

# REQUEST FOR PROPOSALS

## Seeking Developers for the Rehabilitation of 311 Walnut Street Saint Paul, MN 55102

Historic Saint Paul (HSP) is acquiring the McCloud-Edgerton House at 311 Walnut Street located in the Irvine Park Historic District (local and National Register) which is currently a Category 2 Registered Vacant Building in the City of Saint Paul. We are seeking individuals and/or development teams to purchase, rehabilitate, and ensure its long-term preservation and stewardship. Proposals will be accepted and evaluated based on the redevelopment requirements and selection criteria outlined below. Please attend the open houses listed below to view/inspect the property, and call Historic Saint Paul or visit [historicsaintpaul.org/311\\_Walnut\\_RFP](http://historicsaintpaul.org/311_Walnut_RFP) for additional information.



### McCloud-Edgerton House

#### Brief history of the McCloud-Edgerton House:

In 1867, real estate agent John McCloud and his wife, Laura, bought property at 240 Fort Road. Sometime between 1867 and 1870, they built this side-by-side duplex there as rental property. Lawyer Albert Edgerton and his family owned and occupied the house from 1872-1896. **The Edgerton's son, Eratus, performed the job of bathman for the treatment center nearby. Albert's children kept the house until 1909.** In 1916, Steven and Barbara Hill, who operated a plumbing and heating business, moved the structure from Fort Road to Walnut Street. They took up residence in 1921 and lived there more than twenty years. Stanchi and Mae Degiovanni bought the house in 1946. When they moved in 1960, they sold the duplex to their tenants **Eleanor and Patrick Gavin. The Gavin's raised their family in the southeast side of the duplex, and Eleanor operated her beauty parlor in the northwest side.**

– *Historic Homes of Saint Paul's Uppertown and Irvine Park*

Preservation Alliance of Minnesota &  
Historic Irvine Park Association

#### Site Description:

Address: 311 Walnut Street, Saint Paul, Ramsey County, MN 55102

Legal Description: Nwly 48 feet of Lot 2, Block 28, Rice and Irvines Additions, Blocks 26-41 & 46-53

City Council: Ward 2

Planning District 9: Fort Road Federation

National Register of Historic Places: Property is located within the Irvine Park Historic District (local and National Register of Historic Places)

Neighborhood Groups: Historic Irvine Park Association & West Seventh Business Association

Lot Dimensions: **48' by 180'**,

Side by Side Duplex: approximately **35' x 45'**

Registered Vacant Building: Category 2, February 5, 2009

Current Zoning: RM2, allows residential uses. A zoning change is possible, but the owner would be required to obtain new zoning through the City of Saint Paul's process.

#### Selection Criteria:

A developer will be selected based on, but not limited to, the following criteria:

1. Proposed purchase price.
2. Rehabilitation plans, including improvements over and above minimum code requirements (attached).
3. Project plans that include minimal modifications to the properties original architectural design.
4. Ability to rehabilitate and remove 311 Walnut from the Vacant Building list before December 31, 2012.
5. Developer's experience in completing sensitive rehabilitation of historic structures.
6. Demonstration of ability to provide adequate financing.
7. **Project's level of compliance with the Irvine Park Historic District Guidelines** (attached)  
<http://www.stpaul.gov/index.aspx?NID=1565>
8. **Project's level of compliance with the Secretary of Interior's Standards for Rehabilitation**  
<http://www.nps.gov/hps/tps/standguide/>

### **Redevelopment Requirements:**

1. Detailed redevelopment agreement between Historic Saint Paul and developer.
2. Rehabilitation plans approved by the Saint Paul Heritage Preservation Commission.
3. A deed of conveyance will include covenants requiring the future maintenance and preservation of the property.
4. Commitment to **meet requirements by the City of Saint Paul's Department of Safety & Inspections** for the sale of a Category 2, Registered Vacant Building. Such as, but not limited to:
  - a. **MN licensed contractor's estimate to meet all code compliance requirements.**
  - b. Demonstration of ability to provide adequate financing.
  - c. Signed statement of rehabilitation completion date.
5. **All work to meet requirements set forth by the City of Saint Paul's Housing and Redevelopment Authority.** Compliance will be required on all construction contracts related to the rehabilitation of 311 Walnut including the following:
  - a. Two bid requirement (attached)
  - b. Category 2 Regulations (attached) <http://www.stpaul.gov/index.aspx?nid=1090>
  - c. Vendor Outreach Program <http://www.stpaul.gov/index.aspx?nid=669>
  - d. Affirmative Action/Equal Employment Opportunity Policy <http://www.stpaul.gov/index.aspx?nid=3716>
  - e. Sustainability Initiative Requirements <http://www.stpaul.gov/index.aspx?nid=3671>
6. Additional requirements & fees may apply (to be clarified with qualified prospective buyers).

### **Proposal Requirements:**

1. Project Narrative – Description of project plans and specifics regarding selection criteria (2 pages maximum)
2. Financial Capacity – Provide financial plans for purchase and completion of rehabilitation
3. Construction Estimate & Timeline (by state licensed general contractor) – Must include line item budget to meet code compliance requirements and a schedule for project completion on or before December 31, 2012.
4. Project experience – Describe previous projects and/or community involvement with historic structures.

### **Proposal Timeline:**

RFP Issued:	December 6, 2011
RFP Open House:	December 9, 1pm – 3pm
RFP Open House:	December 10, 10am – 12pm
RFP Open House:	December 12, 9am-11am
RFP Responses due:	December 19, 2011 4:30pm
Questions/interviews (if needed):	December 20-21, 2011
Responders notified of decision:	December 22, 2011

### **Contact information:**

Historic Saint Paul  
318 Landmark Center | 75 West 5<sup>th</sup> Street | Saint Paul, MN 55102 | (651) 222-3049  
[www.historicsaintpaul.org](http://www.historicsaintpaul.org)



SAINT PAUL IRVINE PARK HERITAGE PRESERVATION DISTRICT  
GUIDELINES FOR DESIGN REVIEW  
SUMMARY

The City of Saint Paul has created a Heritage Preservation District for the Irvine Park area. The purpose of designating an Irvine Park Heritage Preservation District is to protect and enhance the unique architectural, visual, and historical character of Irvine Park, one of Saint Paul's oldest neighborhoods. This protection is provided through the review of building permit applications by the Heritage Preservation Commission. The Commission is empowered to review permit applications for demolition, housemoving, new construction, exterior alterations, or signs. The Commission does not review permit applications for interiors or exterior paint color. The Commission approves permits which are compatible with the historic character of the area and/or the particular structure, and may deny any permit applications which are not compatible. The Commission must review any permit application within 45 days, and any decisions by the Commission may be appealed to the City Council. (The Commission cannot require any changes of the existing appearance of buildings within the District. It only reviews the proposed changes of building permit applications.)

The following Guidelines for Design Review will serve as the basis for the Heritage Preservation Commission's permit review decisions in the Irvine Park Heritage Preservation District. The guidelines define the most important elements of the district's unique physical appearance and state the best means of preserving and enhancing these elements in rehabilitation or new construction. These guidelines are not hard and fast regulations. They are flexible criteria. Their purpose is to provide assurance to property owners that permit review will be based on clear standards rather than the taste of individual Commission members. The guidelines will be interpreted with flexibility depending on the particular merit of the building or area under review. Consideration will be given to the unavailability of historical materials. When applying the guidelines the Commission will also be considerate of clearly defined cases of economic hardship or deprivation of the owner of reasonable use of his/her property.

The design guidelines cover five general areas: (1) demolition; (2) house moving; (3) new construction; (4) rehabilitation; and (5) signs.

The demolition guidelines provide that the Commission shall review the architectural/historical merit of the present building, and the comparative economic usefulness of the present building versus proposed new structures. (Designation of a district does not mean that demolition is forbidden. It simply means that every proposed demolition is reviewed by the Commission.)

Proposals for moving a house off property within the district are reviewed with guidelines for demolition. Proposals for houses to be moved into the district are reviewed with the guidelines for new construction and rehabilitation. Proposals for houses moved within the district are reviewed under demolition guidelines, then under new construction and rehabilitation guidelines.

Guidelines for new construction encourage utilization of those design elements which are common in Irvine Park's historic architectural styles. They do not ask for the re-creation of a particular style of building, but rather that the new structure's primary design elements (such as height or massing) fit in with the character of the nearby area. New structures should provide massing, rhythm, materials, roofs and chimneys, windows and doors, porches, setback, landscaping and garages compatible to surrounding buildings.



The guidelines for restoration and rehabilitation follow this general principle: "All work should be of a character and quality that maintains the distinguishing features of the building and the environment." Guidelines cover specific areas such as masonry cleaning and tuckpointing, siding, roofing, windows and doors, and porches.

The guidelines for signs ask that the design and placement of signs harmonize with the character of the structures on or near which the signs are placed.

If you have questions, please call Terry Pfoutz, City Planning, 292-6229, or write to the Heritage Preservation Commission, 25 West Fourth Street, Saint Paul, Minnesota 55102.

#### IRVINE PARK HERITAGE PRESERVATION DISTRICT ARCHITECTURAL SUMMARY

The Irvine Park Historic District is the only complete representation of residential development in the metropolitan area from the start of white settlement in the late 1840's until the close of the nineteenth century. It contains homes built during all major phases of economic growth in nineteenth century Saint Paul, without complete obliteration of previous phases. As a fashionable nineteenth century address, Irvine Park was home to important figures in city, state and national history. Irvine Park contains excellent examples of Federal, Greek Revival, Gothic Revival, French Second Empire, Italianate, Queen Anne, and Romanesque Revival houses, surrounding one of the few remaining authentic public greens in the city.

ST. PAUL HISTORIC IRVINE PARK HERITAGE PRESERVATION DISTRICT  
GUIDELINES FOR DESIGN REVIEW

INTRODUCTION

The following guidelines for design review will serve as the basis for the Heritage Preservation Commission's permit review decisions in the Irvine Park Heritage Preservation District. The guidelines define the most important elements of the Irvine Park district's unique physical appearance and state the best means of preserving and enhancing these elements in rehabilitation or new construction. These guidelines are not hard and fast regulations. They are flexible criteria. Their purpose is to provide assurance to property owners that permit review will be based on clear standards rather than the taste of individual Commission members. The guidelines will be interpreted with flexibility depending on the particular merit of the building or area under review. Consideration will be given to the unavailability of historical materials. When applying the guidelines, the Commission will also be considerate of clearly defined cases of economic hardship or deprivation of the owner or reasonable use of his/her property.



ST. PAUL HISTORIC IRVINE PARK HERITAGE PRESERVATION DISTRICT  
GUIDELINES FOR DESIGN REVIEW

A. DEMOLITION

The Heritage Preservation Commission will follow the guidelines stated in the Heritage Preservation Ordinance (#16006), Section 6 (1)(2), when reviewing permit applications for demolition:

"In the case of the proposed demolition of a building, prior to approval of said demolition, the Commission shall make written findings on the following: architectural and historical merit of building, the effect on surrounding buildings, the effect of any new proposed construction on the remainder of the building (in case of partial demolition), and on surrounding buildings, the economic value or usefulness of building as it now exists, or if altered or modified in comparison with the value or usefulness of any proposed structures designated to replace the present building or buildings."

B. HOUSE MOVING

In evaluating proposals for moving of structures the following guidelines shall be used throughout the district:

- I. Permits for moving a structure off property located within the Irvine Park district will be reviewed, using the guidelines for demolition.
- II. Structures being moved into the Irvine Park district or structures whose relocation within the Irvine Park district has been approved (see Demolition), should be selected and sited in conformity with section C (below) and rehabilitated in accordance with section D (below). Special attention should be paid to the historical significance, architectural style and character of buildings moved into the district.

C. NEW CONSTRUCTION

New construction refers to totally new structures, moved-in structures, and new additions to existing structures undergoing restoration and rehabilitation. The Irvine Park Historic District is characterized by architecturally diverse structures oriented toward a common green space, the park. This diversity of styles within the district - Greek Revival, Neo-Classical, Italianate, Victorian Gothic and Queen Anne - illustrates the evolution of American architectural styles, tastes, and construction methods from 1850 to 1910. Though stylistically diverse, Irvine Park architecture demonstrates similar organization of massing, rhythm, materials, and building elements, which together express a harmony and continuity in the streetscape. New construction should incorporate the general massing, rhythm, materials, and building elements of historic Irvine Park structures, and should be sensitive to the architectural styles evidenced in the Park.



In evaluating proposals for new construction, the following guidelines shall be used throughout the District.

### I. Massing

New construction should conform to the massing of existing adjacent structures, respecting the height, volume, and scale of the neighborhood. Most district buildings are two or three stories high, three or four bays wide, and 20 to 40 feet high. The buildings around the park itself are examples of the extremes in massing - from the rambling, low-hipped roof Humphrey Willis house at 240 Ryan, to the solid, turreted peak of its neighbor, the Justus Ohage House at 59 Irvine Park. The height of new construction should be no lower than the average height of all buildings surrounding the park; measurements should be made from street level to the highest point of the roof.

### II. Rhythm

Rhythm on Irvine Park streets is created in several ways - uneven space between buildings, an average two and one-half stories height, the juxtaposition of jagged and subdued rooflines, a continuity of projections and porches, and a dominant vertical direction emphasized by the superposition of vertically oriented windows and doors. Because there are a variety of built forms in Irvine Park, flexibility as well as compatibility is possible, but the rhythm of new construction should be typical of the varying existing adjacent structures to maintain the overall rhythm of the street.

### III. Materials and Details

While most Irvine Park structures are wood-framed and clapboarded, variety in the use of architectural materials and details adds to the intimacy and visual delight of the district. When first confronted with this variety, it is easy to overlook the continuity provided by these 19th century building materials. This continuity is threatened by the availability of inappropriate materials and building parts in today's expanded marketplace. The purpose of this section is to encourage the proper use of appropriate materials and details. New construction materials and details should relate to materials and details of adjacent buildings. Materials imitating other materials are generally unacceptable.

Roofs of slate, cedar shakes and standing seam metal are preferred, but materials which match their approximate color and texture are acceptable substitutes.

Siding running diagonally is unacceptable. Imitative materials such as asphalt siding, wood-textured metal siding or artificial stone should not be used. Wooden four-inch or six-inch clapboard is preferred as a siding material.

Foundations, when exposed, should simulate the rock-faced limestone, brick or stone veneer in a running bond pattern characteristic of the area. Concrete block foundations should be pigmented and rock-faced above grade, and may be smooth-faced only when underground.



#### IV. Building Elements

Individual elements of a building should be integrated into its composition for a balanced and complete design. The individual elements of new construction should complement existing neighboring structures.

##### a) Roofs and Chimneys

Gable, hipped and mansard roofs are the most common forms in Irvine Park. These forms are used with great variety, offering several options for new construction roof profiles. Chimneys should be proportionate to the overall structural massing. For example, a building several stories high with a vertical emphasis and peaked roofline should display a tall, thin chimney, while a smaller, more rectangular structure should have a shorter, squarer chimney. Brick as a chimney material is encouraged, as are characteristic corbelling and horizontal bands. New roof and chimney designs should be compatible with existing adjacent structures.

##### b) Windows and Doors

The proportion, size, and detailing of windows and doors in new construction should relate to the facade openings of existing adjacent buildings.

Most windows in the district have a vertical orientation, with a common proportion of between 2:1 and 3:1 (height to width). Wooden double-hung windows are traditional in the district, and are preferred for new construction. Window mullions should emphasize their vertical direction. Paned casement windows, although not common historically, will often be acceptable because of their vertical orientation. Horizontal sliding windows or awning windows are not common in the district, and because of their horizontal proportion, would usually be undesirable. Doors flanked by sidelights or pilasters and capped by fanlights or transoms are common in the district and desirable.

Although not usually improving the appearance of a building, metal windows or doors need not necessarily ruin it. The important consideration is that they look like part of the building and not like raw metal appliances. Appropriately colored or bronzed-toned aluminum or vinyl-clad wood is acceptable. Mill finish (shiny silver) aluminum will not be allowed.

##### c) Porches

Many houses in Irvine Park have roofed front porches, while in most modern construction the front porch has disappeared. These porches are a consistent visual element in the district and often clarify rhythm and scale or provide vertical facade elements. The porch treatment of new structures should relate to the porch treatment of existing adjacent structures. It is preferred that porches be left



open, but screened or glassed-in porches may be acceptable if well detailed. Most, but not all, porches in the Park district are one story high. Along some streets, where a strong continuity of porch size or porch roofline exists, it may be preferable to duplicate these formal elements in new construction. The vertical elements supporting the porch roof are important. They should look substantial enough to actually support the weight of the porch roof. If a porch is not built, the transition from private to public space should be articulated with some other suitable design element.

## V. Site

Typically open space in the park is divided into public, semi-public, and private space; that is, streets and sidewalks, front lawns, homes and back yards. The guidelines are concerned with private space only when it is visible from the street. Setback, site landscape, and ancillary buildings should be integrated with the total park environment.

### a) Setback

Due to varying lot sizes, orientation, and type and date of construction, setbacks in the Irvine Park District vary considerably. Generally, new construction setbacks should be within 10% in line with existing adjacent buildings. However, reduced or extended setbacks can lend a delightful variation to the park, and will be considered on a case-by-case basis.

### b) Landscaping

A central green is the outstanding asset of Irvine Park. Landscaping should respect the open feeling of the park, treating the park and street as a "public room." The public space of the street and sidewalk is often distinguished from the semi-public space of the front yard by a change in grade, a low hedge, or a visually open fence. The buildings and landscaping elements in front yards provide a "wall of enclosure" from the street "room." Enclosures, though uncommon and generally not preferred in the district, should allow visual penetration of semi-public areas, through wrought-iron fences, low hedges, or limestone retaining walls. Cyclone fences, though visually transparent, may not be used because they violate the historic character of the District, both in their design and use of materials. This approach contrasts with complete enclosure by undesirable opaque fences, and all "weathered wood" fences or tall hedge rows.

When lots are vacant as green space or parking, a visual hole in the street "wall" may result. Landscape treatment can eliminate this potential problem by providing a wall of enclosure for the street. Traditional street furniture of the area, such as lamp posts or fountains, should be preserved.



c) Garages and Parking

New construction of garages should be similar to the overall design and materials of the building they accompany. If an alley is adjacent to the dwelling, a new garage should be located off this alley. Where alleys do not exist, one-lane driveway curb-cuts may be acceptable. Garages should be located at the rear of the lot. Garage doors should not face the street. If this is necessary, single garage doors should be used to avoid the long horizontal proportions of double doors. Parking spaces should be adequately screened from the street and sidewalk by landscaping. Henceforth, there shall be no curb cuts on the street surrounding Irvine Park. Other ancillary buildings will not be permitted unless specifically approved.

D. RESTORATION AND REHABILITATION

General Principles for Restoration and Rehabilitation:

1. All work should be of a character and quality that maintains the distinguishing features of the building and the environment. The removal of architectural features is not permitted.
2. Deteriorated architectural features should be repaired rather than replaced whenever possible. In the event of replacement, new materials should match the original in composition, design, color, texture and appearance. Duplication of original design based on physical or pictorial evidence is preferable to using conjectural or "period" designs or using parts of other buildings.
3. Distinctive stylistic features or examples of skilled craftsmanship characteristic of structures of a period should be treated sensitively. Furthermore, if changes in use of a building are contemplated, they should be accomplished with minimum alteration to the structure and fabric.
4. In general, it is expected that buildings will be restored to their original appearance. However, alterations to buildings are sometimes significant because they reflect the history of the building and neighborhood. This significance should be respected, and restoration to an "original" appearance may not always be desirable. All buildings should be recognized as products of their own time and not be altered to resemble buildings from another era.

In evaluating proposals for restoration or rehabilitation, the following guidelines shall be used throughout the district:

I. Masonry and Foundation

Original masonry and mortar should be retained whenever possible without the application of any surface treatment. A similar material should be used to repair or replace, where necessary, deteriorated masonry. New masonry added to the structure or site, such as new foundations or retaining walls, should be compatible with the color, texture and bonding of original or existing masonry.



Masonry should be cleaned only when necessary to halt deterioration and always with the gentlest method possible, such as low pressure water and soft natural bristle brushes. Brick and stone surfaces should not be sandblasted. This method of cleaning erodes the hard surface of the material and accelerates deterioration. Chemical cleaning products which could have an adverse chemical reaction with the masonry material should not be used.

When repointing, it is important to use the same materials as the existing mortar. This includes matching the color, texture, and ingredient ratio of the original mortar mix, creating a bond similar to the original. Repointing with Portland cement mortar may create a bond stronger than is appropriate for the building materials, possibly resulting in cracking or other damage. The original mortar joint size and profile should also be retained.

The original or early color and texture of masonry surfaces should be retained. Paint should not be indiscriminately removed from masonry surface as some brick surfaces were originally meant to be painted.

## II. Siding and Surface Treatment

Deteriorated siding material should be replaced with material used in original construction or with materials that resemble the appearance of the old as closely as possible, spacing horizontal lines, or laps, to match the original. Resurfacing frame buildings with new material such as artificial stone, artificial brick veneer, or asbestos and asphalt shingles, is inappropriate.

## III. Roofs

The original roof shape should be preserved. Original roofing materials should also be retained unless deteriorated. Wood shingled roofs should be restored either with the original type or a modern brand as approved. Slate roofs may substitute an asbestos product of similar appearance. Metal roofs may be restored with standing seam metal roofing.

When partially reroofing, deteriorated roof coverings should be replaced with new materials that match the old in composition, size, shape, color and texture. When entirely reroofing, new materials which differ to such an extent from the original in composition, size, shape, color or texture that the appearance of the building is altered should not be used.

## IV. Chimneys

Wherever portions of the existing chimneys are still in existence or wherever there are original photographs that clearly indicate the original design, the chimneys should be restored to their original condition. In the absence of any documentation, the chimneys shall be in keeping with chimney design of the period. They should generally be treated in a similar manner with horizontal brick banding, vertical panels and/or corbelled tops. The type of brick construction should also be consistent with the original, and can usually be determined by stripping stucco or examining the chimney in the attic or other part of the house.



## V. Windows and Doors

Unlike other districts, front, side, and rear elevations in Irvine Park are often visible from several angles. All elevations therefore become important and are read as a public view. New windows and door openings should not be introduced into the principal elevations. Existing window and door openings should be retained. Enlarging or reducing window and door openings by "blocking up" or "blocking down" to fit stock window sash or new stock door sizes is unacceptable. The size of window panes or sash should not be altered. Such changes destroy the scale and proportion of the building.

The stylistic period or periods a building represents should be respected. Window sash, glass, lintels, sills, architraves, doors, pediments, hoods, steps and all hardware should be retained, if possible. Discarding original doors and hardware, when they can be repaired and reused in place, should be avoided. If a replacement of window sash or door is necessary, the replacement should duplicate the material, design and hardware of the older window sash and door.

Wooden storm windows custom fabricated to resemble the inner window as closely as possible in shape and appearance are strongly encouraged. Standard mill finish aluminum combination windows will not be allowed.

## VI. Porches, Steps, Cornices and Applied Architectural Features

Porches and steps which are appropriate to the building and its development should be retained. Porches and additions reflecting later styles of architecture are often important to the building's historical integrity and, if so, should be retained. Porches, steps and doorways which have been removed should be restored, if possible, through photo documentation and historical research. A similar material should be used to repair or replace, where necessary, deteriorated architectural features of wood, iron, cast iron, terra-cotta, tile and brick. Similar material should be used to replace missing architectural features such as cornices, brackets, railings and shutters, whenever possible.

## E. SIGNS

This section of the Irvine Park District Design Guidelines is intended primarily for the few parts of the District which are commercially zoned. Generally, signs should be compatible with the character of the District, and blend with the character of the structures on or near which they are placed. In evaluating permit applications for signs, the following guidelines will be used:

- I. Signs should not conceal architectural detail, clutter the building's image, or distract from the unity of the facade; but rather should complement the overall design.
- II. Sign materials should complement the materials of the related building and/or the adjacent buildings. Surface design elements should not detract from or conflict with the related structure's age and design.
- III. No facade should be damaged in the application of signs, except for mere attachment.



**Effective Date: January 21, 2009**

**Policy Regarding  
Requirement of Two (2) bids**

**I. Purpose**

The Housing and Redevelopment Authority of the City of Saint Paul, Minnesota ("HRA") has the power to engage in development and redevelopment activities under Minnesota Law, Chapter 469. To accomplish its objectives under Chapter 469, the HRA (i) awards financial assistance and contracts to profit and not-for-profit applicants, and (ii) contracts with community development corporations and other similar entities ("Conduit Organizations") to operate programs on behalf of the HRA.

The purpose of this policy is to require two (2) written bids for construction work by all recipients of HRA or Conduit Organizations Contracts and this requirement will also apply to single family residences. This policy is effective on the Effective Date for all new and pending requests for HRA or Conduit Organizations financial assistance and HRA Contracts not approved by the HRA Board of Commissioners. This Policy applies to the contracts for the entire project even though only a portion of the improvements are being funded with public assistance.

This policy does not apply to (i) those portions of a HRA or Conduit Organizations Contract that are self-performed by the recipient of the HRA or Conduit Organizations Contract or (ii) contracts involving 'soft costs' i.e. professional services.

**II. Definitions**

Contract(s) means any HRA or Conduit Organizations agreement or City STAR (i.e. sales tax) agreement involving financial assistance with a value of \$20,000 or more in any of the following forms: grant; contribution of personal or real property; with respect to a loan given by the HRA or Conduit Organizations, the present value of the difference in the interest rate given by the HRA or Conduit Organizations and that rate commercially available to the recipient; reduction or deferral of any tax, assessment or fee; guaranty of any loan, lease or other obligation; tax increment financing; tax credits; or other HRA or Conduit Organizations financial participation. Conduit bonds and bond host approval are excluded from this definition and this policy.

**III. Minimum of 2 Bid requirement-All contracts.**

1. For all Contracts, whether for single family residence or non single family residence, in any of the forms described in Section II above, each applicant and recipient of public financial assistance must request and obtain at least two (2) written bids for the construction work to be performed under the Contract by the general contractor/construction manager and subcontractors and award the contract or contracts to the lowest responsible bidder.

#### **IV. Waiver/Exemption**

1. The requirements of this Policy may be waived in whole or in part by the HRA Executive Director or his/her designee after consideration of the advantages and disadvantages of a waiver, and upon a showing by the applicant of a compelling public purpose.
2. Subcontracts with entities that are the sole providers of a product or service are exempt from the competitive bid requirements of this Policy.



Effective Date: March 5, 2009

**Supplement to  
Policy Regarding Requirement of Two (2) bids**

The HRA's Policy Regarding Requirement of Two (2) bids ("Policy") requires, in part, that each applicant of public financial assistance request and obtain at least two (2) bids for the general contractor/construction manager contract and to award the contract to the lowest responsible bidder. As an alternative to fulfilling this requirement, if an applicant elects to negotiate a contract with a general contractor/construction manager in lieu of obtaining 2 written bids and awarding the contract to the lowest responsible bidder, then the applicant must contact at least 3 potential general contractors/construction managers and consider the following standards in making its decision to award the contract to a particular general contractor/construction manager:

1. Experience in constructing the type of improvements being funded in whole or in part by the HRA.
2. Experience in the construction and management of publicly financed projects and familiarity with reporting requirements and accounting for public funds.
3. Having the licenses required by state, county and city authorities.
4. Proven track record of bringing similar projects to completion within budget, on-time and in an industry acceptable manner during the past five years.
5. Having the appropriate material, equipment, facility and personnel resources and expertise available, or the ability to obtain such resources and expertise, necessary to indicate the capability to meet all contractual responsibilities.
6. Previous and current compliance with federal laws, state statutes, and city ordinances and regulations applicable to the work of a contract.
7. Having sufficient financial resources to perform the contract.
8. Not being a debarred vendor under the City of St. Paul's debarment ordinance; or other state or federal debarment list.
9. History of complying with the HRA's requirements for affirmation action, apprenticeship training program, labor standards, vendor outreach program, project labor agreements, and other HRA requirements.
10. History of change orders on projects, including their frequency, size and percentage of total development cost.
11. Amount of proposed overhead profit and charges.
12. Amount of proposed general conditions charges.
13. Amount of proposed contingency.

Each applicant must submit to the HRA: (a) information and documents on the above described standards for each potential general contractor/construction manager, and (b) resulting rationale for selecting a particular general contractor/construction manager, before the HRA makes a decision on awarding any public assistance or executes a contract awarding public assistance.

The other provisions of the Policy remain in full force and effect including without limitation the requirement of receiving 2 bids from subcontractors.

April 14, 2009

## Two (2) Bid Policy

### Example 1.

Developer has hired architect and has full construction drawings. Developer solicits bids for construction contract. Developer must solicit 2 or more bids from general contractor and award contract to lowest responsible bidder. No need to solicit bids from those subcontractors whose bids are included in general contractor's bid.

In the case of a subcontractor whose bid is not included in the general contractor's bid but instead contracts directly with the developer, then two (2) or more bids are required from those subcontractors and contracts must be awarded to lowest responsible bidders.

### Example 2.

Developer has no construction drawings and wants to retain general contractor/construction manager. Developer can elect to proceed under Supplement to Two (2) Bid Policy and contact at least 3 potential general contractors/construction managers. Developer must consider the 13 factors listed in Supplement and submit to HRA requested information and documents.

Full construction drawings are then prepared. Two (2) or more bids are required from the subcontractors and contracts must be awarded to lowest responsible bidders.

### Example 3.

Recipient of public financial assistance is homeowner of single family residence who acts as his own general contractor. Homeowner must solicit 2 or more bids from each subcontractor and award contracts to lowest responsible bidder.



### **To obtain DSI approval for the sale of a Category 2, Registered Vacant Building:**

1. The Application for Sale Approval form must be filled out and signed, and the application fee (\$275.00) paid.
2. The building usage must be in conformity with the zoning district in which it is located, or it must have current Legal Nonconforming status (if it has been a registered vacant building for longer than one year, the legal nonconforming status has expired and must be reestablished or the building must be converted to a conforming use).
3. Complete and submit the Vacant Building Registration Form. It is available on the Vacant Buildings web site.
4. The annual vacant building fee (\$1,100) must be current. If not, it must be paid in advance of closing the sale, or a HUD settlement statement showing a line item for the \$1,100 fee must be submitted prior to closing.
5. The Code Compliance Inspection Report (or a Fire Team Inspection Report if the building has 3 or more units) must be completed and not more than one year old.
6. An estimate from a state-licensed, general building contractor to complete the code compliance repairs must be submitted. The estimate must be on the contractor's letterhead stationery and contain the contractor's state license number. It must include total costs for each of the 4 categories of repairs: Building, Electrical, Plumbing, and Heating. The estimate must contain a statement that the bid addresses all of the code compliance repairs detailed in the report.
7. A signed statement must be provided by the buyer giving a date or a time line for the completion of all the code compliance work.
8. Proof of financial capability to purchase the property and to complete the required work must be furnished. Provide a copy of the purchase agreement and one or more of the following:
  - a. Evidence that the repair costs are included in the mortgage.
  - b. A construction loan statement.
  - c. A bank statement or a line of credit, accompanied by a signed, dated, and notarized statement by the buyer affirming that the funds shown will be used to purchase the property and complete the required code repairs.

The required materials must be submitted to the Department of Safety and Inspections at 375 Jackson Street, Suite 220, Saint Paul, MN 55101. They may be personally delivered, mailed, faxed to 651-266-1919 (Attn: Reid Soley), or scanned and emailed to [reid.soley@ci.stpaul.mn.us](mailto:reid.soley@ci.stpaul.mn.us). For further information, please call Reid Soley at 651-266-9120 or call our information line at 651-266-8989.