

The Loring Park Neighborhood Master Plan Request for Proposal

Citizens for a Loring Park Community

April 19, 2010

The Loring Park Neighborhood

What we are...

The Loring Park neighborhood is blessed with a wonderful urban and natural setting. At its center is Loring Park, a beautiful mix of greenery, water and human activity. To the south of the park is the historic ridge known locally as Loring Hill. To the east and west are Nicollet and Hennepin Avenues, two of the city's most important commercial and civic corridors. And finally, to the north, the towers of downtown Minneapolis rise nearby. We comprise some of Minneapolis' most unique residential areas, some of the region's most important institutions and much more. It is a complex and interesting place.

We are both Historic and Contemporary – The structures in the neighborhood reflect the whole history of settlement in Minneapolis. Some of the mansions built when the area was first settled remain to this day and lend an aristocratic quality to the area. A number of large and beautiful churches define the neighborhood. Amongst the urban fabric are buildings reflecting the continuous history of development in Minneapolis, culminating with the ultra-modern Walker Art Center just across Hennepin Avenue.

We are very Dynamic - Population flows in and out continuously: residents, daily workers, visitors, college students, school children, clientele, customers, conventioners, entrepreneurs, festival attendees, theater patrons and churchgoers. There are many people, whose starting point and destination are not here, but who must pass through the neighborhood to reach where they are going. This includes pedestrians, bicyclists, drivers and transit riders, all making us a very dynamic, ever changing community.

We are very Public – City and region-wide festivals, park activities, destination restaurants, theaters, large historic churches, etc. make the Loring Park Community a very public place.

We are very Diverse – The residents of Loring Park choose the area not only for its location, but also for its rich diversity. The neighborhood reflects all the diversity Minneapolis has to offer. People of all ages and incomes live and work in the neighborhood. The Park hosts the annual Gay Pride Festival and the Loring Art Fair, bringing thousand of people from around the region. Students at MCTC reflect the cultural diversity of Minneapolis' immigrant communities. The neighborhood is considered by those who reside there to be welcoming to all.

We are highly Sustainable - We are diverse in our population, commerce, institutions, community enterprise and activity. We are highly compact, walkable, and transit oriented. These factors make us a highly sustainable community, now and going into the future.

Why we are doing this plan...

There are some physical challenges in the neighborhood. Our community has been cut off on three of its sides from surrounding neighborhoods by 1960's freeway construction, as well as the wide conflagration of Hennepin/Lyndale Avenues. I-94 has severed Nicollet Avenue, the main commercial street of Minneapolis, as it runs through the Loring Park Community, and rendered it much less vital. Areas along Nicollet are underdeveloped, especially since it is a major transit route. This underdevelopment extends into the neighboring Stevens Square community.

While the area has some of the most beautiful structures in Minneapolis, it is also a community damaged by various things such as above ground power distribution, deteriorating structures, surface parking and the intrusion of the freeway. The community lacks commercial areas serving the daily needs of residents, providing community identity and interaction. There are also pockets of underused land in various locations throughout the community. Some of the neighborhood's main institutions, the Minneapolis Convention Center and the two colleges (St. Thomas University and the Minneapolis Community &

Technical College/Metropolitan State University) may want to expand. These are all opportunities for development in the area.

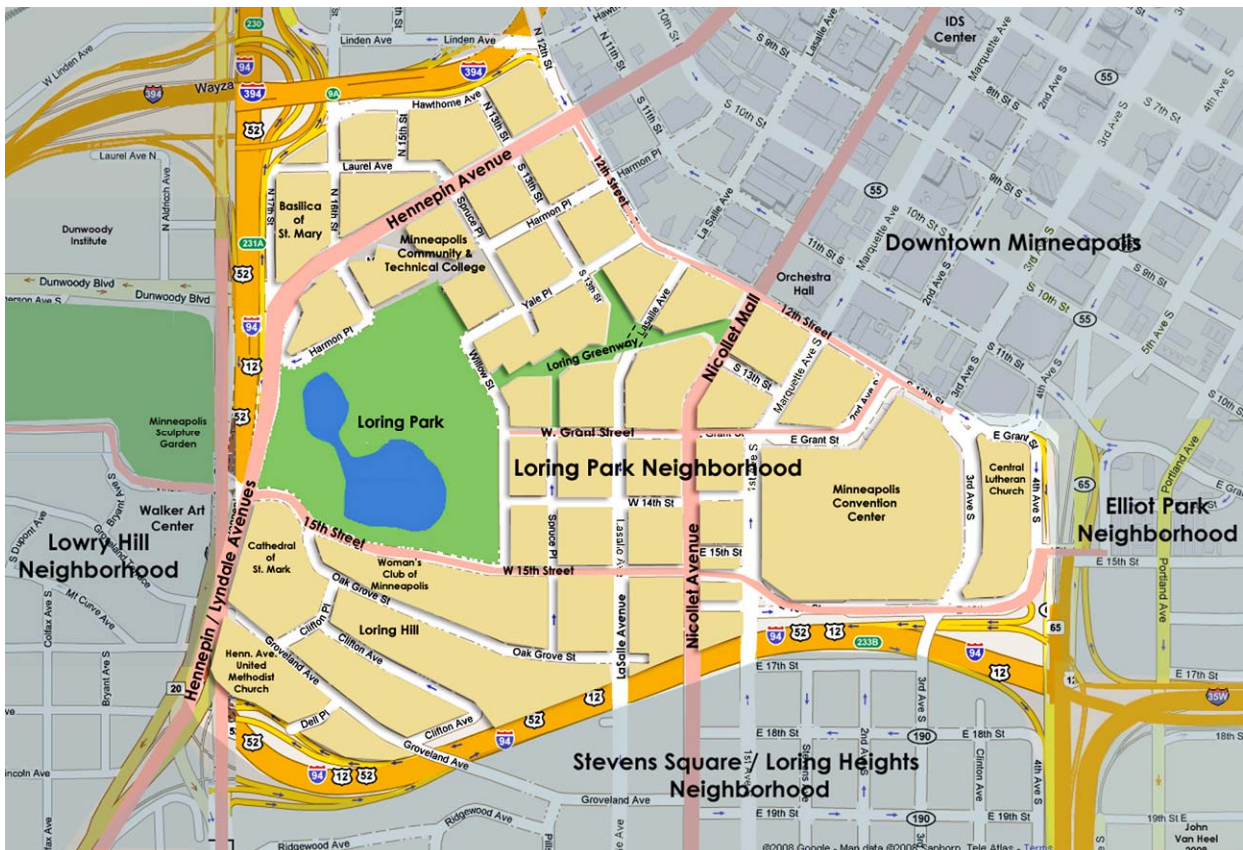
Through Citizens for a Loring Park Community (CLPC), residents, businesses and property owners have long taken an active role in decisions affecting the neighborhood. While important planning has already been done for several parts of the community, we do not yet have a comprehensive plan and vision for the entire neighborhood. By undertaking this Master Plan process we hope to identify and illuminate the assets, issues and opportunities that will provide the basis of an integrated plan and vision.

The Master Plan will capture our uniqueness and potential. We value and will protect our neighborhood's historic fabric, while addressing the challenges of our day and embracing the future. When this Master Plan is complete, we will have a respected and usable guide for both the neighborhood and the City—a guide that will lead the way to the creation of the highest quality, most sustainable public improvements and private development in the years to come.

Citizens for a Loring Park Community will seek to have the completed Master Plan adopted by the City of Minneapolis and Metropolitan Council in order to make it an official part of the City's Comprehensive Plan.

Study Area

The Loring Park neighborhood is located on the southwest edge of downtown Minneapolis. The neighborhood is bound on the west by Hennepin and Lyndale Avenues, on the south by Interstate 94 and on the east by the I-35W entrance into downtown. Interstate 394 and 12th Street form the northern and northeastern borders. Note—the park (Loring Park) will not be a focus for design recommendation in the Master Plan. A Master Plan for Loring Park was completed in 1994 (see links in Appendix A).



Scope of Services

A. Purpose, vision and fundamental principles

- 1) Purpose statement.
- 2) Vision statement.
- 3) Fundamental principles.

B. Survey of existing conditions

- 1) Description of geographic area and city/regional context.
- 2) History, historic resources and background.
- 3) Review and analysis of past planning efforts in the study area.
- 4) Review of current Minneapolis Comprehensive Plan land use designations, policies and implementation steps that apply to the study area.
- 5) Demographic overview of population and employment.
- 6) Survey of existing property attributes including land use, zoning, property value, building floor area, height, housing condition and number of residential units.
- 7) Existing real estate market data.
- 8) Condition of public realm, including positive and negative characteristics and effects.

C. Sustainable Land Use and Urban Design

Objective: Formation of an integrated plan and vision for the future development of and improvement to the Loring Park Neighborhood's environment, urban fabric and public realm.

Analysis and Recommendations:

- 1) Urban planning focus areas include the Nicollet Avenue Corridor (including 1st and LaSalle Avenues and the I-94 crossings), Harmon Avenue, the periphery of Loring Park and the neighborhood's freeway edges.
 - a) Urban design guidelines.
 - b) Illustration of potential development and public realm improvements.
 - c) Identification of infill development sites.
 - d) Future development site case study exploration—location and number of sites not determined.
- 2) Future Land Use Plan for the Loring Park neighborhood in Comprehensive Plan compatible format, including identification of conflicts between current zoning and future land use.
- 3) Utilization and incorporation of recommendations from past neighborhood approved plans such as the Loring Hill Design Guidelines, Nicollet Avenue Development Guidelines and the Berger Fountain Plaza Plans.
- 4) Review and utilization of available campus planning information from major neighborhood institutions
- 5) Public realm greening plan and strategies—extent and focus to be determined
- 6) Application of *Leadership in Energy and Environmental Design—Neighborhood Development* (LEED—ND) urban design and sustainability-based principles such as walkable streets, housing and job proximity, mixed income diverse communities, and energy efficient buildings, etc into planning and visioning. Alternate urban design and sustainable framework tools may be considered.
 - a) Implement a community-based outreach process to establish a vision, sustainable priorities and identify potential focus areas based on LEED—ND design principles.
 - b) Conduct a survey and analysis of existing LEED—ND based sustainable attributes of the Loring Park neighborhood—extent, phasing and work by others to be determined. (Note: This summer

CLPC is conducting a LEED—ND sustainability assessment survey of the neighborhood in cooperation with a University of Minnesota CURA student researcher.)

- c) Recommendations on interagency policy regarding sustainable public infrastructure.

D. Pedestrian Circulation and Transportation

Objective: Formation of a sustainable, pedestrian oriented, multi-modal vision for the neighborhood's pedestrian circulation and transportation network.

Analysis and Recommendations:

- 1) Utilization of transportation as an element in sustainable planning design.
- 2) Inter-connective planning within the neighborhood and to adjacent neighborhoods.
- 3) Strategies for residential, business and institutional parking needs.
- 4) Utilization and incorporation of the *Access Minneapolis* transportation plan, including the Pedestrian Master Plan, the Streetcar Feasibility Study, etc.
- 5) Coordination of planning with work of the neighborhood's Traffic Calming Task Force.

E. Cultural Assets and Economic Vitality

Objective: Formation of an integrated plan and vision for sustaining and enriching the community's commercial, civic, cultural and religious resources.

Analysis and Recommendations:

- 1) Opportunities to expand neighborhood commercial and cultural activity, with a focus on Nicollet and Harmon Avenues.
- 2) Opportunities to utilize the arts for promotion of economic vitality.
- 3) Opportunities to utilize the neighborhood's cultural identity and diversity in promotion of economic vitality and to enhance the livability of the neighborhood.
- 4) Promotion and management of the neighborhood as a regional destination for culture, entertainment, religious, social and educational opportunities.

F. Historic Preservation

Objective: Formation of an integrated plan and vision for sustaining and enriching the neighborhood's historic resources.

Analysis and Recommendations:

- 1) Utilization of historic resources and historic preservation as an element in sustainable planning, zoning review and urban design.
- 2) Opportunities for the neighborhood to feature and promote its historic resources.
- 3) Coordination of planning with the work of the neighborhood's Preservation Task Force, including incorporation of recommendations regarding proposed Loring Hill Historic Districts (see 2008 Historic Resources Inventory).

G. General Planning Notes

- 1) Provide short-term and long-term strategies for implementation of plan recommendations—including list of recommendations, lead entities, key partners, resources and possible timing.
- 2) It is expected that at least one Certified Urban Planner be part of the consultant team.

Public Process

Citizens for a Loring Park Community (CLPC) is recognized by the Minneapolis Community Planning and Economic Development Department (CPED) and the Neighborhood Revitalization Program (NRP) as the official community organization for the Loring Park neighborhood. CLPC takes great care in meeting CPED and NRP requirements pertaining to community participation in both the development and implementation of our Master Plan.

In representing the Loring Park community, CLPC believes the essential component of the Master Plan development is to represent the needs and wishes of the Loring Park community. The planning process should include, but not be limited to community meetings, focus group discussions and monthly meetings between the consultant and the Steering Committee. The selected proposal will illustrate strategies to be used to garner ongoing and meaningful community participation and engagement throughout the planning process. Successful past experience with community-driven development should be articulated in proposal applications.

CLPC has dedicated funding to implement the organizing aspect for this process, but facilitation, meeting preparation and materials will be the role of the selected consultant. Appendix B of this document outlines the steps already taken by CLPC and the Master Plan Steering Committee to begin the community engagement process.

Project Deliverables

The Master Plan should be submitted in booklet and electronic formats, including text, photographs, graphics, tables, charts and renderings for both existing conditions and visions for proposed development, including, but not limited to, building typologies, streetscapes, movement patterns, land uses and boundary/entry descriptions including freeway edge remediation. The Master Plan is to be in full color and must include sections that relate to the focus areas delineated in the Scope of Services. Project deliverables should include:

- 1) Twelve (12) hardbound copies of the Master Plan and one (1) unbound copy of the Master Plan.
- 2) Distributable visual summary of the plan, with number of copies to be negotiated.
- 3) One (1) disc or CD-ROM with the Master Plan in Microsoft Word, and maps in ArcGIS. The disc should also include printable versions for both 8½" x 11" one-sided and two-sided booklet format.
- 4) Documentation of all community meetings facilitated including, but not limited to, presentations, meeting notes and display boards.
- 5) A draft of the plan will be provided to the Steering Committee at the end of the project, and 15 days before the final presentation to the community.

Project Budget

The amount allocated for the consultant fee and project deliverables is \$49,000.

Project Schedule

Request for Proposal issue date	Monday, April 19, 2010
Request for Proposals due date	Friday, June 4, 2010
Steering Committee selects finalists	Week of June 7, 2010
Finalist interviews scheduled	Week of June 14, 2010
Selection of successful applicant	June 21, 2010
Prepare contract for signature by	TBD
Community kick-off meeting	September 2010
Completion of Master Plan	TBD

Selection Process

- 1) Citizens for a Loring Park Community (CLPC) reserves the right to reject any proposals.
- 2) CLPC reserves the right to modify or issue amendments to the Request for Proposals. If questions result in the modification of this RFP, the written modifications will be distributed to all recipients of the original RFP.
- 3) Proposals received within the stated deadline will be reviewed by members of the Master Plan Steering Committee with technical support from provided by City and NRP staff.
- 4) Supplemental information needed to complete submissions must be requested no later than May 28, 2010.
- 5) Interviews of the finalist candidates will be conducted the week of June 14, 2010 by the Master Plan Steering Committee.
- 6) The Master Plan Steering Committee will select the consultant to provide services described in this RFP.
- 7) Criteria used in the evaluation of the proposals will include, but not be limited to the following:
 - a) Demonstrated capacity to successfully complete the project.
 - b) Performance of the firm on similar projects.
 - c) Demonstrated commitment to citizen participation.
 - d) Demonstrated ability of the firm's project staff to work interactively with residents to encourage creative thinking about urban design and planning.
 - e) Quality thoroughness and clarity of the proposal.
 - f) Organization, management and technical approach to the project.
 - g) Ability to package findings, ideas and concepts through a combination of written and graphic means of expression.
 - h) Qualifications and experience of staff.
 - i) Review of references.

Submission of Proposals

Questions concerning this RFP:

Questions concerning this RFP should be directed to our contact person:

Jana Metge, CLPC Coordinator
Citizens for a Loring Park Community
430 Oak Grove Street, Suite #117
Minneapolis, MN 55403
Phone: 612-874-9002
clpc@visi.com

All questions or inquiries about this RFP must be submitted in written form to Jan Metge at CLPC. No phone queries shall be taken. If questions regarding this RFP should result in the modification of the RFP, the written modifications will be distributed to all recipients of the original RFP.

Procedures for Submission of Proposals:

Two (2) originals and twelve (12) photocopies of the proposal must be submitted on standard 8½” x 11” paper. An authorized member of the firm must sign each copy in ink. **Proposals must be delivered to Citizens for a Loring Park Community at the address listed above on or before 3:00 pm on June 4, 2010.** No late submissions will be accepted. No fax or electronic submissions will be accepted. All submissions will become the property of CLPC and will not be returned. Deliver submissions to:

Jana Metge, CLPC Coordinator
Citizens for a Loring Park Community
430 Oak Grove Street, Suite #117
Minneapolis, MN 55403
Attn: Master Plan Proposal

Content of Proposal:

- 1) A general statement briefly describing the firm’s history, background, organization, size and capacity to provide the requested services.
- 2) A description of similar projects the firm has completed and other relevant experience. Please include examples of other citizen participation organizations and projects.
- 3) A list of personnel that will provide the requested services. Please include a resume for each such individual. Please highlight that individual’s role on similar projects and his or her intended role in this project.
- 4) A list of sub-consultants proposed for use. Please describe projects worked on with the proposed sub-consultants.
- 5) A description of the approach to completing the Scope of Services, including strategies for the meaningful involvement of the Loring Park community.
- 6) A work plan and schedule for completion of the project.
- 7) An estimate of the number of hours and cost to provide the services and deliverables.
- 8) An indication of whether the firm’s activities or representation of other clients could potentially pose a conflict of interest in its representation of Citizens for a Loring Park Community.
- 9) No fewer than three (3) professional references that CLPC may contact.

Appendix A

Resources

Neighborhood Plans and Resources

Loring Park NRP Phase II 10 Year Action Plan 2008
(this includes historic and demographic information about the neighborhood)
<http://downtown2015.com/Homepage/NRPPPhaseIIplanfinal.pdf>

Nicollet Avenue Development Guidelines 2004
<http://loringpark.org/minagen/nicolletave/Final%20Nicollet%20Guidelines%208-9-04.pdf>

Loring Hill Design Guidelines 2006
<http://www.loringpark.org/minagen/landuse/LoringHillDesGuidelns.pdf>

Park Master Plan for Loring Park 1994
<http://www.downtown2015.com/Homepage/CLPCDocs/Loringparkmasterplan.pdf>

Citizens for a Loring Park Community Website
<http://loringpark.org/>

Additional Resources
<http://www.downtown2015.com/Homepage/CLPCDocs/MasterplanSteeringComm.htm>

City of Minneapolis Plans and Resources

The Minneapolis Plan for Sustainable Growth 2009 (comprehensive plan)
http://www.ci.minneapolis.mn.us/CPED/comp_plan_2030.asp

Access Minneapolis – 10 Year Transportation Action Plan
<http://www.ci.minneapolis.mn.us/public-works/trans-plan/>

Historic Resources Inventory (City of MPLS) 2008
<http://www.downtown2015.com/Homepage/CLPCDocs/Loringhistresstudy.pdf>

Harmon Place Historic District
http://www.ci.minneapolis.mn.us/hpc/landmarks/Harmon_Place.asp

Appendix B

Loring Park Master Plan Community Engagement and Outreach

Draft - December 2009, updated from June 2009

Date	Task
April-July 2009	Form a Steering Committee reflective of Loring Park neighborhood and stakeholders; determine membership; ensure neighborhood-wide base including representation from renters, owners, businesses, and institutions.
April 2009-April 2010	Traffic Calming Task Force formed; membership recruited, neighborhood issues identified and prioritized; long-range efforts developed for Master Plan. Report on and promote Master Plan effort in all CLPC meetings and events and secure 1-3 stories in the <i>Downtown Journal</i> on this effort. Set meeting dates for Steering Committee and convene monthly.
October 2009-March 2010	Discuss and determine project scope by Master Plan Steering Committee. Develop a Request for Proposal with City Planner.
March 2010	Master Plan Steering Committee reports to the community at CLPC annual meeting.
March-April 2010	Approval of RFP by CLPC Land Use Committee and CLPC Board of Directors.
April 19, 2010	Request for Proposal is publicly posted.
June 2010	Request for Proposals due date (see Project Schedule) Steering Committee selects finalists (see Project Schedule) Finalist interviews scheduled (see Project Schedule) Selection of successful applicant (see Project Schedule)
June-July 2010	Contract negotiations between CLPC, NRP and consultant.
September 2010	Community kick-off meeting held
October-November 2010	Loring Park Master Plan development and community engagement begins.

Once a consultant is hired there may be additions to the community engagement components based on discussions with the Steering Committee and input from the community. When a final plan is approved, the City posts a 45-day public review and efforts to move to City, with City Planner Beth Elliot facilitating. The City will present the plan to Met Council for approval.