



**City of Saint Peter, Minnesota**  
**Request for Proposals**  
**Opportunity to Lease Rooms 110,115,117 and 119**  
**Located at the Saint Peter Community Center**  
**600 South Fifth Street Saint Peter, MN 56082**

April 27, 2016

**To all Interested Parties:**

The City of Saint Peter, Minnesota currently owns and will have available to lease four rooms on the first floor on the Saint Peter Community Center. The rooms are:

Parent Room 110 = 564 sq ft  
Room 115 = 812 sq ft  
Room 117 = 1112 sq ft  
Room 119 = 1014 sq ft

Enclosed in this proposal document please find a floor plan for the first floor of the Community Center indicating the location of the rooms available for lease.

The following information is provided for your convenience and utilization. Inquiries regarding the proposal process or property may be directed to:

Jane Timmerman  
Recreation and Leisure Services Director  
600 South Fifth Street  
Saint Peter, MN 56082  
507.934.0667  
[jane@saintpetermn.gov](mailto:jane@saintpetermn.gov)

- I. **Project Location:** In the 600 block of South Washington Avenue. The facility is a multi-use community center with an estimated over 100,000 visitors annually for education, recreation, child care and social services. The building is generally open from 6 a.m. to 10 p.m. with some seasonal adjustment of building hours. The building features educational rooms, community use meeting and gathering spaces, a gymnasium and library.
- II. **Project Site and History:** The building was constructed in 2002.
- III. **Parking, Signage and Lease:**
  - Signage within the building is permitted as approved by the Director of Recreation and Leisure Services.
  - Off-street parking is provided, however, no designated parking is available.
  - A copy of a standard lease is attached for review. This document provides insight into the general lease provisions that the City provides to interested parties. This is not a lease offer, but rather is intended to give interested parties insight on potential lease provisions.

IV. **Timeline:** The rooms will be available in June of 2017. Successful proposals will include a clear description of the planned use of the room or rooms to be leased with special attention to the goals of the City Council which include:

- Use of building by organizations and businesses that can demonstrate a directed benefit to the larger community.
- Use or operation that can work collaboratively with other current building tenants.
- Uses that might benefit families, and specifically families with infant or young children.
- Uses that complement the current uses provided for in the Community Center.

V. **Submittals:** Proposals submitted by firms or individuals should address the following elements in the form of text, imagery, and work examples.

- A. Organizational/personal background and qualifications of the Lessee including organizational structure, name of Board members, owners and/or principles in the operation.
- B. Description of proposed use of the leased space ( what type of business will you conduct or work will you do) including a description of who you will likely serve.
- C. A listing of the rooms you wish to lease and the monthly amount of money you are willing to pay for the lease, as well as the length of lease desired (example 60 months).

The City's evaluation of your submittal will focus on the respondent's ability to meet the goals articulated in Section IV. Additional considerations include the respondent's ability to adequately finance its' proposed operations, and respondents ability to promptly, professionally and effectively coordinate its' operation and impact on the larger Saint Peter community.

Additionally, preference will be given to:

- Respondents that will provide care for children and more specifically infants.
- Respondents that have an ability to support and participate in current programing at the Community Center
- Respondents that provide educational opportunities to families and children
- Respondents whose plan includes minimum changes to the layout or structure of the spaces proposed for lease. (Leasehold improvements to be paid by tenant.)

VI. **Process:** City Council will review the submittals, conduct interviews (if necessary), compile a comparative analysis of the submittals. Staff will present a recommendation to the City Council prior to the City entering into exclusive negotiations for the lease of the property. The City may hire such consultants or professionals as needed to assist in review of the submittals. If there is interest among potential respondents, City staff may schedule additional group or individual preliminary meetings with interested parties.

Respondents are requested to submit **three (3) copies** of their proposal for Council and staff review and comment to the City of Saint Peter, City Administrator, 227 South Front Street, Saint Peter, MN 56082 on or before **5:00 p.m., May 25th , 2016.**

- VII. **Waiver:** The City reserves the right to reject any or all submittals, to waive any informalities in the submittal procedure and to accept any submittal deemed by the City Council to be in the City's best interest. No submittal may be withdrawn within forty-five (45) days after the submittal deadline.
- VIII. **Additional Information:** Any questions related to this request for proposals, or requests for additional information may be directed to:

Jane Timmerman  
Recreation and Leisure Services Director  
600 South 5th St.  
Saint Peter, MN 56082  
507.934.0667  
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ST. PETER COMMUNITY CENTER  
LOWER LEVEL FLOOR PLAN

