

REQUEST FOR PROPOSALS #2A

ISSUED: JULY 1, 2006

Trenton Village Square

DOWNTOWN DEVELOPMENT PROJECT

(SOUTH SIDE OF WEST ROAD BETWEEN W. JEFFERSON AVENUE AND THIRD STREET)

TRENTON, MICHIGAN

Section One - Background and General Information

Objective:

The City of Trenton is seeking proposals for the purchase and development of nearly one-acre parcel of land located on West Jefferson and the south side of West Road east of Third Street. This site is situated in a prime location at the heart of the city's historic Downtown Business District.

The City and its Downtown Development Authority (DDA) wish to sell the property in order to achieve a high-quality development that will contribute to the vitality of the downtown, will be architecturally compatible with the existing neighborhood, and which will advance the goals of the Tax Increment Financing and Downtown Development Plan and the City's Master Plan for the area.

The location of the site, right at the main entryway to Downtown via West Road, provides high visibility and the potential to serve as a new hub for the entire Downtown region. Through the development of this underutilized property, the City and DDA hope to achieve several goals, including returning the property to the tax rolls, providing an additional built-in user group for the downtown businesses, and creating 24-hour activity that comes with residential development. It is also highly desired by the DDA and the City that the development capitalizes on the location to make a visual statement that is creative, attractive and inviting, while complimenting the historical essence of the district.

It is the City's intent to select a proposal and negotiate a sales & development agreement with a qualified applicant who will develop the land in a manner which furthers the above goals, and in a timely fashion.

Coordinating Office:

The Trenton Downtown Development Authority is the point of contact for the Request for Proposal. The questions about the RFP should be directed to:

Joseph Hoshaw
Executive Director, DDA
City of Trenton
2800 Third St.
Trenton, MI 48183

Phone: 734 / 675-8546
Fax: 734 / 675-4088
Email: joehoshaw@comcast.net

Deadline for Submission:

20 copies of the proposal must be submitted to the Trenton Downtown Development Authority c/o City Clerk, City of Trenton, 2800 Third St., Trenton, MI 48183 on or before 4 p.m. Friday, **Sept. 29, 2006**.

Deadline for Filing Formal Notice of Intent:

The city of Trenton and the Downtown Development Authority are requesting that all developers or other parties planning to submit a proposal file a "Formal Notice of Intent" prior to the deadline for proposals. A Formal Notice of Intent is recommended by 4 p.m. **Sept. 1, 2006**, to the Trenton Downtown Development Authority c/o City Clerk, City of Trenton, 2800 Third St., Trenton, MI 48183.

General Information:

One contiguous parcel of land comprises the proposed redevelopment area. The property is currently zoned, and is identified in the City's Master Plan, as part of the Central Business District. Sanitary sewer, water, and storm water utilities are available to the site along both West Road and Jefferson Avenue. Several improvements to the public infrastructure have been made in the surrounding area, including new sidewalks with pavers, new lighting, new trees and roadway paving. Adjoining sewer and water lines also were replaced and upgraded in 2002. Numerous other private improvements are ongoing in the surrounding area.

Lots 507 through 512, Trenton Assessor's Plat No. 4, as recorded in Liber 66, Page 50, Wayne County Records. The property is located within the DDA Boundaries, which is a Tax Increment Financing District. One of the goals of the Master Plan is to encourage the revitalization of the Central Business District by condensing the size of the district to discourage the dilution of the commercial core. In addition, another goal of the updated Master Plan is to provide for more diversified high quality residential housing in the Central Business District.

Condition of the Property:

The property is currently includes a municipal storage building, a clock tower, and open space. The combined lots are approximately 282-feet-by-134-feet in total size (0.869 acre), and currently maintained by the City of Trenton. The city and the DDA have completed Stage I and Stage II environment assessments. The property qualifies as a brownfield site for the purposes of any necessary remediation.

Proposal Guidelines:

The project will be developed under the City's Central Business District zoning classification, or a Planned Development would be considered by council, with review and approval by the DDA and the City Council. The proposals for redevelopment should be submitted within the following guidelines:

- 1) Building footprint must compliment downtown setting (zero setbacks preferred on West and Jefferson).
- 2) Streetscape improvements (within the public right-of-way) will be provided by the developer
- 3) The preferred height of the development is a minimum of two stories
- 4) Exterior treatment shall be of brick or brick veneer, with traditional facades. In the case of a proposal that calls for only one story, facades shall not be less than 12-foot high above finished grade.
- 5) Incorporate former public alleyway into the development site
- 6) Commercial/retail use is preferred on the first floor of the development.

- 7) Residential use is preferred on the upper floors, if applicable.

Section Two - Selection Standards

Development Goals:

The DDA wishes to advance a number of goals of the Tax Increment Financing and Downtown Development Plan in the sale and development of the parcel. The desirable elements for any proposal are:

1. Residential use as a component of a mixed-use proposal is desired. It is recommended that the residential component of the project be high quality and owner occupied.
2. The creation of off-street parking is desired, based on the parking needs of the new development. Every effort should be made to provide additional parking within the project area.
3. Pedestrian friendly design of both street frontages, with installation of underground utilities to service site (at developer's expense).
4. Additional adjacent properties may be available in the future for assemblage in order to enhance redevelopment opportunities.
5. The architectural character shall reflect the traditional nature of a historic downtown (i.e. scale, massing, materials—see attached DDA interim design guidelines).

A package of background materials containing information about the Tax Increment Financing and Downtown Development Plan, Boundary Surveys and Zoning Ordinances are available by request from the DDA office for a \$10 fee. A property boundary survey can be provided via email in an AutoCAD 2000 file from the DDA executive director at no charge (send request to joehoshaw@comcast.net).

Financial Package:

The DDA's primary goal is to return this parcel to the tax roll and provide an aesthetic and financial asset to the downtown. Further, to ensure the viability of the proposed project and sale, applicants must have demonstrated experience in real estate development and financing packaging, and proven success in past real estate development projects in other municipalities. The applicant may be asked to provide additional financial information to allow the DDA to make this determination.

Evaluation Criteria:

All proposals will be reviewed and ranked on the basis of the evaluation criteria and development objectives set forth below:

1. Achievement of site goals.
2. Capacity to complete project, includes financial capacity
3. Experience with similar development projects.
4. Timeliness.
5. Creativity.
6. Sale price.

Selection Process and Assignment of Responsibilities:

All proposals will be reviewed and evaluated by a Committee of the DDA. The top applicants, not to exceed three (3) in number, will be scheduled to make a presentation of the project to the full Board of the DDA. This presentation will be open to the public.

Following the presentations, the DDA may request additional information. The DDA will then select a preferred developer and recommend to the City Council for final consideration and approval in order to negotiate a definitive development agreement.

Representatives of the City Administration will then negotiate a mutually acceptable sales & development agreement. This agreement will not contain any assurances of any rezoning or site plan approvals necessary to complete the project.

The negotiating representatives will provide for a reasonable time in which to obtain such approvals before closing. If a sales and development agreement is not concluded, the DDA, at its option, may choose to initiate negotiations with another developer. The city reserves the right to reject any or all proposals, to waive irregularities and/or informalities in any proposal, and to make the recommendation in any manner deemed in the best interest of the Downtown and the City of Trenton.

Section Three - Submission Requirements

Proposal Content and Format:

Fifteen (15) copies of the proposal shall be submitted to the DDA and shall be formatted in the order outlined below. Each section of the proposal must be clearly identified with the appropriate headings. **Please note:** the proposal shall not exceed 20 pages in length, including plans, and elevations. Up to 10 additional pages of financial information may be attached as appendices.

Proposal Format:

1. **Project Description** - Provide written and/or graphic materials portraying the developer's "vision" of how the site could be developed. Proposed uses (including temporary uses), parking provisions, phasing, circulation concept, and building design objectives shall be addressed. If the project includes adjacent parcels, please provide additional information about the entire site.
2. **Impact Analysis** - Provide an analysis of the impact of the project upon the community, including economic impact through commercial activities, streetscape modifications, housing impact, traffic impacts, and other related facets.
3. **Plans / Elevations** - Provide a schematic site plan including site data, schematic floor plans for each level, and a schematic elevation of the proposed project for West Road, West Jefferson and Third Street. Plans and elevations shall be no larger than 11-17 inches in size.
4. **Organization** - State the full name and address of the organization. Indicate whether it operates as an individual, partnership corporation or limited liability company. Include articles of incorporation, certificate of partnership or other business formation documents as appropriate, copies of licenses to operate in the State of Michigan, and other legal documentation. Please indicate whether the organization or its principals has ever conducted business under any other name. This information shall be provided for all organizations participating in the development of the property.
5. **History of the Organization** - Include a narrative of the history of the organization and appropriate dates. Include information regarding any lawsuits against the organization or any of its principals both pending and in the previous five years.
6. **List the roles and responsibilities** and provide the resumes of the individuals who will be directly involved in the development team to be utilized on the project,

- including the architect, engineer, and general contractor, to the extent these are known.
7. **Prior Experience** - Provide a description of other projects completed, particularly those in downtown settings. Include names and phone numbers of contact persons for units of government where these projects are located.
 8. **Financial Capacity** - Provide general financial qualifications stating the resources of the organization, including appropriate documentation and references that would demonstrate capacity of the organization to fund the project.
 9. **Project Financing** - Include a five-year pro-forma analysis and other financial information for the project, including time schedule required to assemble needed financial commitments. Include types of financing expected and letters of interest from banks or other financial sources.
 10. **Schedule** - Include a project completion schedule including starting and completion dates and other key milestone dates as identified for action (i.e. breaking ground, foundation completed, substantial completion).
 11. **Purchase Offer** - Indicate the amount offered for the property and any contingencies proposed.
 12. **Authorized Negotiator** - Include the name, signature and telephone number of person(s) in your organization authorized to negotiate an agreement with the city.

Disclosure and Cost Liability:

All information in an applicant's proposal is subject to disclosure under the provisions of Public Act No. 442 of 1976, know as the "Freedom of Information Act," except the description of financial resources if confidentiality is requested. This act also provides for the complete disclosure of contracts and attachments thereto.

The City of Trenton and its representatives assumes no responsibility or liability for costs incurred by the applicant. Total liability of the DDA is limited to the terms and conditions as stated in the RFP and any subsequent agreement with the DDA.

Indemnification:

The successful bidder agrees to defend, indemnify and hold harmless the City of Trenton and the Trenton DDA, their officers and members, and their respective employees and agents, from and against all claims, lawsuits, losses and expenses including attorney's fees arising out of or resulting from the performance of this award.

Schedule:

The following dates have been established, but are subject to change at the City of Trenton's option. The city reserves the right to invite a presentation of the proposals.

RFP Issued	July 1, 2006
Formal Notice of Intent	Sept. 1, 2006
RFP response deadline	Sept. 29, 2006
Proposal review	Oct. 4, 2006
Presentations to DDA	Nov. 1 2006
Project Selection	Dec. 6, 2006
Development/Purchase Agreement	Feb. 7 2007
Commence Construction	Spring 2007

Non-Refundable Deposit:

As a good faith commitment to proceed, a \$15,000 non-refundable deposit will be required upon the signing of a purchase agreement with the City of Trenton. This money will be applied to the purchase price upon closing. If however the agreement is breached, voided, or rescinded, the deposit will be forfeited to the city.