

**Village of Spring Lake  
Request for Proposals  
Purchase and Redevelop the Site  
at 106 S. Buchanan Street**



REQUEST FOR PROPOSALS (RFP). Purchase and develop the empty lot at 106 S. Buchanan Street, Spring Lake, Michigan.

Issue Date: January 21, 2020

Due Date: April 30, 2020 2:00 PM EST, Village of Spring Lake, 103 W. Savidge Street, Spring Lake, Michigan 49546

**I. Introduction**

The Village of Spring Lake is soliciting proposals from qualified professional developers to purchase and develop the empty lot at 106 S. Buchanan Street (Parcel ID – 70-03-15-383-020). The property is 0.96 acres, and is at the corner of Buchanan and Exchange Streets.

**II. Background Information**

The site formally housed the offices for Spring Lake Township. The building has been removed and it is currently an empty lot. It is ½ block south of Savidge Street, which is the main street through the Spring Lake Downtown.

### **III. Services Required**

The goal of the property development is to have a mixed-use property, preferably with office/commercial/retail on the first floor and residential on the upper level(s). The zoning of the property allows for both retail and office uses. The Village encourages creating residential rental units that provide workforce housing for those working in the downtown area. Ideally, rents for these units would be set at a rate that is considered affordable in concert with entry level wages. The rent for these units could revert to “market rates” after a suitable time period, as agreed to by the Village and the developer.

The Village has a program available that may provide a grant of up to \$15,000 for fire suppression or elevator installation in the building. In addition, the rehabilitation of the property may be eligible for additional rehabilitation grants offered by the Michigan Economic Development Corporation (MEDC). The property is located in a newly approved Commercial Redevelopment District under Public Act 255 which may provide for major property tax incentives for from one to twelve years. The Village is excited to find a developer that can enjoy the tax savings and grant opportunities and share the savings by offering lower rents to the residential tenants for a period of time.

While the sale price of the property is important, the Village is willing to consider relaxing the price of the property to ensure that the project moves forward quickly and results in residential rental rates that provide for a positive living experience in the downtown area. The Village is looking for a developer that is willing to be innovative in order to provide exciting and pleasing outcomes for the Village of Spring Lake.

The selected developer will be required to provide all planning, zoning and building permits for the project. The Village is determined to speed up all approval processes within the terms of state law so the project is ‘fast-tracked’ to limit or eliminate delays for the developer.

Part of this site was previously a school where renowned artist Winsor McCay attended school. The Village would prefer that the selected developer incorporate some of the history associated with Mr. McCay or his artwork into the development in some fashion.

### **IV. Submittal Requirements**

The following information shall be required in the RFP submittal:

1. Letter of Transmittal –The letter is not intended to be a summary of the proposal itself. The letter of transmittal must contain the following statements and information:
  - a. Company name, address, and telephone number(s) of the firm submitting the proposal.

- b. Name, title, address, e-mail address, and telephone number of the person or persons to contact who are authorized to represent the firm and to whom correspondence should be directed.
  - c. Federal and state taxpayer identification numbers of the firm.
  - d. Briefly state your understanding of the services to be performed and commitment to provide the services as specified.
  - e. The letter must be signed by a corporate officer or other individual who is legally authorized to bind the applicant to both its proposal.
  - f. Submit a statement which indicates that the “proposal shall be valid and binding for ninety (90) days following the proposal due date and will become part of the contract that is negotiated with the Village of Spring Lake.”
2. General Vendor Information – Provide the following information:
    - a. Length of time in business.
    - b. Length of time in business of providing the services detailed in this RFP.
    - c. Location of the office which would service this account (location of headquarters and any field offices that are not providing service to this project should also be listed).
3. Description of Services – Provide the following information:
    - a. Describe how your firm is positioned to provide the services listed in this RFP and provide a history of experience providing similar services. In particular, describe previous work with the MEDC to rehabilitate obsolete buildings in a downtown location.
    - b. Describe your approach and methodology to providing these services.
    - c. Provide insight as to how your team will phase this project and your proposed schedule for each phase of our project.
4. References - Provide the following information:
    - a. Name, title, address, and telephone number of three references for clients whom you have provided similar services.
    - b. Describe the actual services provided and the length of tenure providing services to each client referenced.
5. Staff Resources – Provide the following information:
    - a. Identify names of principals or sub-contractors and key personnel who, if your firm is selected, will actually provide the interior renovation services.

- b. Summarize the experience and expertise of these staff members (or subs).
  - c. Describe the role and responsibilities that each of these individuals will have on this project.
6. Default – Provide details of any action resulting in the termination of a contract in the past five years for default. Termination for default is defined as notice to stop performance due to the vendor's non-performance or poor performance; and the issue was either (a) not litigated or (b) litigated, and such litigation determined the vendor to be in default. If default occurred, list complete name, address and telephone number of the party. If NO such terminations for default have been experienced by the vendor in the past five years, declare that. The Village will evaluate the facts and may, at its sole discretion, reject the vendor's proposal if the facts discovered indicate that completion of a contract resulting from this RFP may be jeopardized by selection of this vendor.
7. Summary – Summarize your proposal and your firm's qualifications. Additionally, you may articulate why your firm is pursuing this work and how it is uniquely qualified to perform it. Include any other pertinent information that helps the Village of Spring Lake determine your overall qualifications. Your proposal summary is not to exceed two pages.
8. Cost of Services – As stated previously in this RFP, the goal of this project and the RFP is the result of providing new commercial options in the downtown area of Spring Lake along with new apartments that are situated for work-forced housing (affordable for those (entry level) persons working in the retail and office settings in the downtown area of Spring Lake). This is an opportunity for a developer that is willing to work with the Village to obtain grants and other incentives that will result in a positive outcome for the developer and for those persons and businesses occupying the redeveloped building. With this in mind, submit the following:
  - a. Submit a proposed price to purchase the property.
  - b. Describe the grants that you may pursue and how the Village can assist in obtaining the grants.
  - c. Detail how you will assess rents for the residential spaces (including how utility costs will be paid by the renters). Provide any changes in rents proposed over the long term (a minimum of five years).
9. Insurance – Contractor shall furnish a certified copy of General Liability Insurance, as well as worker's compensation for the company and employees prior to beginning any work.

## **V. Evaluation Criteria and Process**

A selection committee will conduct an evaluation of qualifications and will rate each submittal based upon the following criteria:

1. Experience
2. Understanding of services to be provided
3. Personnel expertise
4. Ability to provide requested services
5. Compatibility with end users
6. Project approach including timing for the project and plan for utilizing grants to reduce costs for the project.
7. Plan to provide residential rental rates for a minimum time period of five years that provides affordable housing for entry level employees of downtown businesses.
8. Purchase price
9. References

## **VI. Deadline for Submissions of Proposals**

1. Three (3) paper copies and one digital copy of the proposal must be received by the Village of Spring Lake prior to 2:00 PM prevailing time on Thursday, April 30, 2020. All copies of the proposal must be plainly marked as “106 S. Buchanan Street Redevelopment Proposal”. Proposals shall be delivered or mailed to:

Ms. Christine Burns, Village Manager  
Village of Spring Lake  
102 W. Savidge Street  
Spring Lake, Michigan 49546

2. Any questions regarding this proposal are to be submitted no later than Friday, April 17, 2020 to:

Ms. Christine Burns, Village Manager  
Village of Spring Lake  
102 W. Savidge Street  
Spring Lake, Michigan 49546  
Phone – 616-842-1393  
Email – christine@springlakevillage.org

## VII. Miscellaneous

1. The Village of Spring Lake reserves the right to reject any and all proposals for failure to meet the requirements contained herein, to waive any technicalities, and to select the proposal which, in the sole judgment of the Village of Spring Lake, best meets the requirements of the project.
2. The Request for Proposal creates no obligation on the part of the Village of Spring Lake to award a contract or to compensate the proposer for any costs incurred during proposal presentation, response, submission, presentation, or oral interviews (if held). The Village of Spring Lake reserves the right to award a contract based upon proposals received without further discussion or negotiation. Proposers should not rely upon the opportunity to alter their qualifications during discussions.
3. The Village of Spring Lake further reserves the right to make such investigation as it deems necessary to determine the ability of proposers to furnish the required services, and proposers shall furnish all such information for this purpose as the Village of Spring Lake may request.
4. Proposers must specifically identify any portions of their submittals deemed to contain confidential or proprietary information, or trade secrets. Those portions must be readily separable from the balance of the proposal. Such designations will not necessarily be conclusive, and proposers may be required to justify why the Village of Spring Lake should not, upon written request, disclose such materials.
5. Evaluation and Award – This is a Request for Proposals and not a bid process. Therefore, the Village of Spring Lake has the discretion to evaluate the qualitative as well as the financial aspects of each proposal and make its selection based on what it considers to be in its best interest as a whole. The award and selection of the Vendor is solely within the discretion of the Village of Spring Lake. After the contract award has been announced, no unsuccessful Vendor should submit additional information for consideration by the Village of Spring Lake or have any subsequent contact with Village of Spring Lake employees or officials, other than to receive a debrief from an authorized individual.
6. Job Familiarization – Vendor is urged to make itself fully aware of all job and facility requirements. Vendor shall be responsible to question any discrepancies, errors, and/or omissions in the specification and totally familiarize itself with the full intent of this invitation for proposal. Failure to do so will not relieve Vendor of the responsibility to perform to the full scope and quality of work expected by the Village of Spring Lake.