

**County of Nobles, Minnesota**  
**Request for Proposals**  
**Divestiture of the Armory**

**I. Statement of Purpose**

The County of Nobles (“County”), Minnesota is inviting proposals for the purpose of selecting a new owner of the Armory building and property at 229 Ninth St., Worthington, MN 56187.

**II. General Information**

Nobles County purchased the Armory Business Center (the “Building”) in early 2015 from a private party with the desire to move the Nobles County Library into the building after a major remodel. Upon a full study of the Building, and after engineering and architectural reviews were completed, it was determined the building was not suitable to meet the needs of the library into the future.

Nobles County has made the determination to develop a ‘Request for Proposal’ (“RFP”) as a method to attract proposals from interested parties as to the ownership and future of the Building. The RFP will be advertised for three (3) consecutive weeks in The Globe, the official newspaper of the County, commencing March 23, 2019, and once in the Nobles County Review, a paper of general circulation where the Building and Property (as defined below) are located, on March 27, 2019.

**III. Scope of Request**

- A. Develop a proposal for the purchase of the Building and Property described in Exhibit A hereto (the “Property”).
- B. Share the long range plan for the Building and Property.
- C. Provide a summary of your maintenance plan.

**IV. Proposal Form and Content**

The RFP’s should include responses to each of the following items. Please construct the proposal with responses in the same order as listed below to facilitate review and comparison by the Review Committee.

- A. Cover page to include:
  - 1. Purchaser name & address
  - 2. Phone and e-mail of the primary contact person
  - 3. Date of proposal
- B. Proposal content
  - 1. Proposed purchase price and basic terms.
  - 2. Summary of planned use of the building and site.
  - 3. Proposed investment into the building.
  - 4. Proposed timeline of the investment.
  - 5. Proposed maintenance plan for building and site systems.
  - 6. Guarantee of insurance coverage for the term of the proposed improvements and ownership.

## V. Bidding Process

- A. The County reserves the right to reject any or all of the proposals or to negotiate an agreement in the best interests of the County and at the discretion of the Nobles County Board of County Commissioners.
- B. The firm will submit a signed copy of its proposal (electronic copies accepted) to the Nobles County Government Center no later than 3 PM, Wednesday, May 1, 2019.  
Submittals may be addressed to:

Nobles County Administration  
Divestiture of the Armory RFP  
315 Tenth Street, PO Box 757  
Worthington, Minnesota 56187

All proposals must be signed by an individual duly authorized by the firm. All proposals will become property of the County. A list of names of the firms submitting proposals will be made available by request no later than May 2, 2019.

- C. County Administrator, Tom Johnson, will be the County's primary contact for this process. He will coordinate appointments with staff for the interview and selection process **if** the County chooses to follow that process. Questions and requests for information shall be directed to Nobles County Administration.
- D. The County reserves the right to request clarification of any information submitted and to request additional information for any or all proposers during the review process.
- E. Any purchase agreement resulting from this process and the acceptance of a firm's proposal will be on forms supplied by or approved by the County and will contain, at a minimum, the applicable provisions of this Request for Proposals.
- F. This document is a Request for Proposals, not for Bids. The County, therefore, reserves the right to negotiate with any qualifying firm or party on any matter in the proposal.

## VI. Selection Process

### A. Schedule

1. The County has developed the following schedule of events for this process:

- |                                            |              |
|--------------------------------------------|--------------|
| a. Proposals Due                           | May 1, 2019  |
| b. Recommendation to County Board          | May 7, 2019  |
| c. Acceptance of agreement between Parties | June 4, 2019 |

### B. Evaluation of Proposals

A Review Committee will consider the proposals and make a recommendation to the County Board. The recommendation will be based on the following criteria:

- 1. Quality of the proposal and its responsiveness to the criteria of the Request for Proposals.
- 2. References.

## **VII. Miscellaneous Terms and Conditions**

- A. The firm will not subcontract or assign any interest in any contract or agreement without the prior written consent of the County executed by an authorized individual.
- B. All costs associated with the preparation of the firm's proposal will be the responsibility of the firm submitting the proposal.

Questions or requests for additional information may be directed to:  
Tom Johnson, County Administrator at: [tjohnson@co.nobles.mn.us](mailto:tjohnson@co.nobles.mn.us) or at P:(507) 295-5201.

Thank you for your consideration and responding to this Request for Proposals.

## Exhibit A

### Legal Description of Property

Legal Description of Property Lots 6, 7, 8, 9, 10 and 11, and vacated alleys, Block 9, OP		P.I.N. 31-0090-500 <del>31-0091-000</del>	
County Nobles	Lot Number	Block Number	Addition Original Plat
Physical Address 225 9th Street			
City Worthington	State MN		Zip 56187