Request for Proposals

**For consultant services to the City of Minneapolis
to prepare a Midtown Greenway Land Use and Development Plan
within a budget not to exceed $80,000**

BACKGROUND INFORMATION

The Midtown Greenway is the former railway corridor running along 29th Street from Lake Calhoun in the west to the Mississippi River in the east. The railroad bed is currently owned by the Hennepin County Regional Transit Authority with the intention of combining rail transit service with bike and pedestrian trails. The first phase of the paved trails opened in 2001, the second phase in November 2004, and the final phase from Hiawatha to the river has a planned opening of 2005.

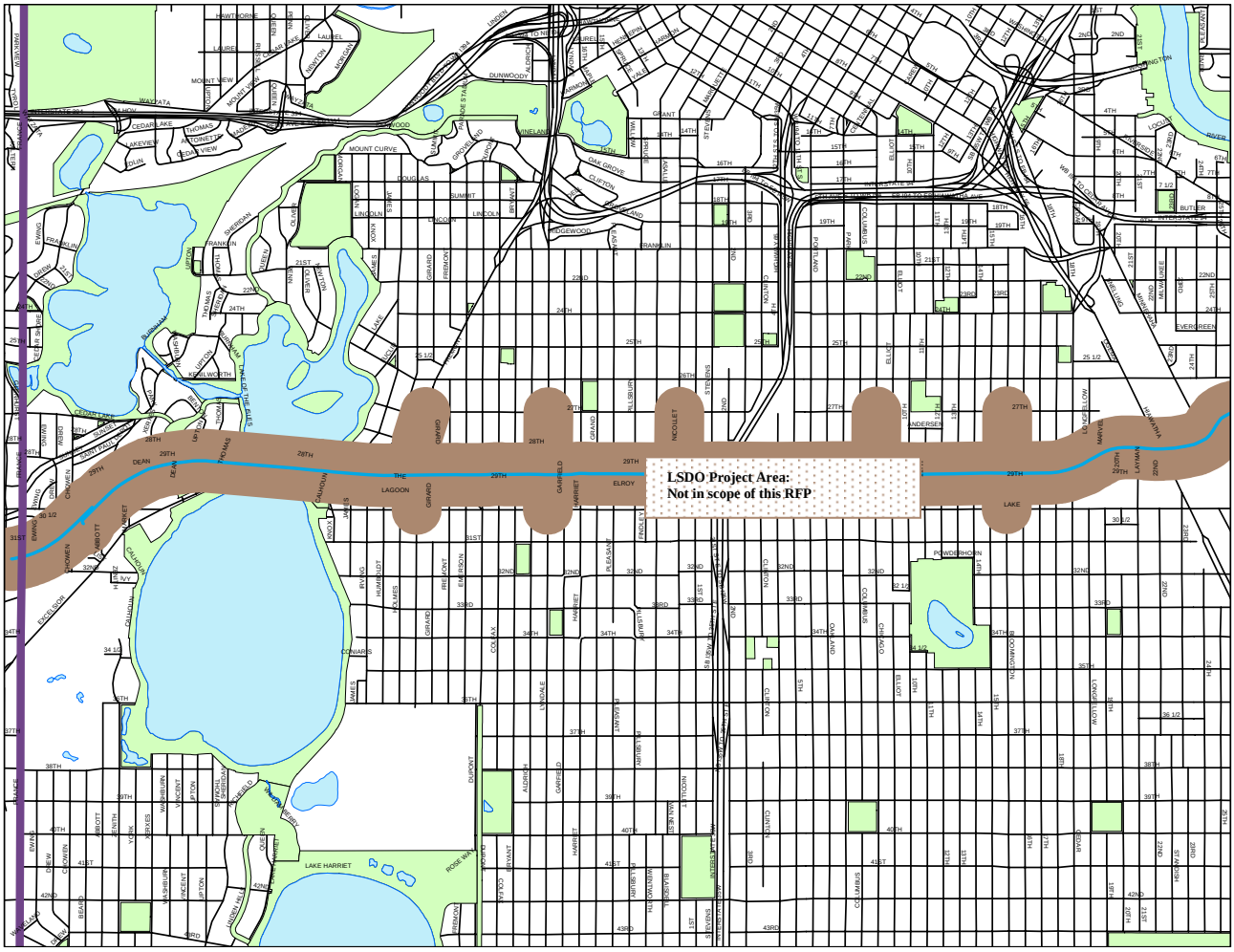
Land uses are changing dramatically along the greenway spurred by the new greenway amenity, and the construction of Urban Village in Uptown and the Midtown Exchange in Midtown. Development pressure is also expected to respond to the prospect of the greenway supporting a rail link between the southwest LRT corridor and the Hiawatha Avenue LRT line. A plan is needed to create a comprehensive vision and implementation strategy to guide development and public improvements along the entire length of the corridor.

PROJECT GOAL AND OBJECTIVE

The purpose of the plan is to provide the City with a clear policy direction for land use and development along the Midtown Greenway. The plan will evaluate the long-term viability of existing land uses along the corridor. It will propose future use of land along the Midtown Greenway and particular development concepts for selected opportunity sites—taking into consideration the development of Lake Street as well as anticipated rail transit under consideration for the area. It will explore possible approaches to addressing certain key implementation issues.

PROJECT AREA

The study area includes property within one block of the Midtown Greenway from the western border of Minneapolis to Hiawatha Avenue, excluding the area studied as part of the Lake Street Development Objectives process. It will generally exclude properties fronting on Lake Street, and may be extended as appropriate up to ¼ mile from nodes proposed for potential future transit stations.



Approximate Study Area

Approximate Study Area:
Midtown Greenway Land Use and Development Plan

SCOPE OF SERVICES

The finished project will include the following elements. Interim products and graphics will be produced as necessary.

1. **Survey of existing conditions**
   a) Historical context
   b) Past and current planning efforts in the study area, including a summary of recommendations from existing and concurrent planning efforts
   c) Current comprehensive plan (The Minneapolis Plan) land use designations, policies, and implementation steps that apply to study area
   d) Demographic survey of population and employment
   e) Survey of existing property attributes such as land use, zoning, property value, building floor area, number of units, occupancy, homestead status, and condition
   f) Market data and analysis adequate to support recommendations concerning land use and development guidelines, and to evaluate the general feasibility of development concepts

2. **Development framework**

   Technical analysis and description of desired development under the following headings.

   a) Housing
      - Appropriate locations
      - Height, density, character
   b) Industrial
      - Appropriate locations
      - Height, density, character
   c) Commercial
      - Appropriate locations
      - Height, density, character
   d) Urban character and design
      - Design guidelines for development
      - Height-shadowing
      - Pedestrian and bicycle supportive elements
   e) Transportation
      - Role of 29th Street
      - Green linkages
      - Sidewalk standards
   f) Public realm
      - Public/private promenades
      - Landscaping/open space

3. **Study outcomes**
   a) Vision statement
   b) Principles of greenway supportive development
   c) Future land use plan with supporting text and map
   d) Development guidelines with supporting text and illustrations

e) Development concepts for selected opportunity sites for redevelopment and public amenities with supporting text, illustrations and concept-level pro formas
f) Strategic recommendations for financing, ownership, and management of greenway-supportive public improvements based on national best practices
g) Proposed regulatory changes required to foster/support desired development, including evaluation of those proposed in the Midtown Greenway Zoning Overlay District
h) Anticipated phasing, timelines and costs

Recommendations from past studies are to be incorporated into these outcomes as appropriate.

COMMUNITY ENGAGEMENT

The chosen consultant will engage the community during the course of the project. Community engagement exercises/events must be structured so as to invite input related to community preferences while providing context in terms of overall city goals and development feasibility. Community is defined to include representatives of the following:

- Neighborhood organizations and residents including home owners and renters
- Business organizations and business owners/managers
- Property owners

Community engagement activities must be structured to elicit participation by various stakeholder groups of the project area. Particular attention should be paid to a) engaging minority and immigrant communities, and b) how to elicit participation from stakeholders along the length of the greenway. The proposal should outline how outreach and engagement will be accomplished.

Community engagement activities will include at least the following:

- Four (4) public meetings at a minimum to be held at times and locations accessible to all potential participants. The meetings should include: 1) A public meeting to kick off the process; 2) Working meeting to discuss and work through land use recommendations; 3) Working meeting to develop site-specific development concepts; and 4) Public meeting to present final recommendations.
- Materials for public meetings shall include large-scale graphic representations of various aspects of the study area.
- Documentation of the public participation process is required in the form of meeting notes, distribution lists, sign-in sheets, and comment sheets.

The consultant will conduct at least one focus group with potential greenway-area developers in order to test development assumptions.

The consultant will engage City and County staff and others as necessary to ground the analysis and products in the realities of public sector goals and financial capacity, and to take into consideration infrastructure implications and proposed transit alternatives.

PROJECT DELIVERABLES

For purposes of this request for proposal it can be assumed that 10 paper copies of the final plan document will be produced along with 100 CD copies in pdf format. Electronic versions of all final and preliminary products will also be available to city staff as detailed in Appendix Three.

PROJECT SCHEDULE

The consultant should develop a work schedule that corresponds to the following framework:

- Services and products related to this request for proposal are to be completed within 12 months of the contract award date.
- A minimum of four (4) public meetings are to be held at times and locations accessible to all potential participants. The first meeting shall be conducted within two months of contract execution.
- At least one (1) focus group is to be conducted with potential greenway-area developers.
- Required regular communication between the consultant and CPED Planning staff.
- 45-day public review process upon completion of the project.
- The first payment will be issued upon completion of the first month of the contract. Final payment will be withheld until all required deliverables are received by the City.

MANAGEMENT STRUCTURE

Staff from the Planning Division of the Minneapolis Community Planning and Economic Development Department will manage this project. The consultant is expected to meet monthly or as requested with City staff during the course of the study. These meetings are in addition to meeting requirements related to the Midtown Greenway Land Use and Development Plan Steering Committee. The consultant will discuss proposed methodologies with and gain approval from City staff prior to performing the study tasks. All written, graphic, display, and presentation materials to be made available to the public by mail or in meetings are to be provided to City staff for review one week prior to their use or as requested by staff.

A Steering Committee is being formed to provide process guidance and assist with community outreach. The consultant is expected to attend Steering Committee meetings to update the Steering committee on the study progress and identify issues for Steering Committee resolution. The Steering Committee will meet approximately monthly.

PROPOSAL FORMAT AND SUBMITTALS

The cover page is to include the following information:

1. Consultant's name and mailing address
2. Consultant's current legal status: corporation, partnership, sole proprietor, etc.
3. Federal ID number
4. State ID number
5. Contact person's name, title, phone number, fax number and email address
6. Signature of authorized corporate officer for each entity proposing as a partnership or team

Scope of Services: Describe how service will be provided. Include a detailed listing and description of proposed 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 proposed methodologies to be used to provide the requested services and deliverables.

Experience and Capacity: Describe the background and experience of all firms and subcontractors, demonstrating ability to provide the required services.

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

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 outlines in the Scope of Services. Provide resumes for all assigned staff. Identify the individual(s) that will serve as contact person for assignments, billings and general contract administration. Specific subcontractor personnel should be similarly listed. Identify those that are certified in the City of Minneapolis Small and Underutilized Business Program.

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

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

- Fee estimate for the project based on an understanding of the project and services. Itemize the estimate according to project phases and types of service.
- Hourly rate schedule for all personnel that will be assigned to the project.
- Reimbursable expenses estimate.

Timeline: The consultant shall propose specific dates for completion of each project phase.

Insurance: Provide proof of insurance coverage to at least meet the minimum requirements listed in item #5 of the Section "Request for Proposals General Requirements".

Number of proposals: 5 paper copies and 30 CD copies (pdf format) of the proposal are required. Proposals must be on standard 8 ½" by 11" paper. All supporting documents must be on paper no larger than 11" by 17". Proposals and supporting documentation must be submitted in a sealed envelope labeled "Midtown Greenway Land Use and Development Plan." Telefaxed proposals will not be accepted. Respondents may choose to provide additional sets if and when invited to do so for presentation purposes. Submissions will not be returned.

The Minneapolis Department of Community Planning and Economic Development reserves the right to modify or issue amendments to this Request for Proposals. If questions result in the

modification of this RFP, the written modification will be distributed to known proposers, or anyone who has indicated an interest in writing.

PROPOSAL DUE DATE AND LOCATION

Proposals shall be delivered to CPED on or before:

4:30 p.m. Central Standard Time, March 14, 2005, and delivered to:

Contract Services
Re: Midtown Greenway Land Use and Development 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 ensure that a proposal is received in a timely manner.

Prospective responders may direct questions in written form only to the appropriate department contact person. All questions and requests for information regarding this RFP should be directed to Thomas Leighton, CPED Planning Division:

Thomas Leighton
Principal Planner
Department of Community Planning and Economic Development
Planning Division
350 South 5th Street, Room 210
Minneapolis, MN 55415
thomas.leighton@ci.minneapolis.mn.us

All questions regarding this request for proposal are due no later than March 9, 2005. Questions will be answered in writing and posted on the CPED website (www.ci.minneapolis.mn.us/cped). The department contact cannot vary the terms of the RFP.

EVALUATION CRITERIA

All proposals received within the stated deadline will be reviewed by city staff and the project steering committee. The committee will select one consultant (or 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:

• Quality, completeness, and clarity of proposal
• Demonstrated understanding of the project scope • Organization, management and technical approach to the project • Demonstrated experience in technical expertise required to complete the project • Ability to package findings, ideas, concepts, and policies through a combination of written and graphic mediums • Staff qualifications and experience • Demonstration of capacity to successfully complete the project
• Itemization and allocation of staff resources in relation to the tasks outlined in the project scope • Review of references • Cost to provide the requested services and deliverables

One or more consultants may be asked to make a presentation to the steering committee after proposal submission.

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

ANTICIPATED TIMELINE FOR CONSULTANT SELECTION

Submission deadline for proposals: March 14, 2005

Review and evaluation of proposals: Week of March 28. Possible follow-up interviews week of April 11.

Selection of consultant: By April 18, 2005

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 or 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 contact, 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 ask 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 or by contacting Roxanne Crossland at 612/673-2112.

APPENDIX ONE

The Minneapolis Plan (City's comprehensive plan)

Minneapolis will increase its share of economic prosperity in the region by providing adequate land and infrastructure while at the same time emphasizing both business retention and expansion. Reinvestment in Minneapolis will be focused in designated growth centers and along major corridors.

Minneapolis will increase its supply of housing, particularly in those areas of the city that are well served by transit and other amenities. A variety of housing types that accommodate a mix of incomes is encouraged throughout the city. Minneapolis will encourage medium and high-density housing in appropriate locations within the city. New housing development should be compatible with its environment and provide gathering spaces for the residents and broader community.

Minneapolis has a policy of "Transit First." A system of public and private sidewalks, coupled with investment in transit alternatives, will provide better choices for the range of transportation needs. Minneapolis will support the preservation and expansion of the existing open space network, including greenways.

New buildings should have an appropriate form and density compatible with the surrounding area while exhibiting a human-scale in relation to pedestrian activity on the sidewalk. Minneapolis will work with private and other public sector partners to invest in new development that is attractive, functional and adds value to the physical environment.

<u>Chapter 1 – Community Building</u>
1.2 Minneapolis will encourage both private and public development that provides gathering spaces in city neighborhoods.

- Investigate needs for additional public land to create gathering places.
- Encourage private developers to include gathering spaces in new developments.

<u>Chapter 2 – The Market and the City</u>
2.1 Minneapolis will increase its share of economic prosperity in the region.
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, low impact, light industrial activity.
2.3 Minneapolis will continue to provide high quality physical infrastructure to serve the needs of business.
2.8 Minneapolis will develop the existing economic base by emphasizing business retention and expansion.

<u>Chapter 3 – Marketplaces: Growth Centers</u>
3.1 Minneapolis will designate and develop selected Growth Centers which will be well served by transit and alternative transportation, have superior amenities, accommodating a range of housing needs and offer attractive employment opportunities.

- Designate downtown Minneapolis, the University of Minnesota area and the Wells Fargo/Hospitals area as "Existing Growth Centers" with the adoption of this plan.

3.4 Minneapolis will create a Growth Center plan for the South Phillips area, similar to the Downtown 2010 plan which would guide decisions and investment in the area, recognizing the contributions from existing plans and planning processes.

- Support the contribution of Wells Fargo, Allina Health Systems hospitals and other neighborhood institutions to the city and the neighborhoods adjacent to them.
- Maintain clear channels of communication and participation to coordinate the planning efforts of local institutions, city agencies and neighborhood organizations.
- Encourage the expansion and establishment of new employment-generating activities at the Sears site and along the 29th Street corridor.
- Provide good regional and intra-city transit access to meet commuter needs.

<u>Chapter 4 – Marketplaces: Neighborhoods</u>

4.1 Minneapolis will encourage reinvestment along major urban corridors as a way of promoting growth in all neighborhoods.

4.4 Minneapolis will continue to provide a wide range of goods and services for city residents, to promote employment opportunities, to encourage the use and adaptive reuse of existing commercial buildings, and to maintain and improve compatibility with surrounding areas.

4.9 Minneapolis will grow by increasing its supply of housing.

- Support the development of new medium- and high-density housing in appropriate locations throughout the City.
- Support the development of infill housing on vacant lots. Use partnerships and incentives to reduce city subsidy level and duration of vacancy.

4.10 Minneapolis will increase its housing that is affordable to low and moderate income households.

4.11 Minneapolis will improve the availability of housing options for its residents.

4.17 Minneapolis will promote housing development that supports a variety of housing types at designated Major Housing Sites throughout the city.

- Protect Major Housing Sites for medium (10-30 units per acre) to high (30+ units per acre) density residential development from development proposals which exclude housing through land use controls, redevelopment plans and other available means.
- Promote the development of new housing that is compatible with existing development in the area as well as to existing historic or older housing stock where appropriate.

<u>Chapter 6 – Leisure and Culture</u>

6.2 Minneapolis will develop and support a system of urban parks and 'greenway' connections throughout the City.

- Preserve former transportation corridors that are intact or largely intact and use them to connect neighborhoods to each other and to major amenities.

6.6 Minneapolis will continue to support the role of arts in tourism and community pride.

<u>Chapter 8 - Movement</u>

8.1 Minneapolis will maintain and enhance the elements of a responsive transportation system through balancing the interests of economic development and neighborhood livability.

- Maintain the continuity of the dense grid of city streets to prevent substantial traffic increases on a small number of residential streets.
- Continue to maintain roadways and bridges in the city's street system.

8.4 Minneapolis will continue to build, maintain and require a pedestrian system which recognizes the importance of a network of private and public sidewalks which achieve the highest standards of connectivity and amenity.

- Require the most generous sidewalk width possible for public sidewalks located in high pedestrian volume areas, such as existing growth centers, neighborhood commercial areas, transit corridors and missed use areas.
- Promote the development of design standards that produce high quality sidewalks for public and private sector development, with supporting street furniture (including street trees), ample widths for pedestrian traffic and transit loading, and the use of materials that require acceptable levels of maintenance.
- Encourage all new developments to situate their front doors so that they open onto the public sidewalk.

8.5 Minneapolis will strengthen the transportation system in favor of transit alternatives in order to make transit a better choice for a range of transportation needs.

8.6 Minneapolis will follow a policy of "Transit First" in order to build a more balanced transportation system than the current one.

- Focus transit services and development growth along transit corridors.
- Give public transit priority in development planning and on the Minneapolis street system.

8.7 Minneapolis will direct its share of regional growth to areas well served by transit, to existing and potential growth centers and along transit corridors.

- Require that future growth centers be well served by reliable and convenient transit service.
- Require that all major new developments located within the city facilitate transit access and service.

8.8 Minneapolis will continue to aggressively pursue transit improvements in corridors which serve major transit origins and destinations, with the eventual goal of a region wide rail system, including Light Rail Transit (LRT) and commuter rail.

- Continue to pursue a regional network of improved transit, linking LRT service and existing bus service.

8.11 Minneapolis will continue to enhance the opportunities for cyclist movement.

<u>Chapter 9 – City Form</u>

9.3 Minneapolis will support the preservation and expansion of the existing open space network, including greenways.

- Encourage new development projects to incorporate open spaces and green spaces through land use regulations and other regulatory tools.
- Promote the development of financing, maintenance and community involvement tools that encourage the greening and improvement of transportation corridors and public spaces.

9.5 Minneapolis will support the development of residential dwellings of appropriate form and density.

- Expand the understanding of the role that urban density plays in improving business markets, increasing the feasibility of urban transit systems and encouraging the development of pedestrian-oriented services and open spaces.

9.6 Minneapolis will work with private and other public sector partners to invest in new development that is attractive, functional and adds value to the physical environment.

- Promote the use of progressive design guidelines and street-oriented building alignments to maximize compatibility with surrounding neighborhoods.
- Curb the inefficient use of land by regulating maximum and minimum height, setbacks, build-to lines and parking through master planning methods and zoning code regulations.
- Require site designs which maximize the potential for public transit and alternative transportation use in commercial, research and development and light industrial developments.

9.7 Minneapolis will work with institutional partners to assure that the scale and form of new development or expansion will occur in a manner most compatible with the surrounding area.
9.8 Minneapolis will maintain and strengthen the character of the city's various residential areas.
9.12 Minneapolis will promote design solutions for automobile parking facilities that reflect principles of traditional urban form.
9.13 Minneapolis will restore and maintain the traditional street grid.
9.16 Minneapolis will encourage new development to use human scale design features and incorporate sunlight, privacy, and view elements into building and site design.
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.
9.26 Minneapolis will prioritize growth in light industrial land uses to increase the tax base and create jobs for city residents.

APPENDIX TWO

Related Plans & Studies

- *South Whittier Land Use Report and Redevelopment Plan*, South Whittier Land Use Committee, 1992.
- *Lake Street Business Profile*, Powderhorn Park Neighborhood Association and Lake Street Task Force, 1994.
- *Hennepin Avenue Strategic Plan*, Martin & Pitz, 1995.
- *Lake Street at the Crossroads*, Ackerberg Group, 1996.
- *29th Street Midtown Greenway Corridor Master Plan*, SRF Consulting Group, Inc., 1996.
- *Midtown Greenway Personal & Physical Safety Final Report*, SRF Consulting Group, Inc., 1998.
- *Lake Street Midtown Greenway Corridor Framework Plan*, Close Landscape Arhcitecture, Inc., 1999.
- *Nicollet Avenue: The Revitalization of Minneapolis' Main Street*, Nicollet Avenue Task Force, 2000.
- *Lake and Nicollet Commons: Pre-Development Funding*, Sherman Associates, 2001.
- *Nicollet Avenue Development Plan*, BVK Group, Inc., 2001.
- *Midtown Crossings Workshop: 10/26-28/2001 (presentation of findings)*, University of Minnesota Design Institute, 2001.
- *Resonant Journey: The Public Art Master Plan for the Midtown Greenway Corridor*, Freeman/Whitehurst Group, 2001.
- *I-35W Access Project Summary*, Smith Parker, 2002.
- *Phases I and II of the Architectural History Investigation for the Proposed Midtown Greenway, Minneapolis, Minnesota, Volume I*, The 106 Group, Ltd., 2002.
- *Draft Midtown Greenway Urban Design Vision Statement*, Gary Shallcross, 2002.
- *Draft Midtown Greenway Urban Design Goals*, Gary Shallcross, 2002.
- *Corcoran Midtown Revival*, Hoisington Koegler Group Inc., 2002.
- *Midtown Greenway Zoning Overlay District Report*, Midtown Greenway Coalition, 2003.
- *The Lake Street Initiative*, Powderhorn Park Neighborhood Association (comments from a series of PPNA-sponsored workshops), 2003.
- *Southwest Corridor Rail Transit Study*, Hennepin County, 2003
- *MGC Sketchbook I*

Concurrent Plans and Studies

- *Midtown Greenway Bridge Study*, City of Minneapolis
- *Lake Street Development Objectives*, City of Minneapolis
- *Seward Longfellow Greenway Area Land Use and Pre-Development Study*, HKGi.
- *Streetcar Study*, City of Minneapolis
- *Southwest Corridor Alternatives Analysis Study*, Hennepin County

APPENDIX THREE

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 keeps publications in formats that are easy to mail, shelf, and file (see *Dimensions* in the *Reproduction Method* section.) The contractor must 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.
No particular standard is required for page layout or type face. However, product must be designed for legibility and reading speed and comfort. Clearly conveyed graphic and textual information is a higher priority than information condensed onto fewer pages.

Images and graphics must be understandable when produced in grayscale printing or when photocopied. Contractors shall 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 finished documents are frequently photocopied. In order to maintain identification, the following information shall appear on each page. The information may be divided among the header, the footer, or a floating footer:
- Name of the document
- Authorizing organization; for example, Minneapolis CPED – Planning Division
- Publication date or revision date
- Draft or version number, if applicable
- Page number

Contractors should 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

Final products shall be delivered in their native applications (see above for options), as well as PDF format. PDF format documents shall be submitted in both screen format (75 DPI) and 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.