



**Request for Proposals**  
**Reuse of the former Howard Lake Foods Site**  
**July 19, 2022**



## **Introduction**

The City of Howard Lake is seeking proposals for the purchase, lease or redevelopment of the former Howard Lake Foods site. Located at 603 8<sup>th</sup> Avenue in the heart of downtown, on US Highway 12 Howard Lake, the half-acre site is among the most valuable and strategic sites to both the community and possible investors.

**Respondents may express interest in lease, purchase, or full redevelopment of the site. The successful respondent will enter into exclusive negotiations with the City for the end use of the site.**

Please note, the intent of this RFP is to provide equal opportunity to interested parties and to find the best, long term user for the property. Strictly speculative interest is not permitted. Entities that are interested in marketing the property or have services to offer that may be of interest to the City are encouraged to submit a proposal and delineating services under section 1.1 of the RFP.

## **Background**

Downtown Howard Lake has been served by various grocery stores, in multiple sites for over 75 years. In 1974, the current site and building were constructed and operated as a SuperValue grocery store. The store would see several operators before ultimately shuttering in 2005. The building would remain empty until 2010 when a public-private-partnership formed between the City and a proposed grocer. The building was fully renovated including the exterior and interior as well as the purchase of all furniture, fixtures, and equipment. For the last 12 years, the City has acted as a hands-off landlord providing for the opportunity for the grocery operator to run their business on their own. The building as it remains today, is turn-key ready as a full-service grocery store with all furniture, fixtures and equipment in-tact. The location has been cleared of all inventory, product and third party vendor displays.

While city leadership remains hopeful a full-service grocer will once again fill the space, the City is also realistic to the competitive landscape and promotes the free market. Therefore, the City will be very receptive to all viable reuses of the existing building/site as well as the full redevelopment of the site.

## **Vision and Intended Outcomes**

The City of Howard Lake envisions an end use and user to the site that is considered essential to the economic and social vitality of the community. Specifically, will address the following outcomes:

1. Fill a demonstrated retail or service gap and spur complimentary activity downtown.
2. Create jobs and make physical improvements to the site that will increase the value of the site.
3. Provide enduring value and benefit to the Howard Lake community.

## **Legal Compliance**

Minnesota Statute 469.105 may apply in the event of a proposed sale of the site. The City will not provide any reimbursement for expenses associated with responding to the RFP. The City reserves the right to reject any or all submittals, or to withhold the award for any reason it may determine, and to waive or not to waive any informalities or irregularities in any proposals. All information regarding the content of the specific proposals will remain confidential until a contract is finalized, or all proposals are rejected, pursuant to the requirements of the Minnesota Government Data Practices Act.

## **Proposal Requirements**

Proposals should include the following:

1. Developer team experience and qualifications
  - a. Project team list, including firms and key team members
  - b. Experience with at least 2 similar projects
  - c. References for the projects identified
- 1.1 Marketing/Commercial Listing/Auction or other Service Provider Information
  - a. Company name, project team list including firm and key team members.
  - b. Summary of Services Available
  - c. General terms including cost/commission etc.
  - d. Examples of similar successful efforts and the services provided.

*Section 1.1 is only required for interested entities that are soliciting a service associated with the property rather than an end user.*
2. Development concept narrative and site plan
  - a. Describe (in detail) the proposed development, business or use of the property.
  - b. Concept-level site plans / renderings
  - c. Description of how the proposed development meets the City's goals for downtown.
  - d. Proposed terms concerning the purchase or exclusion of existing furniture, fixture and equipment.
3. Project timeline
  - a. Identify key milestones
4. Project finances
  - a. Purchase price or General Lease Terms
  - b. Proposed budget, including sources and uses
  - c. Financial capability to successfully execute project and operate a business.
  - d. Proposed business subsidies, incentives and/or requests of the city.

## **Evaluation of Proposals**

All proposals received by the deadline will be reviewed by the City of Howard Lake to determine if the proposal is responsive to the RFP. If staff determines a proposal is responsive, it will be accepted and move on to the next step. If a proposal is determined to be non-responsive, it will be rejected.

A responsive proposal will:

- Follow the format and sequence specified in this RFP.
- Complete and submit all required documentation described in this RFP.
- Clearly identify how the proposed project meets the goals and vision of the City of Howard Lake.

Item		Benchmarks	Percent of Total Score
1	Project Alignment with the City's vision, needs and goals	<u>A higher scoring project will:</u> Clearly identify project alignment with the goals and guidance outlined within this RFP and reference documents. <u>A lower scoring project will:</u> Fail to show how the proposed project meets the goals and vision of the City.	30%
2	Qualifications	<u>A higher scoring project will:</u> Clearly identify 2 or more similar projects that members of the team have completed in the past. <u>A lower scoring project will:</u> Fail to show a track record of completing projects of a similar scale. <i>In lieu of a professional portfolio, demonstrating capacity to execute a successful project, business etc. will be considered.</i>	30%
3	Future economic development potential	<u>A higher scoring project will:</u> Clearly identify the future economic development impact that the redevelopment will bring to downtown. <u>A lower scoring project will:</u> Fail to show economic development potential of the proposed redevelopment or be speculative in nature.	25%
5	Project Timeline	<u>A higher scoring project will:</u> identify a realistic and reasonable timeline to complete the proposed redevelopment. <u>A lower scoring project will:</u> Propose an unrealistic timeframe.	10%
6	Purchase price or lease terms	<u>A higher scoring project will:</u> provides for the highest and best use for the property. <u>A lower scoring project will:</u> have a lower value, reduced rent or short lease length proposed.	5%
<b>TOTAL</b>	<b>100%</b>		<b>100%</b>

### **Submittal of Proposals**

Inquiries, site walkthroughs and data requests are optional and may be requested prior to submission of proposals during the initial due diligence period listed below.

Request for Proposals Released	July 19, 2022
Initial Due Diligence Period Ends	August 31, 2022
Proposal Addendum Issued (if needed)	September 6, 2022
Final Proposals Due to City	September 29, 2022

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***Electronic Submissions Only***



A scenic view of a lake at sunset. In the foreground, a blue patio umbrella stands next to a wooden planter box filled with various green plants. A paved road runs along the water's edge. The background features a calm lake, a line of trees, and a bright sunset sky with a few distant buildings visible on the horizon. The overall atmosphere is peaceful and inviting.



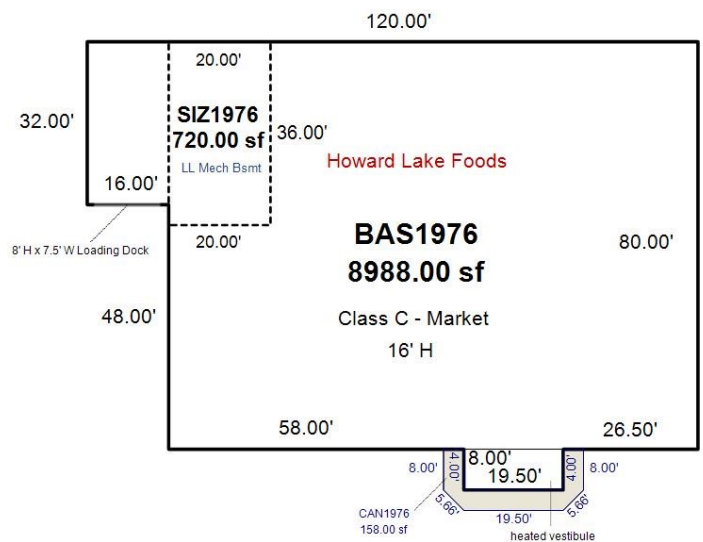
A map of the Howard Lake area, which is highlighted in yellow. The map shows surrounding communities marked with green dots: Clearwater, South Haven, Annandale, Maple Lake, Monticello, Otsego, Albertville, St. Michael, Hanover, Rockford, Delano, Montrose, Waverly, Cokato, and Howard Lake (marked with a red dot). Major highways are shown: I-94, I-25, I-55, and US-12. Airports are indicated with airplane icons near Maple Lake and Buffalo. A compass rose is located in the lower right quadrant of the map.





## Real Estate Information

- ◆ 603 8th Avenue, Howard Lake
- ◆ Built 1974
- ◆ **Fully Renovated 2010**
  - ◆ Roof, HVAC, Deli Equipment, POS system, coolers/freezers & compressors, LED lighting, carpeting and more!
- ◆ 8,900 square feet building
- ◆ Concrete block construction
- ◆ US Highway 12 frontage
  - ◆ 11,500 average daily traffic count
- ◆ 20 off street parking spots + adjacent public lots
- ◆ Raised loading dock
- ◆ Centrally located downtown



## Central Business District















# City of Howard Lake Strategic Plan

## VISION STATEMENT:

The City of Howard Lake strives to build upon its good neighbor traditions – a welcoming community for all supported by vibrant and engaged businesses and community organizations, involved citizens, and diverse amenities that provide a well-rounded quality of life.

## CORE STRATEGIES & STRATEGIC OBJECTIVES:

### Ensure a Safe, Healthy Community

- Engaged local public safety services
- Efficient, safe trails and sidewalks
- Safe, ease of Highway access

### Develop a Livable Community for All

- Family-friendliness
- Diverse and Quality housing stock for all ages
- Community-wide pride in ownership
- Excellent school system

### Sustain & Enhance Community Traditions

- Foster sustainable community organizations
- Support festivals & community-building events
- Engaged and involved citizens
- Maintain places & institutions of identity, including Memorial Park, Historic City Hall, & Lions Park

### Provide Diverse Amenities that Enhance Quality of Life

- Invest in and maintain parks and natural resources
- Provide a connected, well-kept trail network
- Enhance opportunities for lifelong learning: early & K-12 education, Community Education programs, and Library

### Foster a Robust Business Community and Vibrant Downtown

- Vibrant storefronts & preserved historic buildings
- Historic City Hall as the cornerstone
- Thriving mix of commercial/industrial
- Businesses support the community
- Ability to shop local for goods and services
- Provide employment opportunities within the community
- Downtown is walkable, clean, and quaint.

### Deliver High Quality, Reliable Infrastructure and Public Services

- Support, maintain, & enhance public facilities and infrastructure
- Expand services to meet changing community needs
- Maintain fiscally-responsible City management & operations
- Attract talented public servants
- Encourage creative & cooperative service delivery

## MISSION STATEMENT:

The mission of the City of Howard Lake is to deliver services in a fiscally-responsible manner and provide create and innovative leadership to enhance its strong sense of community.