



Nokomis East Neighborhood Association

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Citizen Participation Process for Riverview Road Request for Proposals (RFP)

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Draft RFP

1. NENA will advertise the availability of the draft RFP through the *Longfellow Nokomis Messenger*, the *NENA Review* newsletter, and on the NENA website. The draft RFP will be available on the NENA website (www.nokomiseast.org), and from the NENA office. The *Messenger*, due out on April 26, covers all of the Nokomis East neighborhood and greater Longfellow. The *NENA Review*, due out April 21, is distributed to all addresses in Nokomis East. The website, which has an average of 1,800 visitors per month, will have the RFP, NESAP and other background information available by April 20. NENA publicity of the RFP process will invite comments on the RFP, and state that comments may also be directed to Kevin Walker at CPED.
2. NENA will host a design charrette, led by Bob Close of Close Landscape Architecture, on May 15, 6-9 p.m. at Keewaydin Community Center (3030 East 53rd). It will be a three hour workshop, in which participants will help create design guidelines for the development of the MNDOT Riverview Road/54th Street property. NENA's publicity on the RFP process will include the design charrette.
3. In keeping with its normal practice, NENA will make a special effort to inform residents most directly affected by any development on the Riverview Road site of the draft RFP, opportunities to comment, and invite them to participate in the design charrette. In addition, an email will be sent to people who signed up for NENA's NESAP e-list.
4. NENA will provide the results of the charrette to CPED, and make it available on the NENA website. NENA's Planning and Development Committee will review the RFP and the results of the charrette, and make recommendations to the NENA Board. NENA's official comments on the RFP will be determined by the Board of Directors, and will be provided to CPED as soon as possible after the charrette, but no more than 10 days.
5. It is NENA's expectation that the design guidelines generated by the charrette will be included as an attachment to the RFP so that all interested responders have the opportunity to incorporate them into their proposals.
6. NENA will post the final RFP on its website and make it available through the office.

Proposal Review

1. When the responding proposals are made available to NENA, we will set up a neighborhood meeting for residents and other interested members of the community to review and comment on the proposals. Publicity for the meeting will be similar to the steps used for the draft RFP. To the extent possible, proposal materials will be posted on the NENA website for wider access.
2. NENA's Planning and Development Committee will review the proposals and comments made at the meeting, and make recommendations to the NENA Board. The NENA Board will determine NENA's position and final comments on the proposals.
3. NENA will publicize the results of the RFP process, including the selected proposal, on the website, the Longfellow Nokomis Messenger, and the NENA Review (depending on when the information is available).

Post Developer Selection

1. NENA will request that the developer keep the neighborhood informed about the project as it prepares detailed plans for the project. NENA will ask the developer to present plans (site plan, elevations, floor plans, landscaping, management, marketing, etc) at a neighborhood meeting to inform residents about the project and solicit input. NENA will provide comments to the City Planning Commission on any zoning changes, the conditional use permit, and any other required applications.
2. It is NENA's desire to have the best project possible, and it is our experience that this happens when a developer is willing to work closely with the neighborhood while the project is being designed. When the project is complete, NENA will request that the management team be willing to meet occasionally with NENA and interested neighbors to discuss any issues or problems that may arise. This is simple thing to do, but can go a long way toward making new residents feel welcome in their neighborhood, and existing residents comfortable with the project.