



REQUEST FOR PROPOSAL (RFP)

FOR

**Lease Opportunity – City-Owned Commercial Property
115 5th Ave NE, Devils Lake**

RFP Release Date: 07/22/2026

Proposal Due Date: 08/27/2026
4:00pm CST

PROPOSALS MUST BE DELIVERED TO

City of Devils Lake

423 6th St NE

Devils Lake, ND 58301

By 4:00 PM, August 27, 2026

1.1 Purpose

The purpose of this Request for Proposals is to solicit proposals from qualified individuals, businesses, nonprofit organizations, or other entities interested in leasing the City-owned property located at 115 5th Avenue NE, Devils Lake, North Dakota. The City seeks a tenant that demonstrates the ability to responsibly lease, maintain, and occupy the property in accordance with the terms of a negotiated lease agreement.

Because the property has historically operated as a licensed child care facility, proposals that continue that use may benefit the community by preserving existing infrastructure and meeting an identified local need. However, the City welcomes proposals for any lawful use that complies with applicable zoning regulations and is determined to be in the best interests of the City.

1.2 Background

The property has historically served as a licensed child care facility and remains well suited for that purpose. The City recognizes the community's need for additional childcare capacity; however, the City's purpose in issuing this RFP is to identify a qualified tenant for the property while encouraging proposals that make effective use of the existing facility.

1.3 Facility Information

The city-owned facility may include, but not limited to, multiple classroom areas, office space, kitchen facilities, restrooms, outdoor play area, parking, existing furnishings and equipment.

The size of the facility is 4,784 square feet. This facility has received various updates in recent years. Such updates include improvements to the air conditioning system, windows, fire alarm system, and more. Maintenance history is deemed to be considered regular with the previous tenant, apart from City-called service requests.

Interested parties are encouraged to schedule a site visit before submitting a proposal.

The facility will be made available through a negotiated lease agreement with the City of Devils Lake. Final lease terms and conditions will be negotiated with the finalist selected by the selection committee.

1.4 Project Objectives

The City's objective is to identify a responsible tenant that will occupy and maintain the property under the terms of a negotiated lease agreement. The City encourages proposals that make productive use of the facility, preserve the condition of the property, and contribute positively to the Devils Lake community.

Because the building has historically functioned as a licensed child care facility and contains improvements that support that use, proposals that continue childcare operations may provide additional community benefit. However, proposals for other lawful uses will also be considered.

1.5 Minimum Qualifications

Respondents should demonstrate their ability to successfully lease and occupy the property. Proposals should identify the intended use of the facility, describe the respondent's experience managing similar operations or commercial property, provide references, and demonstrate the ability to comply with the terms of a lease agreement, including maintaining required insurance and fulfilling lease obligations.

1.6 Tenant Responsibilities

The selected respondent will be responsible for obtaining any licenses, permits, or approvals required for its proposed use of the property, complying with all applicable federal, state, and local laws and regulations, maintaining the leased premises in accordance with the terms of the lease agreement, carrying any insurance required under the lease, and coordinating with the City regarding maintenance responsibilities assigned to the landlord or tenant under the final lease agreement.

If the respondent proposes to operate a licensed child care facility, the respondent will be responsible for obtaining and maintaining all required childcare licenses and approvals through the appropriate regulatory agencies.

1.7 Proposal Requirements

Each proposal should include the following:

A. Cover Letter

Please include the respondent's name, business or organization name (if applicable), primary contact information, and a brief statement expressing interest in leasing the property. The cover letter should also identify the primary contact person who will represent the respondent throughout the proposal process.

B. Organizational Information

Provide an overview of the respondent, including the type of organization or business, ownership structure, years in operation, and any experience managing commercial property or operating a business. If applicable, include any current business locations and describe the organization's overall mission or purpose.

C. Description of Proposed Use

Describe how you plan to use the property. Include what the building will be used for, what services or activities will take place there, how many employees or occupants you expect, and any other details that would help the City understand your proposal. If you plan to operate a licensed childcare facility, you may include that here, but childcare is not required.

D. References

Provide at least three (3) professional references who can speak to the respondent's business practices, reliability, or previous leasing experience. Include the reference's name, organization, title, telephone number, email address, and a brief description of the relationship.

E. Previous Leasing or Property Management Experience

If you have leased commercial space before, tell us about that experience. Include the property location, roughly when you occupied it, the landlord or property owner if you know it, and anything that shows you were a reliable tenant. If you have not leased property before, you may describe other experience that shows you can responsibly use and care for the building.

F. Occupancy Timeline

Provide an estimated timeline for when the respondent expects to sign a lease, take possession of the property, complete any needed preparations, and begin occupancy or operations.

G. Proposed Improvements

Describe any anticipated improvements, renovations, or modifications the respondent would like to make to the property. Please identify whether the improvements would require City approval and explain how they would enhance or support the proposed use of the facility.

H. Requested Lease Terms

Identify any lease terms or conditions the respondent would like the City to consider during lease negotiations. This may include the desired lease length, renewal options, maintenance responsibilities, utility arrangements, parking needs, signage, or any other lease-related requests or assumptions. Submission of requested lease terms does not guarantee acceptance by the City and will be subject to negotiation.

1.8 Evaluation Criteria

Proposals will be evaluated using, but not limited to, the following criteria:

Evaluation Category	Points
Compatibility of Proposed Use	25
Ability to Meet Lease Obligations	25
Experience & References	20
Building Maintenance / Improvements	20
Proposed Occupancy Timeline	10
Total	100

The City will appoint a selection committee and reserves the right to conduct interviews with selected applicants before making a final decision.

1.9 Lease Terms

The successful respondent will enter into a negotiated lease agreement with the City of Devils Lake. As part of their proposal, respondents should describe the lease terms and expectations they would like the City to consider, including any assumptions or requests related to rental rate, maintenance responsibilities, utilities, insurance requirements, length of lease, renewal options, and any improvements to the property.

Final lease terms will be negotiated between the City and the selected respondent. Selection through this RFP does not guarantee that a lease will be signed. If lease terms cannot be agreed upon, the City may work with another respondent.

1.10 Incentives

If the proposed use of the property may qualify for financial assistance or other economic development programs offered by Forward Devils Lake or the Jobs Development Authority, the respondent may choose to apply through the normal application process. Any requests for assistance will be considered separately from this RFP and are subject to the policies and approval requirements of those programs. Receiving a lease through this RFP does not guarantee eligibility for or approval of any financial assistance.

1.11 Timeline

Timeline for this process from anticipated start date to finish.

<u>Milestone</u>	<u>Date</u>
RFP Issued	July 22, 2026
Building Tours	August 2026
Questions Due	August 21, 2026
Proposals Due	August 27, 2026 (4:00pm CST)
Interviews	September 2026
Recommendation	September 2026
Lease Negotiation	September/October 2026
Lease Execution	Fall 2026

1.12 Reservation of Rights

The City may reject any or all proposals, waive minor informalities, request additional information, conduct interviews, negotiate with one or more respondents, or cancel this Request for Proposals at any time. The City will select the proposal that best serves its interests, which may not be the lowest-cost option.

1.13 Proposal Submission

Proposals may be submitted electronically or in sealed envelopes marked:

"Proposal – Lease Opportunity – City-Owned Commercial Property"

Submit proposals to:

City of Devils Lake
Attn: Brady Ash, Forward Devils Lake
423 6th St NE
Devils Lake, ND 58301

Or, via email at director@forwarddevilslakend.com

1.13 Questions

Questions regarding this Request for Proposals shall be directed to:

Brady Ash

Executive Director

Forward Devils Lake

(O): (701) 662-4933

(E): director@forwarddevilslakend.com

Responses to questions may be distributed to all interested parties to ensure fairness throughout the proposal process.