

Request for Proposals for Consultant Services For Establishing Business Improvement Districts

For Research and Support Services for the Great Cities Collaborative, a coalition of five non-profit organizations working along the main commercial corridors in the Twin Cities including, the West Broadway Coalition, the Lake Street Council, the Northeast Community Development Corporation, Sparc and University UNITED.

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Submittal Deadline: 4:00 pm, Tuesday, February 15, 2012

Consultants are invited to submit their proposals to:

Matt Ides
Sparc
843 Rice Street
St. Paul, MN 55117
(651) 488-1039

Introduction and Overview

The organizations listed above have received funding from the McKnight Foundation to explore the possibility of creating Business Improvement Districts (BID) and/or Parking Improvement Districts (PID) along the five commercial corridors they represent in Minneapolis and St. Paul. Each organization will need to prepare and circulate information about the advantages and disadvantages of BIDs and PIDs, and will function as a catalyst and resource engaging property owners and stakeholders in an informed conversation about the benefits of creating this model of cooperative management along the commercial corridors.

Scope of Work

Consultant services are needed to provide the Great Cities Collaborative with additional information regarding best practices, case studies, and technical assistance, and to generally assist in the establishment of BIDs and/ or PIDs in the Twin Cities. Prospective consultants are invited to submit a proposal for the following scope of work:

- 1.) Meetings with representatives from the Great Cities Collaborative to finalize the desired outcomes.

- 2.) Review of state statutes and municipal ordinances to determine the legal parameters of establishing BIDs and/ or PIDs, in Minneapolis and St. Paul, and recommendations as to enabling legislation if needed.
- 3.) Preparation of case studies, best practices, and other supportive materials that would help promote the adoption of needed enabling legislation.
- 4.) Development of an action plan that would guide the Great Cities Collaborative in securing statutory authority for a BID and/or PID, including information on financing for special assessment districts, the petition drive, the public hearing process, and all other steps needed for implementation. Staff from the five organizations within the Great Cities Collaborative will generally be responsible for community outreach, but the consultant will be required to attend one or more public meetings to answer questions of property owners and elected officials. Consultant will oversee the development of marketing materials that will promote the establishment of BIDs.
- 5.) Provide assistance to each of the five organizations for development of a specific BID and/or PID that is appropriate for their respective corridor, including the establishment of the boundaries of the district, the assessment mechanism, services plan, as well as development of an annual operating workplan and budget.
- 6.) The consultant will review and make recommendations on personnel needs for the new BIDs and/ or PIDs, and explore the option of utilizing shared staff or other ways to efficiently use limited resources.

Schedule

The goal of the Great Cities Collaborative is to secure legislative authority for establishing BIDs and/ or PIDs in Minneapolis and St. Paul by the end of 2012. Additionally, it is hoped that one BID and/ or PID will be established in each city by the end of the year.

Prospective consultants are asked to submit information on their background and experience that highlights their experience with the BID formation process. A fixed-price contract of no more than \$10,000 inclusive of all services and materials will be awarded to the bidder most responsive to our programmatic and budgetary needs. A proposed payment schedule related to specific milestones and work output will be negotiated.