

# REQUEST FOR PROPOSALS

Developers, Property Owners and Brokers

For:



Facilitated by:



Issued: March 21, 2024  
Responses Due: April 25, 2024

## PURPOSE

[The Bush Foundation](#) (the “Foundation”) is issuing a request for proposal (RFP) for developers, property owners and brokers to lease or co-develop office space for the Foundation’s use around September 2025.

## ABOUT THE BUSH FOUNDATION

The Bush Foundation works to inspire and support creative problem solving — within and across sectors — to make their region better for everyone. To do this, they invest in great ideas and the people who power them in Minnesota, North Dakota, South Dakota and the 23 Native Nations that share the same geography.

The Foundation works through open grantmaking programs to support efforts to: develop, test and spread great ideas that will make the region better for everyone; and inspire, equip and connect people to more effectively lead change.

## PROJECT BACKGROUND

The Foundation’s current office lease in the US Bank Center in downtown St. Paul will expire in September 2025. The Foundation has 36 staff members and currently occupies 16,000 square feet of office space across two floors. The Foundation would like to think broadly about its future office needs, given its existing hybrid work environment and the changed real estate market.

The Foundation’s current hybrid work environment means staff are required to be in the office one or two days a week with some staff using the space on additional days. They expect to continue working in a hybrid environment in the future office space.

As a [mission-driven organization](#), the Foundation considers how all of its decisions will impact the communities it serves, including decisions related to office space and real estate — which represent a significant financial investment. Along with considering community impact, the Foundation expects that the new office space will enable staff to be successful, healthy and collaborative. All decisions will be informed by today’s dynamic approaches to hybrid and remote workplaces.

NEOO Partners (“NEOO”) facilitated Phase 1 of this work, which included a front-end discovery process to help Foundation staff and board prioritize their criteria and office space features.

NEOO is now conducting Phase 2 of the work, which includes acting as the Foundation’s broker/buyer’s representative to lead the Foundation through the RFP process, the leasing/purchase process and to ensure that design and build out of any new space is completed in alignment with the expected timeline.

## PROJECT

The Foundation’s office lease expires in September 2025. A variety of real estate options could be considered including:

- Renegotiate the current lease in the US Bank Center.
- Lease existing office space in a different building or in a new development.
- Co-develop a new office building in partnership with an emerging developer and with the Foundation as an anchor tenant.

## SCOPE OF WORK

### Requirements:

- Office space must be located in Saint Paul, Minnesota.
- Provide 12,000 to 16,000 square feet of office space.
- Equitable, flexible and adaptable office environment.
- Positive community and neighborhood impact.

### Important Considerations:

- Space for up to 38 private offices.
- Kitchen area, multiple collaborative meeting spaces and gathering space for 50+ people.
- Access to fiber internet connection.
- Parking available for up to 40 people.
- Centrally located and high ease of access for staff and visitors.
- Sustainability features including an environmentally conscious design.

## SELECTION CRITERIA

The Foundation will use the following criteria to determine if a proposal aligns with the project's needs and values.

- Price, tenant allowance, base rent, term of lease.
- Proximity to transit corridors, neighborhood amenities, parking options.
- Demonstrated commitment to the Saint Paul community.
- Openness to implementing best practices and options related to hybrid/remote work options and sustainability features
- High quality property management experience.
- Commitment to equity in their own operations.
- Ability to meet the desired timeline and outcomes within a reasonable budget.

## SUBMISSION REQUIREMENTS

If you are interested in responding to the RFP, please provide the following information.\*

- Brief overview of your firm including your values or approach to property management/commercial development.
- Description of the proposed building/project including: location, timeline, applicable project partners, lease terms including price and tenant allowance.
- Description of your approach to building or maintaining relationships with the community around your building/development.
- A primary point of contact within your firm (name, phone, email).

*\*Submissions should be no more than five pages.*

## HOW TO APPLY

Proposals are due by 12:00 p.m. CT on Thursday, April 25, 2024. Send your proposal and Bush Foundation's [Vendor Demographic Form](#) via email to [chris@neoopartners.com](mailto:chris@neoopartners.com). In the subject line of the email, please include: 'RFP response: [insert your organization's name here]'.

If you have any questions, please contact Chris Herndon at [chris@neoopartners.com](mailto:chris@neoopartners.com).

## SELECTION AND TIMING

March 21, 2024	RFP released
April 4, 2024	RFP questions due from interested parties
April 11, 2024	Responses to questions published as an addendum with this announcement
April 25, 2024	Proposals due no later than 12:00 p.m. CT
May 9, 2024	Notification of finalists*
Week of May 20th, 2024	Finalist interviews with NEOO and Bush Foundation staff
June 13, 2024	Selection

*\*Finalists will be required to provide two references. These do not need to be included in this initial proposal.*

## RESERVATION OF RIGHTS

The Foundation reserves the right to reject any or all nonconforming Proposals and to modify procedures and instructions. NEOO will notify Proposers should they decide to execute this right.