



D TAP

Small Developers Technical Assistance Program



2019 Small Real Estate Developers Training Solicitation
Due 02/08/2019

D-TAP Solicitation:

The City of Minneapolis is seeking trainers to teach and enhance a training program to promote the development of small and emerging real estate developers, in particular those who are women and minorities.



Do you have experience developing real estate projects and want to share it with small and emerging developers?

The City is requesting proposals to teach and enhance the Small Real Estate Developers Training Course.

1. PROGRAM BACKGROUND

In 2016 the City of Minneapolis created the Small Developers Technical Assistance Program (D-TAP) to promote the development of small and emerging real estate developers, particularly those who are women and minorities. D-TAP offers a training course to give real estate developers the technical knowledge to assess and implement projects. The City has been offering this training course since 2016, about 2 -3 times per year, with an average class size of 35 participants.

2. PROGRAM GOALS

- To build capacity and diversify the pool of real estate developers in Minneapolis.
- To create a pipeline of small and emerging developers doing business with the City of Minneapolis.
- To educate new and inexperienced small developers in risk management and the real estate development process.
- To educate decision makers, community partners and City staff on the importance of developer capacity/experience in the evaluation of development proposals.

D-TAP is part of the City's Business Technical Assistance Program (B-TAP) [more details here](#).

3. TARGET POPULATION

The training is targeting, but is not limited to, the following audiences:

- Small and emerging real estate developers with no or limited experience, particularly those who are women or minorities.
- Businesses or nonprofits considering being an owner-occupant or landlords.
- Those seeking to make a living from developing and owning real estate (commercial and/or housing).
- Neighborhood groups, decision makers, City staff and foundations seeking to understand how real estate projects work.

4. PROJECT SCOPE

The City of Minneapolis is seeking trainers to teach and enhance the Small Real Estate Developers Training Course. The City is looking for trainers for two scopes: a. training, and b. curriculum and case study development. Responders can propose one or both scopes.

a. Training:

- Conduct one or more of the following training sessions, which reflect the main sections of the existing curriculum (see Table #1 for more details):
 - Introduction
 - Financial Feasibility
 - Detailed Financial Feasibility and Management
- Trainer will use the City of Minneapolis Small Real Estate Developers Training Course [curriculum materials](#).
- The City will be responsible for registrations, providing facilities, refreshments and course materials.

b. Curriculum and Case Study development:

- Assess, evaluate, and improve or update the existing [curriculum](#).
- Create new case studies for residential and commercial projects that incorporates topics from the full cycle of the real estate development process. The case studies will cover projects for 1- 4 residential units, commercial, and both new construction and rehab. Responder can pick one or more case studies.

5. TRAINING SESSION DETAILS

The table below shows the contents of each of the three sessions as listed in the existing curriculum, the time, and class size. Applicants can apply to one or more of the training sessions, depending on their capacity and skill set.

Table #1: Training Session Details.

Training Session	Topics (as listed in the curriculum)	Session Time	Class Size
1- Introduction	<ul style="list-style-type: none"> Purpose and Introduction Site Selection and Opportunity Identification and Acquisition Due Diligence and Entitlements 	4 Hours	35
2- Financial Feasibility	<ul style="list-style-type: none"> Introduction to Financial Feasibility Financing Design and Construction 	4 Hours	35
3- Detailed Financial Feasibility and Management	<ul style="list-style-type: none"> Detailed Financial Feasibility Lease Up and Property Management 	4 Hours	35

6. SOLICITATION CONTENTS

Download the solicitation application [here](#).

7. TIMELINE:

There will be at least 4 cohorts per year (3 sessions each).

8. PROPOSAL DEADLINE

Proposals shall be emailed on or before **February 8, 2019** to:

Email: daniel.bonilla@minneapolismn.gov

Subject: D-TAP Solicitation

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. Please make sure your proposal is complete.

9. SELECTION PROCESS

The selection process will be at the discretion of City staff based on the overall quality of the proposal contents.

10. QUESTIONS?

Prospective responders should direct questions by email to Daniel.bonilla@minneapolismn.gov by January 20, 2019.

CONTRACT

The selected trainer will be expected to sign the [City’s Standard Agreement Form](#).

[Download D-TAP Application](#)