



CITY OF DETROIT
REQUEST FOR PROPOSALS
4603 FOURTH

City of Detroit
Request for Proposals
4603 Fourth
Size: 84,506 sq. ft. or 1.94 acres

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Section I

Purpose of the Request For Proposal

The City of Detroit's Planning and Development Department (P&DD) is seeking proposals from qualified entities for the purchase of a 1.94 acre site upon which the former Louis Stone Pool and Playground is located. The property is owned by the Detroit Recreation Department and is located at 4603 Fourth in the City of Detroit. The site is bounded by John C Lodge Expressway (west), West Forest (north), Fourth Street (east) and Lysander (south) (see attached map). The property consists primarily of a swimming pool, playground equipment and a one-story commercial building.

The intent of this Request for Proposal is to retain an experienced and qualified Developer who has the potential and financial capacity to purchase the former Louis Stone Pool and Playground site for the existing use or demonstrate the ability to obtain re-zoning for other uses. Potential respondents shall submit a comprehensive proposal that includes development experience of the Development team, level of responsibilities within the Development team, preliminary project schedule/obstacles for developing the site, and a conceptual development plan, and offer. The selected Developer must be experienced, effective and have the necessary financial capabilities to purchase the property. The submission requirements are shown under Sections V and VI.

Section II BACKGROUND

The City of Detroit's Planning and Development Department is accepting Proposals from qualified Developers for the purchase and development of City-owned property located at 4603 Fourth in the City of Detroit.

MINIMUM BID PRICE

The City of Detroit has established a minimum bid price of \$300,000 for the sale of the former Louis Stone Pool and Playground, located at 4603 Fourth. **Proposals which fail to include a "Good Faith" deposit of at least 10% of the respondents total bid price shall be automatically rejected by the City of Detroit.**

Section III

PROPERTY DESCRIPTION

Section III-A

Identification of Property (Legal Description)

Exhibit A

Land in the City of Detroit, County of Wayne and State of Michigan being South 127.44 of Lot 18, “Plat of Subdivision of the Crane Farm, being the Rear Concession of Private Claim 247, known as the Jones Farm. Rec’d L. 1. P. 117 Plats, Wayne County Records; Lots 1 thru 8 and East ½ Vacated alley adjoining “Hawkins Subdivision” of the Northerly 247 50/100 feet of Block No. 17, Crane Farm, City of Detroit. Rec’d L. 10, P. 73 Plats, Wayne County Records; East 20 feet of South 90.9 feet of Lot 6; South 90.9 feet of Lots 7 and 8, East 21 feet of South 112 Subdivision of the Conner Estate on the Forsyth Farm, City of Detroit, Wayne County, Michigan.

T. 2 S. R. 12 E. Rec’d L. 4, P., 69 Plats, Wayne County Records; East 18.53 feet on South beginning East 19.24 feet on North line of Lot 8; 9 thru 11 and vacated Prentis Avenue and West ½ vacated alley adjoining; “Mallenders Prentis Avenue Subdivision” of part of Lots 9 to 14, inclusive , of Jeremiah Connor’s Subdivision of Lots 11, 12, 14 of the Subdivision of Connor Estate on the Forsythe Farm, also the Northerly 5.90 feet of the vacated alley adjoining same on South, City of Detroit, Wayne County, Michigan. Rec’d L. 43, P. 99 Plats, Wayne County Records; East 22.63 feet on North line beginning East 21.81 feet on South line of Lot 6; Lots 7 thru 9 and West ½ vacated alley adjoining; Re-Subdivision of the North 98 feet of Lots 4,5, 6, 7, 8 and the East 17 feet of Lot 3, except that part taken for opening Prentis Street and alley, of Jeremiah Connor’s Subdivision of Lots 11, 12, and 13 of the Subdivision of the Connor Estate on the Forsyth Farm, Detroit, Wayne County, Michigan. Rec’d L. 31, P. 47 Plats, Wayne County Records

Section III-B

Land Area

- C a/k/a 4603 Fourth, Ward 21, Items 003961-9
- C approximately 84,506 sq. ft. or 1.94 acres more or less

Section III-C

Zoning/Master Plan/Urban Renewal Plan

The site is zoned R5 (Medium Density Residential District) which is designated primarily for townhouses and multi-family housing. Uses permitted conditionally would be permitted only after special approval by the authorities having jurisdiction, including the recommendation of the Planning Division of The Planning and Development Department.

The current Detroit Master Plan of Polices has the site designated as Medium Density Residential. Land uses permitted under this category include single family, town homes, and multiple family dwellings.

The site is located within the University City Rehabilitation Project No. 2 which is an urban renewal area. Within the urban renewal plan, the proposed zoning for the site is classified as “PD” or Planned Development District. Once a developer has been selected via the Request of Proposal by P&DD, a meeting will need to be scheduled by P&DD with the University City “A” Citizen District Council (which has an advisory function) in order to present their development proposal to the community.

Section IV RELEVANT EXPERIENCE

- j** Experience in land development (commercial, institutional and/or residential development);
- q** Experience in undertaking comparable projects that have been solely completed by the Developer or party of which the Developer has had an affiliation.
- q** Experience with master planning and development.

Section V DIRECTIONS FOR SUBMISSION

The required submission of the Statement of Proposal must be submitted in a three hole binder with tabbed numbers for each identified section. All materials must be submitted in an 8.5" x 11" format. To be deemed responsive and eligible for consideration, respondents must submit an original, clearly marked proposal, containing original signatures in blue ink, along with 5 copies and one 3.5" floppy disk (electronic format) either Microsoft Word or Corel Word Perfect in a sealed carton to the Planning & Development Department by the designated time, without exception.

Proposals sent by overnight delivery service will be considered timely filed if date stamped at least one (1) day before the date set for receipt of proposals and time stamped at a time that should have, pursuant to the express policy of the overnight delivery service used, permitted delivery at the date, time and place set for receipt of proposals. The burden of proof to establish timely filing of a proposal by overnight delivery service shall be solely upon the entity or person submitting the proposal. It is the respondent’s obligation to ensure the required submission arrives in a timely manner at the specified location. Any proposal, which is not properly marked, addressed or delivered to the submission place, in the required form, by the required submission date and time will be ineligible for consideration.

Faxed submissions of the Statement of Proposals will not be accepted. Once received by the Development Division of the Planning & Development Department, submissions will not be returned. Formal communication, such as requests for clarification and/or information concerning this solicitation shall be submitted in writing to the Development Division at the address listed below. No information concerning this solicitation or request for clarification will be provided in

response to telephone calls. All written requests for information must be received in the Development Division of the Planning & Development Department no later than Friday, April 18, 2008 before 3:00 p.m.

All expenses involved with the preparation and submission of the Request for Proposal to the City of Detroit, or any work performed in connection therewith shall be assumed by the developer. No payment will be made by the City of Detroit for any responses received, nor for any other effort required of or made by the developer prior to commencement of work.

Section VI SUBMISSION REQUIREMENTS

Your response must be signed by an official authorized to bind your firm or team to its provisions, and must state the names, addresses, and phone numbers of all persons authorized to negotiate the proposed project.

Statement of Proposals submissions must include the following information in the order listed which will serve as the Statement of Qualifications:

1. A description of your organization's approach to the development of this property including identification of key milestones and a strategy for developing the site. This strategy should address the comprehensive range of activities including, but not limited to, project conceptualization, market research, physical planning, development budget preparation, investment analysis, marketing, leasing, construction management and operations planning. This outline should also identify any critical issues related to pre-development analysis for the development site and strategies that would be utilized to resolve each issue. Also, include, the average timetable for each major task and obstacles to be resolved.
2. A general description of the Developer's organization and current and past development activities. An organizational chart of the members of the Development Team should be included along with a designation of the individual who is responsible for day-to-day planning and development activities for the overall project team. A letter should acknowledge the participation of each team member and authorize the Developer to utilize its qualifications to compete for the site. The respondent shall provide a listing of all development projects over the past five (5) years with the following information: name and location of each development project; team members, corporate and individual, actually involved in such developments; project scope; total project development costs (if known); total project construction costs; type of financing methods and funding sources; date project commenced and date completed; name, address and telephone of client/owner; and, any ongoing financial interests that continues to exist with the referred development.

3. The respondent shall provide an conceptual site plan/design concept for the site. Along with the site plan, the respondent shall include a description of the design concept and methodology for accomplishing the project's objectives and why it was chosen. The design concept and methodology should include conceptual site and building plans; preliminary sections and elevations; preliminary section systems and materials; and descriptions of approximate dimensions, areas and volumes.
4. The respondent shall provide at least one (1) corporate letter of reference/support from each of the following entities: financial, legal and public sector sources references, including telephone and facsimile numbers for each reference. Additionally, each respondent's proposal shall include a Cashier's or Certified Check representing the "Good Faith" Deposit or 10% of the respondent's total bid price for the property. The Good Faith Deposit is refundable and shall be remitted back to all respondents whose submittals are not selected by the City of Detroit.
5. The Developer should also identify specific actions/steps that will be taken to insure that MBE/WBE (Minority Business Enterprise/Women Business Enterprise) goals are met.
6. The Respondent should also, adhere to Executive Orders 2003-3, 2003-4 and 2003-5.
7. Respondent must demonstrate a willingness to work with the City of Detroit in order to receive all necessary reviews (i.e. zoning, master plan, etc).
8. A current annual audited corporate financial statements and un-audited year to date financial statement for the most recent month end for all entities comprising the development team. The financial statements should include evidence of financial capacity and resources to carry out the overall development plan. These documents shall be submitted in a sealed envelope clearly marked "confidential."
9. Any financial commitments or projections not otherwise shown above.

Section VII EVALUATION CRITERIA

The RFP will be evaluated through consideration of several factors. The Evaluation Committee will review all documents in the submissions and award points in accordance with the following established criteria:

1. Organizational Capability/Development Approach-30 Points
2. Technical Staff Experience-25 Points

3. Site Plan Design/Methodology- 20 Points
4. Financial Resources/Capability-20 Points
5. SBE/WBE/DBE/Executive Order Compliance- 5 Points

TOTAL: 100 POINTS

Section VIII SELECTION PROCESS

Any individual, team, or firm is encouraged to submit proposals. However, the City of Detroit Planning and Development Department reserves the right to select those individuals deemed qualified to purchase the 4603 Fourth property.

The major criteria for selecting an entity will be the submission of an economically sound proposal that incorporates efficient use of the site and complies with the objectives stated previously. A qualified entity is an individual or legal entity which, in the opinion of P&DD, possesses the experience and financial resources necessary to successfully undertake and complete the development of the site within the requirements of federal and local laws and regulations.

The final selection will be made based on the overall qualifications, presentation, past performance, corporation financial soundness, references, and information provided in the Statement of Proposals. Once the selection process is complete, the Proposer will be expected to enter into a purchase agreement with the City of Detroit Planning & Development Department.

Section IX RESERVATION OF RIGHTS

The City of Detroit reserves and may exercise the right to request one or more of the Proposers to provide additional material, clarification, confirmation or modification of any information in the submission, and can supplement, amend, substitute, cancel, or otherwise modify this Request for Proposal anytime prior to the selection of one or more developers.

Please Note: All Property will be sold “AS IS”

Prospective candidates are hereby notified that the Planning and Development Department has not investigated the environmental condition of any of the properties included in this Request for Proposals. Various Federal, State, or other City agencies may have information regarding the environmental condition of 4603 Fourth. Each firm is encouraged to conduct its own due diligence regarding the environmental condition of the property which that firm proposes to acquire and is notified that the property may be the subject of environmental contamination. The City of Detroit makes absolutely no warranty or representation regarding the environmental condition of the site offered within this Request for Proposal.

Section X SUBMISSION DEADLINE

To be considered, all Request for Proposals must be delivered to the Planning and Development Department, Development Division, located at 65 Cadillac Square, Development Division, 20th Floor, Detroit, Michigan, before 3:00 p.m. local time, Friday, April 25, 2008 . The responsibility of getting the Request for Proposals to the Development Division rests entirely with the person or persons submitting the request.

Request for Proposals may be obtained from the Planning & Development Department, Development Division, 20th Floor, Center, 65 Cadillac Square, Detroit, Michigan 48226 beginning, Wednesday, April 9, 2008 through Friday, April 25, 2008 weekdays between 9:00 a.m. and 4:00 p.m. excluding holidays.

Section XI REQUEST OF PROPOSALS TIMETABLE

<u>ACTIVITIES</u>	<u>DATE</u>
Request for Proposals Available for Distribution:	April 9, 2008
Deadline for Receipt of Proposals	April 25, 2008
Set up RFP Evaluation Team	April 28, 2008
Open/Assign Bid Proposals	April 29, 2008
Review/Score Bid Proposals	May 1, 2008
Short List Proposals/Set up Interviews	May 2, 2008
Conduct Short List Interviews	May 7, 2008
Final Selection/Recommendation	May 8, 2008
Notification Letter to Winning Proposal	May 9, 2008

For further information and/or submission of the Statement of Proposals please contact:

**City of Detroit
Planning & Development Department
Development Division
65 Cadillac Square, 20th Floor
Detroit, MI 48226
(313) 224-6511
Attn: Chidi Nyeche, Executive Manager
4603 Fourth- Response**