Request for Proposals

1280 Birch Lake Boulevard North
White Bear Lake, MN

July 24, 2026

I. **INTRODUCTION**

A. Purpose of the Request for Proposals. The City of White Bear Lake, Minnesota (the "City") invites competitive market rate proposals for the purchase of the City owned property at 1280 Birch Lake Boulevard North (the "Subject Property"). The City is open to proposals that would either reuse the existing building or redevelop the site into a higher and better use. Response to this request must be in writing and address each of the components detailed in the RFP.

B. Property information. The subject property is located at 1280 Birch Lake Boulevard North, in the northeast portion of White Bear Lake. The surrounding area is generally commercial, office and warehouse uses with good access to the White Bear Lake Community and Twin Cities Metropolitan area from Highway 96 and Interstate 35E. Birch Lake, Rotary Nature Preserve and a surrounding residential neighborhood are positioned just to the north and east.

The 0.99 acre (42,971 sq. ft.) subject property contains an existing 14,400 square office building (7,200 sq. ft. main floor and 7,200 sq. ft. basement). The building was constructed in 1990 and housed one counseling center tenant since its construction. The site also contains a 32-space off-street parking lot with two access curb cuts to Birch Lake Boulevard North. Building plans are attached to this RFP.

C. RFP Administrator. This RFP has been issued by the City of White Bear Lake Community Development Department. All communications, questions or responses concerning this RFP should be directed to Jason Lindahl, Community Development Director at (651) 429-8562 or jlindahl@whitebearlakemn.gov.

D. Land Use and Zoning. The Future Land Use Map within the 2040 Comprehensive Plan guides the Subject Property as BP – Business Park. According to the Comprehensive Plan, the Business Park designation allows a mix of light industrial, warehouse, office, and limited retail uses. Uses should primarily be contained within primary structures with outdoor processing and storage generally prohibited.

The property is also zoned BP – Business Park. Development standards for the BP zone are detailed in Section 1304 (Special Purpose Zones) of the City's Zoning Code. The BP zone is intended for use in locations where offices, research and development, warehouse and distribution, and production uses are located within proximate access to interstates for traffic trucks. Outdoor storage is not allowed. A detailed list of uses allowed in the BP Zone is attached in Tabel 1305-1 Principal Uses.

As mentioned above, the City is open to proposals that would either reuse the existing building or redevelop the site. It should be noted that redevelopment of the site may require comprehensive plan amendment, rezoning or other land use approvals.

E. Proposal Submission and Timeline. To be considered, a written proposal must be submitted to the City by email, mail or personal delivery no later than 12:00 p.m. on August 21, 2026. If submitted by email, the proposer should confirm that the proposal was received by City staff. If submitting by mail or personal delivery, the outside of the envelope must be marked "**PROPOSAL TO PURCHASE 1280 BIRCH LAKE BOULEVARD NORTH**"

Tentative Proposal Review Schedule (subject to change)	
Milestone	**Approximate Date**
RFP issued	July 24, 2026
Pre-proposal questions due	August 3, 2026
Response to questions posted	August 7, 2026
Property Tour (optional upon request)	August 10, 2026
Proposal due	August 21, 2026
City staff review	September 2026
Interviews (if necessary)	TBT
Report to the City Council	October/November 2026

The timeline detailed above represents the City's best estimates for the completion of major milestones for proposal submission and review. Dates are subject to change as needed to best fit the City's needs and may be impacted by any land use approvals that may be necessary for a given proposal. The city is committed to providing all respondents with timely updates to ensure transparency and allow adequate preparation time. Finalists will receive updated schedule details as they advance in the selection process.

F. Incurring costs. The City is not liable for any costs incurred in the preparation of submittals, presentations and other incidental activities related to this solicitation.

G. Disclosure. All information in a Respondent's proposal is subject to disclosure under the provisions of Minnesota Statute Chapter 13 - Minnesota Government Data Practices Act.

H. Rights Reserved. The City reserves the right to waive any irregularities in any proposal and to select the proposal evaluated to be the most advantageous to the City. The City reserves the right to disqualify any proposal or to reject all proposals if it is deemed to be in the best interest of the City. Furthermore, the City reserve the right to reject any and all proposals or to request additional information from any respondent or from all respondents.

II. CONDITIONS GOVERNING SALE

A. Offer. All offers submitted to the city in response to this RFP shall remain valid for 90 days from the proposal due date detailed in the RFP. The sale of the Property is subject to the approval of a purchase agreement between the successful respondent and the City. The City reserves the right to negotiate with respondents and to reject any and all offers.

B. Purchase price. The City of White Bear Lake seeks competitive market-rate offers for the Subject Property. The property is being sold by the City "AS IS."

C. Commission. The City agrees and acknowledges that it has not engaged the service of any agent or broker for the sale of the Subject Property. In the event that the successful respondent has engaged an agent or broker, the respondent will be solely responsible for the payment of said agent or broker, and said fees will not be deducted from the purchase price.

D. Earnest money deposit. Within five business days after all parties sign a purchase agreement, the successful respondent will be required to deposit earnest money equal to 5 percent of the purchase price. The earnest money will be held in escrow by the City's title company and applied to the purchase price at closing.

E. Conflict of interest. Any respondent who has a conflict of interest or potential conflict of interest shall disclose the same in its offer. The City will review any potential conflicts of interest in its evaluation of the proposals.

III. **SUBMISSION REQUIREMENTS**. Proposal responses should clearly and accurately demonstrate the knowledge, capabilities, experience, and capacity of the proposal team to meet the requirements of the RFP. Respondents shall submit a letter of intent to purchase the Subject Property including the following:

- Proposal team's name and mailing address
- Name, mailing address, phone number, and email address of the primary contact person
- Signature of authorized representative of the responding proposal team
- Proposed use of the subject property
- Purchase price
- Earnest money deposit amount
- Proposed closing timeline
- Proposed due diligence period
- Financing contingencies, if any

Should the proposal involve redevelopment of the site, the submittal must also include the following additional information.

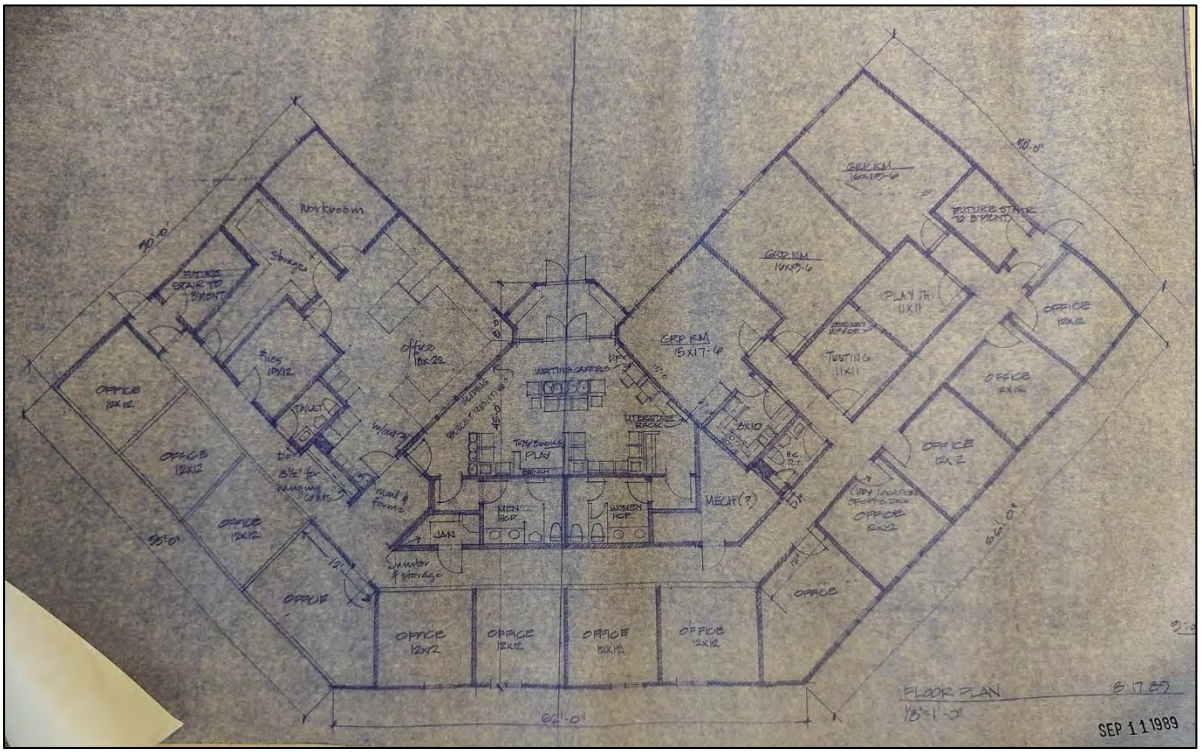
- Members and qualifications of the development team including architect, engineering firm and contractor (if known)
- List of two or more development projects of similar nature or scale
- Brief narrative describing the proposed project and how it meets or exceeds the comprehensive plan and zoning regulations
- Preliminary Site Plan
- Conceptual building elevations and renderings to illustrate the proposed project
- List of project components, stories, square footage, and building materials
- The project's estimated construction cost
- The project's estimated economic benefits including total market value of development

- The community benefits resulting from the project such as connections and support of surrounding uses, public spaces and amenities, landscaping and public art, affordability, or environmentally sustainable elements incorporated into the project
- Projected timeline for land use approvals, purchase of site and construction of project
- Developer's current legal status: corporation, partnership, sole proprietor, etc. and supporting evidence of financial ability to complete project
- Description of how you will interact with the community to assure your project addresses their needs and concerns
- Any other information that is critical to the city's ability to evaluate the proposal

IV. **EVALUATION CRITERIA**. The City will select the proposal that is, in the City's sole discretion, determined to be in its overall best interests and will support the best use of the Property. When evaluating proposals, the city will consider the following criteria:

A. Quality and feasibility of the proposal
B. Experience and qualifications of the buyer or development team
C. Purchase price and overall terms
D. Project schedule and readiness
E. Community benefit

1280 Birch Lake Boulevard - ***Building Floorplans***



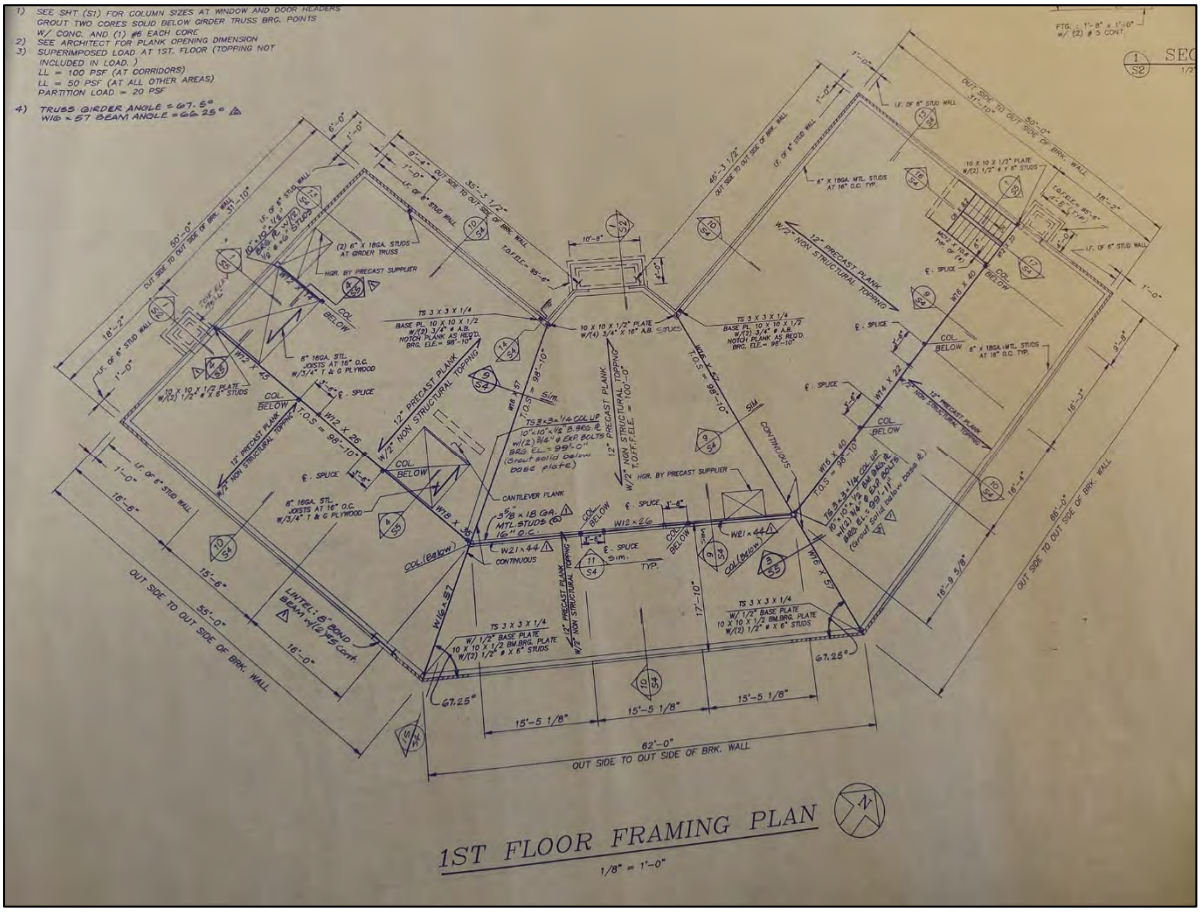


Table 1305-1 Principal Use Table

	Mixed-Use Zones									Residential Zones					Special Zones					
	MX-D	MX-C	MX-S	GX-D	GX-C	GX-A	GX-N	RX-C	RX-N	R-1	R-2a–c	R-3	R-4	R-5	BP	IX	I	P1	P2	Use-Specific Regulations
RESIDENTIAL																				
Household Living																				
1 dwelling unit	◓	◓	◓	●	●	●	○	–	●	●	●	●	●	●	–	–	–	–	–	
2 dwelling units	◓	◓	◓	●	●	●	●	●	●	–	–	●	–	●	–	–	–	–	–	
3–6 dwelling units	◓	◓	◓	●	●	●	●	●	●	–	–	–	–	●	–	–	–	–	–	
7+ dwelling units	◓	◓	◓	●	●	●	–	●	–	–	–	–	–	–	–	–	–	–	–	
Manufactured Home Park	–	–	–	–	–	–	–	○	○	–	–	○	–	○	–	–	–	–	–	
Sacred Community	○	○	○	○	○	○	○	○	○	○	○	○	○	○	–	–	–	–	○	1305.030.1
Group Living (except as below)	◓	◓	◓	●	●	●	●	○	○	○	○	○	○	○	–	–	–	–	–	
Residential Facility, Small	◓	◓	◓	●	●	●	●	●	●	●	●	●	●	●	–	–	–	–	–	
Residential Facility, Large	○	○	○	○	○	○	○	○	○	○	○	○	○	○	–	–	–	–	–	
COMMERCIAL																				
Adult Establishment	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	○	–	–	1305.040.1
Animal Boarding	–	–	○	–	○	–	–	–	–	–	–	–	–	–	●	●	●	–	–	
Consumer Service	●	●	●	●	●	●	●	–	–	–	–	–	–	–	●	●	●	–	◐	
Day Care, Small	◓	◓	●	●	●	●	●	●	●	●	●	●	●	●	–	–	–	●	●	
Day Care, Large	◓	◓	●	●	●	●	●	○	○	–	–	–	–	–	●	●	–	–	–	
Entertainment Venue, Large	–	●	●	–	●	●	–	–	–	–	–	–	–	–	–	–	–	○	●	
Funeral & Mortuary Service	–	–	–	●	–	–	●	–	–	–	–	–	–	–	●	●	–	–	–	
Lodging	◓	◓	●	●	●	●	●	–	–	–	–	–	–	–	●	●	–	–	–	
Marina	–	○	–	–	○	–	–	–	–	–	–	–	–	–	–	–	–	–	●	
Office	◓	◓	●	●	●	●	●	–	–	–	–	–	–	–	●	●	●	–	–	1305.040.9
Pawnshop or Precious Metal Dealer	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	1305.040.10
Retail & Entertainment																				
Eating and Drinking Place (except as below)	●	●	●	◐	◐	◐	●	–	–	–	–	–	–	–	–	–	–	–	–	
Brewer Tap Room	○	–	–	–	–	–	–	–	–	–	–	–	–	–	○	○	–	–	–	
Brewpub	○	–	–	–	–	–	–	–	–	–	–	–	–	–	○	○	–	–	–	
Micro-distillery	○	–	–	–	–	–	–	–	–	–	–	–	–	–	○	○	–	–	–	
Entertainment, General	●	●	●	◐	◐	◐	●	–	–	–	–	–	–	–	●	●	–	–	–	
Retail Sales (except as below)	●	●	●	◐	◐	◐	●	–	–	–	–	–	–	–	–	●	–	–	–	
Retail Sales, Large-Format	–	●	●	–	–	–	–	–	–	–	–	–	–	–	–	●	–	–	–	
Liquor, Off-Sale	○	●	●	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	1305.040.11
Tobacco Products Shop	–	–	●	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	1305.040.11
Self-Service Storage	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	○	○	–	–	
Vehicle Sales, Service & Storage)																				
Car Wash	–	–	○	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	1305.040.13
Fueling Station	–	–	○	–	–	–	–	–	–	–	–	–	–	–	–	○	○	–	–	1305.040.13
Vehicle Sales & Rental, Personal	–	–	○	–	–	–	–	–	–	–	–	–	–	–	–	○	–	–	–	1305.040.13
Vehicle Repair & Maintenance, Minor	–	–	○	–	–	–	–	–	–	–	–	–	–	–	–	○	–	–	–	1305.040.13
Vehicle Repair & Maintenance, Major	–	–	–	–	–	–	–	–	–	–	–	–	–	–	○	○	○	–	–	1305.040.13

KEY: ● = Permitted ◓ = Permitted in Upper Stories Only ◐ = Limited to No More than 25% of Footprint ○ = Requires Conditional Use Approval – = Prohibited

Table 1305-1 Principal Use Table

	Mixed-Use Zones									Residential Zones					Special Zones					
	MX-D	MX-C	MX-S	GX-D	GX-C	GX-A	GX-N	RX-C	RX-N	R-1	R-2a–c	R-3	R-4	R-5	BP	IX	I	P1	P2	Use-Specific Regulations
Vehicle Towing Service	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	○	○	–	–	1305.040.13
MANUFACTURING & INDUSTRY																				
Manufacturing, Artisan	●	●	●	◐	◐	●	◐	–	–	–	–	–	–	–	●	●	●	–	–	
Manufacturing, Limited	–	–	–	–	–	–	–	–	–	–	–	–	–	–	●	●	●	–	–	
High-Impact Industry	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	○	–	–	
Storage & Distribution																				
Indoor	–	–	–	–	–	–	–	–	–	–	–	–	–	–	●	●	●	–	–	1305.050.4
Outdoor	–	–	–	–	–	–	–	–	–	–	–	–	–	–	○	○	○	–	–	1305.050.4
CIVIC & INSTITUTIONAL																				
College	◓	◓	◓	●	●	●	●	–	–	–	–	–	–	–	●	●	–	–	●	
Community Assembly	–	●	●	●	●	●	–	○	○	–	–	–	–	–	–	–	–	○	●	
Cultural Facility	●	●	●	●	●	●	●	–	–	–	–	–	–	–	●	●	–	●	●	
Detention or Correctional Facility	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	○	
Hospital	–	–	–	○	○	–	–	–	–	–	–	–	–	–	●	●	–	–	●	
Parks and Open Space	–	–	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	
School	◓	◓	◓	●	●	●	●	○	○	○	○	○	○	○	○	○	○	○	○	
Utilities & Services, Minor	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	1305.060.8
Utilities & Services, Major	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	1305.060.8
OTHER																				
Billboard	–	–	○	–	–	–	–	–	–	–	–	–	–	–	–	–	○	○	○	1305.070.1
Cannabis and Hemp-Related Businesses																				
Cannabis Cultivator	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	○	–	–	1305.070.2
Cannabis Delivery Service	–	–	–	–	–	–	–	–	–	–	–	–	–	–	○	○	○	–	–	1305.070.2
Cannabis Event	–	–	○	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	1305.070.2
Cannabis Event Organizer	–	–	○	–	–	–	–	–	–	–	–	–	–	–	○	○	○	–	–	1305.070.2
Cannabis Manufacturer	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	○	–	–	1305.070.2
Cannabis Mezzobusiness	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	○	–	–	1305.070.2
Cannabis Microbusiness	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	○	–	–	1305.070.2
Cannabis Testing Facility	–	–	–	–	–	–	–	–	–	–	–	–	–	–	○	○	○	–	–	1305.070.2
Cannabis Transporter	–	–	–	–	–	–	–	–	–	–	–	–	–	–	○	○	○	–	–	1305.070.2
Cannabis Wholesaler	–	–	–	–	–	–	–	–	–	–	–	–	–	–	○	○	○	–	–	1305.070.2
Dispensary	–	–	○	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	1305.070.2
Lower-Potency Hemp Edible Manufacturer	–	–	–	–	–	–	–	–	–	–	–	–	–	–	○	○	○	–	–	1305.070.2
Lower-Potency Hemp Edible Retailer	●	●	●	●	●	●	●	–	–	–	–	–	–	–	–	–	–	–	–	1305.070.2
Medical Cannabis Combination Business	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	○	–	–	1305.070.2
Wireless Communication Antennas & Towers	Allowed only on the city's municipal antenna site except as specified in 1305.070.3																			1305.070.1

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