2005**, and delivered to:

**Contract Services  
 Re: Industrial Land Use and Policy Plan  
 Department of CPED  
 105 Fifth Avenue South, Suite 200  
 Minneapolis, MN 55401**

Proposals received after the deadline will not be accepted. It is neither CPED's responsibility nor practice to acknowledge receipt of any proposal. It is the responder's responsibility to assure that a proposal is received in a timely manner.

### **ATTACHMENTS:**

- 1. Industrial Land Use Base Line Methodology – Text and Spreadsheets**
- 2. Minneapolis Industrial Zoning Districts – Map**
- 3. Minneapolis Polluted Sites – Map**
- 4. Format of Deliverables**

## **Request for Proposal General Requirements**

The General Requirements are terms and conditions that the City expects all of its contractors to meet. By proposing the Proposer agrees to be bound by these requirements unless otherwise noted in the Proposal. The Proposer may suggest alternative language to any section. Some negotiation is possible to accommodate Proposer's suggestions.

### 1 City's Rights

The City reserves the right to reject any or all proposals or parts of proposals, to accept part or all of proposals on the basis of considerations other than lowest cost, and to create a project of lesser or greater expense and reimbursement than described in this Request for Proposal, or the respondent's reply based on the component prices submitted.

### 2 Interest of Members of City

The contractor agrees that no member of the governing body, officer, employee or agent of the City shall have any interest, financial or otherwise, direct or indirect, in the Contract.

### 3 Equal Opportunity Statement

Contractor agrees to comply with the provisions of all applicable federal, state and City of Minneapolis statutes, ordinances and regulations pertaining to civil rights and nondiscrimination including, without limitation, Minnesota Statutes, Section 181.59 and Chapter 363, and Minneapolis Code of Ordinances, Chapter 139, incorporated herein by reference.

### 4 Non-Discrimination

The contractor will not discriminate against any employee or applicant for employment because of race, color, creed, religion, ancestry, sex, national origin, affection preference, disability, age, marital status or status with regard to public assistance or as a disabled veteran or veteran of the Vietnam era. Such prohibition against discrimination shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

The contractor shall agree to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the City, setting forth this nondiscrimination clause. In addition, the Vendor shall, in all solicitations or advertisements for employees placed by or on behalf of the Vendor, state that all qualified applicants will receive consideration for employment without regard to race, creed, religion, ancestry, sex, national origin, affectional preference, disability, age, marital status or status with regard to public assistance or status as disabled veteran or veteran of the Vietnam era, and comply in all other aspects with the requirements the Minneapolis Code of Ordinances, Chapter 139.

### 5 Insurance

Insurance secured by the Contractor shall be issued by insurance companies acceptable to the City and admitted in Minnesota. The insurance specified may be

in a policy or policies of insurance, primary or excess. Such insurance shall be in force on the date of execution of the contract and shall remain continuously in force for the duration of the contract. The Contractor and its sub-contractors shall secure and maintain the following insurance:

- a) Workers Compensation insurance that meets the statutory obligations with Coverage B- Employers Liability limits of at least \$100,000 each accident, \$500,000 disease - policy limit and \$100,000 disease each employee.
- b) Commercial General Liability insurance with limits of at least \$1,000,000 general aggregate, \$1,000,000 products - completed operations \$1,000,000 personal and advertising injury, \$1,000,000 each occurrence \$50,000 fire damage and \$5,000 medical expense any one person. The policy shall be on an "occurrence" basis, shall include contractual liability coverage and the City shall be named an additional insured.
- c) Commercial Automobile Liability insurance covering all owned, non-owned and hired automobiles with limits of at least \$500,000 per accident.
- d) Professional Liability Insurance or Errors & Omissions insurance providing coverage for 1) the claims that arise from the errors or omissions of the Contractor or its sub-contractors and 2) the negligence or failure to render a professional service by the Contractor or its sub-contractors. The insurance policy should provide coverage in the amount of \$1,000,000 each occurrence and \$1,000,000 annual aggregate. The insurance policy must provide the protection stated for two years after completion of the work.

Acceptance of the insurance by the City shall not relieve, limit or decrease the liability of the Contractor. Any policy deductibles or retention shall be the responsibility of the contractor. The Contractor shall control any special or unusual hazards and be responsible for any damages that result from those hazards. The City does not represent that the insurance requirements are sufficient to protect the Contractor's interest or provide adequate coverage. Evidence of coverage is to be provided on a City-approved Insurance Certificate. A thirty- (30) date written notice is required if the policy is canceled, not renewed or materially changed. The Contractor shall require any of its subcontractors, if sub-contracting is allowable under this contract, to comply with these provisions.

## 6 Transfer of Interest

The Contractor shall not assign any interest in the Contract, and shall not transfer any interest in the same either by assignment or novation without the prior written approval of the City, provided, however, that claims for money due or to income due to the contractor may be assigned to a bank, trust company or other financial institution, or to a Trustee in Bankruptcy without such approval. Notice to any such assignment or transfer shall be furnished to the City. The Contractor shall not subcontract any services under this contract without prior approval of the City Department Contract Manager designated herein.

## 7 Compliance Requirements

All contractors hired by the City of Minneapolis are required to abide by the regulations of the Americans with Disabilities Act of 1990 (ADA) which prohibits discrimination against individuals with disabilities. The contractor will not

discriminate against any employee or applicant for employment because of their disability and will take affirmative action to ensure that all employment practices are free from such discrimination. Such employment practices include but are not limited to the following: hiring, promotion, demotion, transfer, recruitment or recruitment advertising, layoff, discharge, compensation and fringe benefits, classification, referral and training. The ADA also requires contractors associated with the City of Minneapolis to provide qualified applicants and employees with disabilities with reasonable accommodation that does not impose undue hardship. Contractors also agree to post in a conspicuous place, accessible to employees and applicants, notices of their policy on non-discrimination. The above requirements also apply to the Minnesota Human Rights Act, Minn. Stat. C. 363.

In the event of the contractor's noncompliance with the non-discrimination clauses of this contract, this contract may be canceled, terminated, or suspended, in whole or part, and the contractor may be declared ineligible by the Minneapolis City Council from any further participation in City contracts in addition to other remedies as provided by law.

8 General Compliance

The Contractor agrees to comply with all applicable Federal, State and local laws and regulations governing funds provided under this contract.

9 Performance Monitoring

The City will monitor the performance of the Contractor against goals and performance standards required herein. Substandard performance as determined by the City will constitute non-compliance with this agreement. If action to correct such substandard performance is not taken by the Contractor within a reasonable period of time after being notified by the City, contract termination procedures will be initiated. All work submitted by Contractor shall be subject to the approval and acceptance by the City Department Contract Manager designated herein. The City Department Contract Manager designated herein shall review each portion of the work when certified as complete and submitted by the Contractor and shall inform the Contractor of any apparent deficiencies, defects, or incomplete work, at any stage of the project.

10 Independent Contractor

Nothing contained in this agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Contractor shall at all times remain an independent contractor with respect to the services to be performed under this Contract. Any and all employees of Contractor or other persons engaged in the performance of any work or services required by Contractor under this Contract shall be considered employees or sub-contractors of the Contractor only and not of the City; and any and all claims that might arise, including Worker's Compensation claims under the Worker's Compensation Act of the State of Minnesota or any other state, on behalf of said employees or other persons while so engaged in any of the work or services provided to be rendered herein, shall be the sole obligation and responsibility of contractor.

11 Hold Harmless

The Contractor agrees to defend, indemnify and hold harmless the City, its officers and employees, from any liabilities, claims, damages, costs, judgments, and expenses, including attorney's fees, resulting directly or indirectly from an act or omission of the contractor, its employees, its agents, or employees of subcontractors, in the performance of the services provided by this contract or by reason of the failure of the contractor to fully perform, in any respect, any of its obligations under this contract. If a Contractor is a self-insured agency of the State of Minnesota, the terms and conditions of Minnesota Statute 3.732 et seq. shall apply with respect to liability bonding, insurance and liability limits. The provisions of Minnesota Statutes Chapter 466 shall apply to other political subdivisions of the State of Minnesota.

12 Accounting Standards

The Contractor agrees to maintain the necessary source documentation and enforce sufficient internal controls as dictated by generally accepted accounting practices to properly account for expenses incurred under this contract.

13 Retention of Records

The Contractor shall retain all records pertinent to expenditures incurred under this contract for a period of six years after the resolution of all audit findings, with the exception that such records shall be kept for a period of ten years after both the terms of a monitoring agreement have been fulfilled and all audit findings have been resolved for abatement programs. Records for non-expendable property acquired with funds under this contract shall be retained for three years after final disposition of such property.

14 Data Practices

The Contractor agrees to comply with the Minnesota Government Data Practices Act and all other applicable state and federal laws relating to data privacy or confidentiality. The Contractor must immediately report to the City any requests from third parties for information relating to this Agreement. The City agrees to promptly respond to inquiries from the Contractor concerning data requests. The Contractor agrees to hold the City, its officers, and employees harmless from any claims resulting from the Contractor's unlawful disclosure or use of data protected under state and federal laws.

All Proposals shall be treated as non-public information until the Proposals are opened for review by the City. At that time, the names of the responders become public data. All other data is private or non-public until the City has completed negotiating the contract with the selected vendor. At that time, the Proposals and their contents become public data under the provisions of the Minnesota Government Data Practices Act, Minn. Stat. C. 13 and as such are open to public review.

15 Inspection of Records

All Contractor records with respect to any matters covered by this agreement shall be made available to the City or its designees at any time during normal business hours, as often as the City deems necessary, to audit, examine, and make excerpts

or transcripts of all relevant data.

16 Living Wage Policy

All contractor employees will be paid at least a living wage. The definition of a Living Wage is at a minimum 110 percent of the current year federal poverty level for a family of four as provided by the federal Department of Health & Human Services for a contractor that does not supply employer-paid health insurance and 100 percent for a contractor that does supply employer-paid health insurance.

17 Applicable Law

The laws of the State of Minnesota shall govern all interpretations of this contract, and the appropriate venue and jurisdiction for any litigation which may arise hereunder will be in those courts located within the County of Hennepin, State of Minnesota, regardless of the place of business, residence or incorporation of the Contractor.

18 Conflict and Priority

In the event that a conflict is found between provisions in this Contract, the Contractor's Proposal or the City's Request for Proposals, the provisions in the following rank order shall take precedence: 1) Contract; 2) Proposal; and last 3) Request for Proposals.

19 Travel

If travel by the Contractor is allowable and approved for this contract, then Contractor travel expenses must be reimbursed in accordance with the Contractor Travel Reimbursement Conditions, available from the City.

20 Ownership of Materials

All finished or unfinished documents, data, studies, surveys, maps, models, photographs, reports or other materials resulting from this Contract shall become the property of the City upon final approval of the final report or upon request by the City at any time before then. The City may use, extend, or enlarge any document produced under this Contract without the consent, permission of, or further compensation to the Contractor.

21 Billboard Advertising

Through Ordinance 109.470, City and City-derived funds are prohibited from use to pay for billboard advertising as a part of a City project or undertaking.

21 Conflict Of Interest/Code Of Ethics

Contractor agrees to be bound by the City's Code of Ethics, Minneapolis Code Of Ordinances, Chapter 15. Contractor certifies that to the best of its knowledge all City employees and officers participating in this Agreement have also complied with that Ordinance. It is agreed by the Parties that any violation of the Code Of Ethics constitutes grounds for the City to void this Agreement. All questions relative to this section shall be referred to the City and shall be promptly answered.

22 Termination

The City may cancel this Contract for any reason without cause upon thirty (30) days written notice, except that if either party fails to fulfill its obligations under the Contract in a proper and timely manner, or otherwise violates the terms of this Contract, the other party shall have the right to terminate this Contract, if the default has not been cured after a ten (10) days written notice has been provided. If termination shall be without cause, the City shall pay contractor all compensation earned to the date of termination. If the termination shall be for breach of this Contract by Contractor, the City shall pay Contractor all compensation earned prior to the date of termination minus any damages and costs incurred by the City as a result of the breach. If the contract is canceled or terminated, all finished or unfinished documents, data, studies, surveys, maps, models, photographs, reports or other materials prepared by the Contractor under this agreement shall, at the option of the City, become the property of the City, and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents or materials prior to the termination.

Notwithstanding the above, the Contractor shall not be relieved of liability to the City for damages sustained by the City as a result of any breach of this Contract by the Contractor. The City may, in such event, withhold payments due to the Contractor for the purpose of set-off until such time as the exact amount of damages due to the City is determined. The rights or remedies provided for herein shall not limit the City, in case of any default by the Contractor, from asserting any other right or remedy allowed by law, equity, or by statute.

### 23 Small & Underutilized Business Program (SUBP) Requirements

The selected vendor must comply with the Small & Underutilized Business Enterprise Program (SUBP), as detailed in Chapter 423 of the Minneapolis Code of Ordinances. The SUBP Ordinance applies to any construction/development project, in excess of one hundred thousand dollars (\$100,000), and any contract for the provision of goods and services in excess of fifty thousand (\$50,000). Should the respondent find an opportunity to contract with other business concerns to complete portions of the task solicited, we as that they would entertain contracts with businesses owned by women or minority persons. Such business arrangements and dollar amounts should be identified in the proposal. Documented efforts and results will be considered favorably during the review and selection process. For more information on certified businesses you may contact the CERT web site at [www.govcontracts.org](http://www.govcontracts.org) or by contacting Roxanne Corssland at 612/673-2112.

No participation goals have been established for this contract.

**ATTACHMENT 1**

**Industrial Land Use Base Line Methodology – Text and Spreadsheets**

	1984	1990	1995	1997	2000	2002	2002
<b>General Industrial</b>		<b>106.0</b>	<b>121.0</b>		<b>127.6</b>	<b>128.0</b>	
Petrol processing		41.0	41.0		50.6	50.6	2,202,263
Grain Elevator		36.0	51.0		52.0	51.9	2,262,935
Garbage Incinerator		15.0	15.0		12.0	12.1	525,098
Flour or Feed Mill		14.0	14.0		13.0	13.5	586,920
<b>Light Industrial</b>		<b>2383.2</b>	<b>2712.3</b>	-	<b>1,907</b>	<b>1,853</b>	
		<b>2489.2</b>	<b>2833.3</b>		<b>2035.0</b>	<b>1980.7</b>	
Warehouse		766.8	893.5		982.2	964.8	42,026,711
Tanks		1.0	5.0		5.0	5.2	224,730
Manufacturing		381.0	493.1		527.9	492.1	21,433,879
Industrial condo		4.0	4.0		0.0	0.0	
Concrete Prod Plant		16.4	72.9		46.1	46.1	2,007,588
Misc. structures		1021.9	1,037.5		176.7	175.7	7,654,930
Warehouse and offices		94.2	105.2		107.3	107.3	4,674,365
News and print plant		60.0	61.0		22.5	22.5	982,176
Machine Shop		4.0	4.0		2.1	1.3	55,849
Food and Meat Processing		34.0	36.0		37.7	37.7	1,640,890
<b>Unused industrial land</b>		<b>146.4</b>	<b>198.0</b>		<b>233.6</b>	<b>31.5</b>	<b>1,370,639</b>
Vehicle equipment repair		988.9	1,001.1		193.0	189.9	8,270,128
NSP Utility		17.0	239.0		99.6	98.7	4,297,364
Utility Towers		1.0	2.0		2.0	1.1	48,079
River Lock		1.0	4.0		7.3	7.3	319,115
Industrial RR		688.0	918.0		1008.9	327.1	14,248,091
Pumping station		1.0	1.0		1.0	1.0	45,147
Heat and cool utility		6.0	8.0		7.9	7.9	343,490
Telephone exchange		99.0	126.0		108.8	82.7	3,602,453
Bus Terminal		13.8	13.8		14.5	14.5	633,256
Broadcasting studio		5.0	5.0		5.1	5.1	220,066
Aircraft repair hangar		62.0	62.0		65.2	65.2	2,838,370
<b>Utilities and Communications</b>		<b>1,882.7</b>	<b>2,379.9</b>		<b>1,513.3</b>	<b>800.4</b>	
Laboratories		44.1	44.1		50.9	50.9	2,215,479
dry cleaning/laundry		22.1	24.7		24.6	24.6	1,070,765
Industrial Mini storage		3.4	8.9		19.4	19.4	843,739
<b>Commercial</b>		<b>69.5</b>	<b>77.7</b>		<b>94.8</b>	<b>94.8</b>	
		<b>1,195</b>	<b>1,462</b>		<b>504.4</b>		
<b>Total</b>		<b>4,587.8</b>	<b>5,488.9</b>		<b>3,876.7</b>	<b>2,907.4</b>	

Land use data are available from The Twin Cities Metropolitan Council for the years 1984, 1990, 1997 and 2000, and from the City's Assessor for the years 1990, 1995, 2000 and 2002. Because of different methodology for data collection, definitions and codes, these data are not fully comparable, but they may show similar trends. Nevertheless, there was an effort to group land uses in such a way to render them as compatible as possible. To show discrepancies and similarities, land use classifications for both, the Metro Council and the Assessor's Office, are included.

**Metropolitan Council Data:** Data was downloaded from the Metropolitan Council website at <http://gis.metc.state.mn.us>. For detailed information on these files read "Generalized Land Use- Historical 1984, 1990, 1997 and 2000 for the Twin Cities Metropolitan Area".

Metro Council's data are developed from aerial photos and county parcel boundaries. They may or may not follow parcel lines, and a parcel may contain several uses. In Minneapolis, because parcels are generally small and built up, chances are that a single land use classification was assigned to a parcel following parcel lines. Data for Minneapolis was extracted for the years 1984, 1990, 1997 and 2000. For the year 2000 the following industrial land use categories were used:

- 1- **Mixed use industrial**, land containing a building with predominantly industrial use, but also other uses such as commercial or office. Example: a warehouse with office and/or stores.
- 2- **Industrial and Utility**: including manufacturing, transportation, construction, communications, utilities or wholesale trade, and publicly owned industrial lands, such as wastewater treatment

plants, water towers, transit garages, DOT road sanding stockpiles or maintenance staging areas. It also includes warehouses, some special horticultural uses such as greenhouses that do not sell to the public, landfills, and junk yards, radio and TV stations.

- 3- **Extractive:** gravel pits and quarries.
- 4- **Railway:** land for multiple railroad track lines, including storage and repair yards, intermodal containerized freight and transload facilities, railroad depots.

For the years 1997, 1990 and 1984, categories are slightly different than those in 2000 but equivalent in general terms. They are explained in the next paragraph.

- 1- **Industrial:** Including categories in the SIC code, manufacturing, transportation, construction, communications, utilities and wholesale trade, and others such as greenhouses that do not sell to the public.
- 2- **Extractive:** gravel pits and quarries
- 3- **Industrial Parks not developed:** parcels of land in a designated industrial park but not developed
- 4- **Public Industrial:** waste water treatment plants, city bus garages, and DOT sand and salt stockpiling areas.

Because Metropolitan Council GIS coordinates system is set in square meters, to calculate land area, square meters were converted into square feet and then into acres.

**City Assessor data:** Assessor's Office data was extracted from the City data warehouse for the years 1990, 1995, 2000. Data for 2002 was available from City GIS Services. Although the time-series of Metropolitan Council and City of Minneapolis do not coincide, there are certain compensations in using them side by side: Metro council's data go back to 1984, while city's data are as recent as 2002.

To process data, the building use code (three-digit code City Assessor), was chosen over the land use code (four-digit code City Assessor) because of more detailed categories of use. In the three-digit code entire parcels are classified according to building use, although a parcel containing two or more structures of different use may have more than one use. The building use code was also preferred because it could be easier to match with the Metropolitan Council land use categories and the City zoning code. 2002 information was converted from four-digit land use code into three-digits building use code, comparable to 1990, 1995 and 2000 figures. Industrial uses were grouped in several categories that yielded parcel area figures in square feet lately converted into acres.

It has to be pointed out that Assessor's office information serves the purpose of tax collection. Uses are not classified for land use planning. For example, a land with a structure, i.e. a house, with no commercial value is considered vacant or unused land. The Assessor may change the use of the land in a parcel if it considers that surrounding areas are changing, the change does not affect assessment value, and is in agreement with the City Zoning Code.

The following categories from the Assessor's building uses in parcels were included taking into account industrial land use categories according to the City zoning Code.

**Light Industrial:**

- a. Food and meat process (CFM)
  - b. Machine shop (CMS)
  - c. Newspaper and print plants (CNW)
  - d. Warehouse and offices (COW)
  - e. Miscellaneous structures (MISC)
  - f. Concrete production plant (ICP)
  - g. Industrial condo (IIC)
  - h. Manufacturing (IMF)
  - i. Tanks (ITK)
  - j. Warehouse (IWS)
- 2- **General Industrial:**

- a. Floor or feed mill (IFF)
- b. Garbage incinerator (IGB)
- c. Grain elevator (IGE)
- d. Petrol processing (IPP)

**3- Transportation, Communication:**

- a. Aircraft repair hangar (CAC)
- b. Broadcasting studio (CBS)
- c. Bus terminal (CBT)
- d. Telephone exchange (CTE)
- e. Heat and cool utility (CUH)
- f. Pumping station (IPS)
- g. Industrial railway (IRR)
- h. River Lock (IRV)
- i. Utility towers (ITT)
- j. NSP utility (IUT)

**4- Commercial Services:**

- a. Vehicle/equipment repair and maintenance ((CAT)
- b. Industrial mini-storage ((IMS)
- c. Laboratories (CCM)
- d. Dry clean/laundry (CDL)

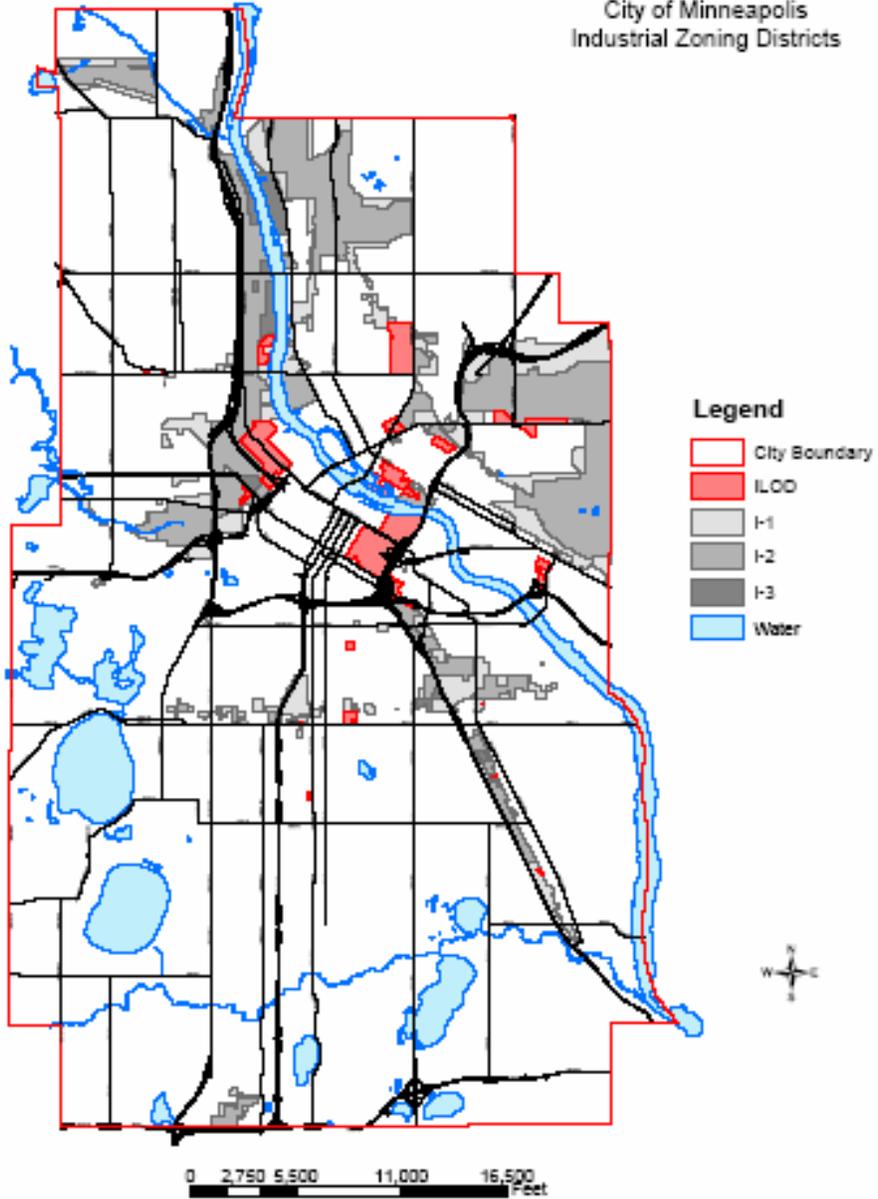
**5- Undeveloped, Unused land**

- a. Unused industrial

# ATTACHMENT 2

## Minneapolis Industrial Zoning Districts – Map

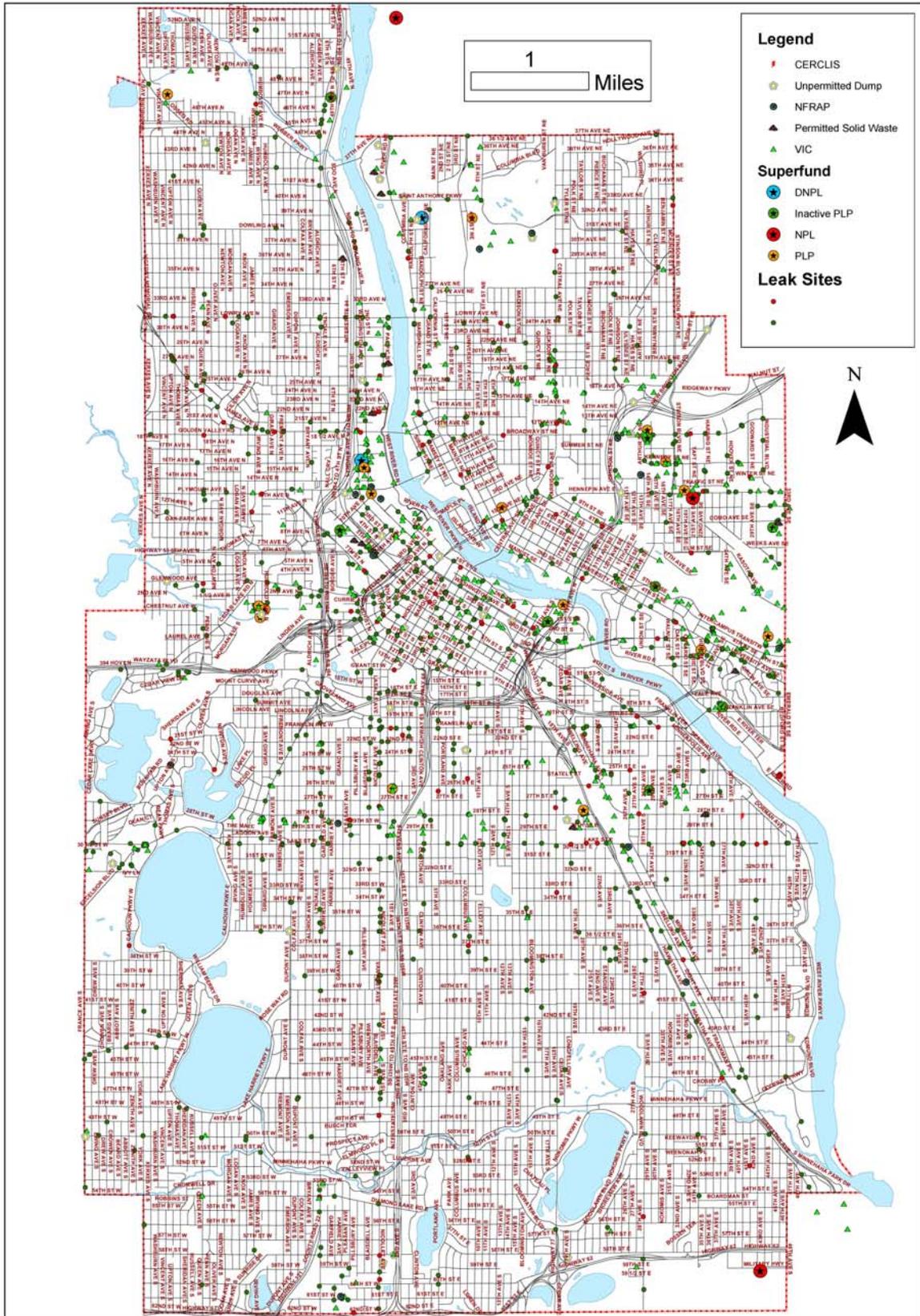
City of Minneapolis  
Industrial Zoning Districts



**ATTACHMENT 3**

**Minneapolis Polluted Sites – Map**

# Minneapolis Polluted Sites



## **ATTACHMENT 4**

### **Guidelines for Graphic and Data Deliverables for CPED Planning Contracts**

#### **Quantities**

The vendor must provide to CPED Planning the quantities for each item as specified in the contract on the agreed upon date.

#### **Delivery**

The vendor must deliver to CPED Planning at Room 210 City Hall, Minneapolis MN 55415-1385, all deliverables in the contract.

#### **Original Materials**

All original materials provided to the contractor for the purpose of executing the contract and preparing deliverables shall be returned at the conclusion of the contract, on the deliverables date, or as needed by CPED Planning. This includes documents, data, photographs, maps, illustrations, and like items in either paper or digital form.

#### **Graphic Materials**

All graphic materials -- paper, photographic, digital, or other creative/production materials -- created by the vendor during the process of fulfilling the contract shall be delivered to CPED Planning on the deliverables date or by an agreed upon date thereafter. This includes any final communication materials such as preliminary reports, print publications, presentations (physical or electronic), or other products as specified in the deliverables part of the contract.

#### **Data Materials**

All data collected or generated in the process of executing the contract shall be delivered to CPED Planning on the deliverables date or by an agreed upon date thereafter. Any agreement to alter the deliverable date must be executed in writing.

#### **Repurposing**

The contractor understands that any materials or research prepared in the process of executing the contract as well as any deliverable item may be reused or repurposed by CPED Planning as deemed useful.

#### **Media Formats for Electronic Exchange of Information and Data**

CPED Planning exchanges data in PC format on the following types of media:  
CD-ROM.

E-mail attachments not to exceed 5 Meg per e-mail.

Files may be compressed if necessary using a format agreed upon with CPED staff.

#### **File Formats for Electronic Exchange of Information and Data**

The following application formats are the standards for exchange of information in electronic format. Version compatibility must be verified with CPED contract manager.

- Word processing; Microsoft Word DOC file
- Spreadsheet; Microsoft Excel XLS file
- Database; Microsoft Access MDB file
- Presentation; Microsoft PowerPoint PPT file
- Vector illustrations and illustrative maps; Corel Draw CDR file or Adobe Illustrator AIS file
- Raster illustrations; Adobe Photoshop
- Maps; ArcInfo/ArcView
- Desktop Publishing; Adobe PageMaker P65 file
- Portable documents; Adobe Acrobat PDF file.
- Technical drawings (CAD) such as site plans, working drawings, etc. should be in AutoCad format

### **Physical Format of Print Media Deliverables**

The Department desires to keep its publications in formats that are easy to mail, shelf, and file (see *Dimensions* in the *Reproduction Method* section.) We also want to ensure that additional copies may be easily reproduced through photocopy or other affordable processes. We reserve the right to edit. Contractor must check spelling and grammar usage. No final product may be printed without sign-off from authorized Department representative.

### **Page Layout, Type Selection, etc.**

We do not require a particular standard for page layout or type face however we do ask you to design for legibility and reading speed and comfort. It is generally more desirable that the graphic and textual elements clearly convey our information than to squeeze the most information into the smallest space.

It is important that images and graphics be able to convey their information when produced in grayscale printing or when photocopied. Please work with CPED Planning to determine the number of categories of information that will be displayed in maps, charts, and other representations of categorical information.

Pages from our documents are frequently photocopied. In order to maintain identification, we want the following information to appear on each page. The information may be divided among the header, the footer, or a floating footer:

- the name of the document
- the authorizing organization; for example, Minneapolis CPED – Planning Division
- the publication date or revision date
- the draft or version number, if applicable
- the page number

We prefer to limit or eliminate the use of foldouts, inserts, pockets, blow-ins, etc.

### **Reproduction Method**

Where quantities permit and cost justifies, an overrun of offset printed publications is preferable to exact count or underruns of digital printing (especially for documents containing color). Consult with CPED Planning for reproduction options on short runs and preliminary documents.

Publications printed to meet contract requirements should conform to the following specifications. If an alternative format is required to best present the material, contractor must obtain approval from CPED Planning.

- Quantity: will be established during contract design or by determination of needs during contract period.
- Dimensions: 8.5" X 11"
- Orientation: Vertical
- Binding: staple (corner or side), saddle stitch, perfect, wire (spiral or finger), plasticoil, loose leaf, or GBC are acceptable types of bindings. Plastic comb, plastic channel, and metal slide bindings are NOT generally acceptable. CPED Planning will approve the type of binding depending on the specific needs of the project, number of pages, and cost considerations.
- Cover options: self-cover in standard cover weights, card stock, plastic sheet, plastic laminate, loose-leaf binder with clear front and spine with printed inserts, loose-leaf binder with screen printed art.
- Text stock: 70 # white offset is preferred for readability and reduced show-through.

### **Format of Digital Media Deliverables**

We like to receive PDF versions of documents as well as the paper versions. Please send one version in screen format (75 DPI) and one version in printable format (600 DPI).

PDF files prepared at 75 DPI should not be larger than five (5) Megabytes each. If needed, the files may be saved by chapter and linked to a Table of Contents file.

### **Recycling**

We encourage contractors to prepare reports that are readily recyclable.