

**NICOLLET HOTEL BLOCK/NORTH TERMINAL  
Pre-Proposal Meeting Outline & Notes  
August 19, 2005, 9:00 am – 11:00 am  
Conference Room #3 – Crown Mill**

1. Welcome/Introductions
2. Keynote Remarks – Mike Christenson (CPED Director of Economic Development)
  - ▽ **City strategy for Transit Oriented Development in Minneapolis and on the Nicollet Hotel Block site**
  - ▽ **Complexity of Nicollet Hotel Block/North Terminal project in terms of requirements and multi-jurisdictional processes**
  - ▽ **Recent passage of the State legislation provides public bidding exemption and allows a unified project**
  - ▽ **Expression of thanks for your patient interest in this project and encouragement to submit development proposals by the September 15<sup>th</sup> deadline**
3. Project Overview – Jerry LePage (CPED/Housing Development)
  - ▽ **Amended RFP**
    - **State legislation: public bidding exemption – NEW.**
    - **Disadvantaged Business Enterprise (DBE) program – NEW**
    - **Environment Assessment/Historic Preservation process – NEW**
    - **Mixed use & Transit Terminal components. There are still two components but the recent State legislation now allows the City to offer the site as one project to a developer through the RFP**
    - **Transit Terminal: funded by Federal Transit Administration (FTA) grant, land sale proceeds, special Congressional appropriation, and Metropolitan Council funds**
    - **Land sale to selected developer subject to 99-year, no-cost lease of Terminal to Metro Transit**
    - **No dedicated public funding for private, mixed use component**
    - **Affordable housing encouraged but not required, unless the developer obtains public funds for the private development component**
    - **Possible skyway to Library, although funding uncertain. At minimum, Nicollet Hotel Block development must be designed to accommodate a future skyway connection to the Library.**
  - ▽ **RFP Timetable**
    - **Pre-proposal meeting: August 19, 2005**
    - **Development proposal deadline: September 15, 2005, at 4:00 p.m.**
    - **Development proposal review process: September-November with selection of developer by City Council in December or January**
4. Transit Terminal Shell and Metro Transit Tenant Improvements – Steve Kotke (Mpls. Public Works) and Pat Jones (Metro Transit)
  - ▽ **Summary of Terminal Shell and Tenant Improvements elements**
  - ▽ **Sample terminal schematics will be posted on the City website along with the RFP.**

5. Environmental & Historic Preservation – Michael Orange (CPED/Planning)
- ▽ **The environmental and historic preservation requirements are triggered by the use of federal FTA funds for the Transit Terminal**
  - ▽ **FONSI (Finding of No Significant Impact) Letter has been issued by FTA**
  - ▽ **Environmental/historic review is required but much of the work has already been done by City staff. Processes have been established to govern the review of specific development proposals in the future**
  - ▽ **Memorandum of Agreement (MOA) between the FTA, the State Historic Preservation Society (SHPO), and the City has established these processes**
  - ▽ **The Historic Impact Zone - due to proximity to the Minneapolis Warehouse and St. Falls Historic Districts**

6. The Disadvantaged Business Enterprise (DBE) Plan and Other FTA Requirements – Jayne Khalifa (Mpls. Civil Rights Dept) and Pat Calder (Metropolitan Council)

- ▽ **The DBE requirements are triggered by the use of federal FTA funds for the Transit Terminal**
- ▽ **DBE Plan for the Terminal Shell**
- ▽ **Contingent DBE Plan for the Private Development (if public assistance received)**
- ▽ **Contract between City and Met Council for monitoring DBE Plan compliance and other FTA requirements**
- ▽ **Metro Transit will do the finishing out of the Terminal Shell as tenant improvements under a separate process, which will also be subject to DBE since federal funds will be used**

7. Questions/Answers:

**Q. Can you give us an example of an item that would be located in the Terminal Shell and would benefit the entire development and therefore, would invoke the Federal requirements, such as DBE compliance?**

**A.** The building's heating plant would be an example.

**Q. Does Metro Transit have any preferred layouts for the 24-bus-capacity- Terminal?**

**A.** We have some layout examples but Metro Transit has no preferred version. In May 2003, early in the Terminal planning process, the City hired BWBR Architects to prepare some preliminary schematic options for the layout and functional operation of the Transit Terminal. Next week, these example layouts will be posted on the RFP website for illustrative purposes only. Some components of these plan options are not approvable by the City of Minneapolis because they are not in conformance with the adopted policies and regulations of the City of Minneapolis.

**Q. How can we make sure that our business is qualified to participate in the DBE Program for this project?**

**A.** Contact Pat Calder, Equal Opportunity Consultant, at the Metropolitan Council as soon as possible. She can be reached by phone 612-349-7463 or e-mail: pat.calder@metc.state.mn.us.

**Q. How long does it typically take to complete the DBE certification process?**

**A.** The minimum amount of time is 30 days. The Metropolitan Council's goal is to fully process all applications within 90 days.

**Q. Is this pre-proposal meeting a mandatory meeting in order to participate in this project?**

**A.** No, this meeting is voluntary.

**Q. Can a company submit the Metropolitan Council application for DBE certification at the same time as the company submits an RFP Response for the project?**

**A.** Yes, but the company should be aware that while the two processes can run concurrently, each process has its own set of deadlines and requirements. On the day that the contract is awarded to the Prime Developer/Contractor, the DBE certifications for any participating businesses must be completed by that day.

**Q. Will the City provide sub-contractors with a list of prime contractors who are interested in this project before the RFP response deadline of September 15, 2005?**

**A.** No, because the City has no idea which companies are truly interested until they submit a response to the RFP. But the City does have a 600+ mailing list of contractors who were notified of this project and the sign-in lists for the other pre-proposal conferences for this project.

Pat Calder clarified that the Prime Developer/Contractor does not provide a list of the subcontractors who will work with them at the time of the Contract Award. The list of subcontractors is given to the City later. Interested subcontractors will have time to contact the Prime Developer to request participation in the project.

8. Further questions regarding the RFP must be submitted by email to [jerry.lepage@ci.minneapolis.mn.us](mailto:jerry.lepage@ci.minneapolis.mn.us), and replies will be posted on the City website: [www.ci.minneapolis.mn.us/cped](http://www.ci.minneapolis.mn.us/cped). The sign-in sheet and pre-proposal meeting notes will also be posted on the website.