

**SPECIFICATIONS FOR QUALIFICATIONS
AND PROPOSALS FOR REDEVELOPMENT OF
FORMER MCKINLEY SCHOOL AT 640 PLUM STREET
IN THE CITY OF WYANDOTTE, MICHIGAN**

BID FILE #4630

Issue Date: November 1, 2016

Closing Date: January 9, 2017

City of Wyandotte
Department of Engineering and Building
3200 Biddle, Suite 200
Wyandotte, Michigan 48192
www.wyandotte.net

Mark A. Kowalewski, PE, City Engineer

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ATTACHMENT

City MapExhibit A

BACKGROUND INFORMATION

The City of Wyandotte is pleased to announce the offering of a prime Wyandotte Parcel for residential redevelopment. This property is a vacant elementary school. The City will consider the rehabilitation of the current building or the removal of the building and redevelopment of the entire site into a residential use.

The City will only consider projects that are taxable entities.

PROPERTY INFORMATION

A. LOCATION:

The property is known as 640 Plum, Wyandotte, the former McKinley Elementary School. The property is located four (4) blocks south of Eureka Road.

B. DESCRIPTION OF PROPERTIES, HISTORY & LEGAL DESCRIPTION:

The building located at 640 Plum is most recently the former McKinley Elementary School. The building consists of approximately 53,719.5 square feet not including the basement. There are two (2) floors and a full basement.

The legal description for this property is: Lots 1 thru 14 and South ½ of the vacated Cherry Street, Block 179, Plat of Part of Wyandotte as recorded in Liber 1 Page 295.

The City **will not** consider proposals that include the adjoining park.

See map identified as Attachment A.

C. ZONING:

Property has been rezoned to Plan Development (PD). Proposals will only be accepted for uses that are residential. Copies of our current zoning ordinance may be found on our website at www.wyandotte.net.

D. BUILDING AND SITE CONDITIONS:

The building is currently vacant and is being sold in an "as is" condition without expressed or implied warranty. The City of Wyandotte assumes no responsibility for the environmental conditions, including existing underground conditions of the property.

The City is in the process of performing a Phase I Environmental Assessment on the property. A Phase I has been complete on the site it is available for viewing in the Engineering and Building Department.

E. DEVELOPMENT OBJECTIVES

1. The City of Wyandotte will consider either a development that utilizes the existing structure or provides demolition of the building. The purchaser is responsible for all work necessary to rehabilitate the structure or provide for demolition, including but not limited to the following: legal, architectural, environmental, engineering, infrastructure, utilities, public right-of-way improvements, legal descriptions and any other related work.
2. A Proposed Development should be consistent with the development objective outlined in the City of Wyandotte's Strategic Plan 2010-2015. This document may be found on City's website at www.wyandotte.net

REQUIRED CONTENT FOR PROPOSALS

F. QUALIFICATIONS

1. Previous experience: Respondents should present a listing of previously completed projects similar in scope of work of the proposed project.
2. Financial resources: Respondents should submit the names, addresses, telephone numbers and relevant positions of several project and banking references.
3. Participants: Respondents should identify each of the participants involved in the project, identify their roles and provide an overview of their previous experience.
4. Plan of action: Respondents should provide a detailed overview of how the proposal will be implemented. The description should include a detailed, step-by-step schedule for implementation of the project including a projected time schedule and preliminary cost estimates.
5. Financing: Respondents should demonstrate how the project will be financed. A detailed narrative identifying the method of financing, sources of funds and amounts from each source should be provided.

G. PRELIMINARY SITE PLAN & SCHEMATIC DESIGN

1. In order to review all feasible alternatives, the City will accept multiple preliminary design proposals. Preliminary site plans do not have to be drawn to scale, as they are conceptual. If a proposal is otherwise acceptable, a scaled site plan will be required. A preliminary site plan must accompany each proposal and shall include:

- i. Proposed layout and use of each floor, including basement.
 - ii. Provisions for parking and showing whether covered or uncovered.
 - iii. Means of ingress and egress.
 - iv. Landscaping plan. The landscaping plan must comply with the City's landscaping ordinance requirements. Regardless of the proposed use, the site plan submitted in response to this request must include a site layout indicating the pavement areas to remain and the pavement areas to be removed.
2. More specific information about the proposed project, i.e., finish construction materials and architectural renderings will aid the city in formulating recommendations to the Mayor and City Council.
3. If possible, provide a visual representation of the proposed development and provide schematic plans that include typical floor plan(s) and elevations of front, side and rear views. Such visual representation need not be elaborate or costly, but should offer a clear picture of the proposed end result.
4. Provide a description of the construction quality, green building techniques (ie, LEED) utilized and any energy efficiency gains produced, and the quality of the internal aesthetics.

H. ECONOMIC IMPACT

The respondent must provide a description of the anticipated impact of the proposed project, such as construction and permanent jobs created, estimated total dollar amount invested in the rehabilitation of the property, and the estimated cost of equipment, machinery and furnishings purchased for site. A full market study is not required, but the statement should demonstrate the respondent's understanding of the larger market issues and how the project will be successful within that context.

I. PRICE

The proposed bidding price must be written in both words and numerals. Provided the building will remain vacant during remodeling, an escrow deposit would be required for the estimated cost of building repairs and improvements. Your proposal must outline the amount you intend to pay at closing, and the means of financing required for the remainder of the balance. Preference will be given to those bidders with a higher percentage of initial cash to percentage financed.

J. EARNEST MONEY DEPOSIT

Proposals in response to this offering shall include a Ten Thousand Dollar (\$10,000.00) deposit in the form of a cashier's check, bank money order, or certified check payable to the "City of Wyandotte". In order to protect the integrity of this solicitation and review process, deposits may be forfeited in cases where acceptable proposals are withdrawn prior to execution of any agreement. This earnest money deposit shall be applied to the purchase price of the successful bidder at the time of closing. All other deposits shall be returned at the discretion of the City Council.

K. DISCLOSURE AND ANTI-COLLUSION

Proposal makers must complete the sworn affidavit included in this Request for Qualifications and Proposals, listing all persons, firms or corporations having any interest in the Agreement that would result from acceptance of the proposal, and stating whether any member of the City Council, or Officer, or Employee of the City is directly interested in said proposal (page 12).

L. STANDARDS

Purchaser understands that in addition to contractual obligations that result from this proposal process, development of the property is subject to all usual codes and ordinances applicable for construction and use, as follows.

1. City of Wyandotte Zoning Ordinance.
2. City of Wyandotte Building Code. The City utilizes the State of Michigan Building Code, 2015 (or current edition(s) at time of construction).
3. Michigan Rehabilitation Code for Existing Buildings

M. EVALUATION

Responses to this offering will be evaluated for the best combination of the following:

1. Quality of the proposed redevelopment.
2. Experience, qualifications and readiness of the prospective purchaser to redevelop the property.
3. Highest and Best Use of the property determined by impact to the City in terms of dollars invested, positive financial impact for downtown merchants, and long-term tax base generated.
4. Dollar amount bid for the property.
5. A development that is consistent with the City of Wyandotte's Strategic Plan 2010-2015. This document may be found on the City's website at www.wyandotte.net.

N. REQUIRED BUILDING IMPROVEMENT DOCUMENTS PRIOR TO CLOSING

1. The successful bidder will be required to submit the following to the City prior to a Purchase Agreement being forwarded to Mayor and City Council: (1) a rehabilitation or demolition/construction schedule with time frames identified and a budget with cost estimates; and (2) a document indicating the ability to finance the project or obtain financing.
2. Prior to closing on the property, the successful bidder must complete the following: (1) rehabilitation or new construction plans must be approved by the City and all required permits pulled; (2) evidence of adequate financing in the form of a bank statement, loan approval or other acceptable documentation; (3) a final rehabilitation budget with a list of contractors and associated costs (based on permits pulled by the contractors); (4) site and landscape plan approved by the Planning Commission.

INSTRUCTIONS TO PROPOSAL MAKERS

A. DELIVERY

Proposals with bid deposits in response to this Request for Qualifications and Proposals shall be delivered to the City Clerk, Wyandotte City Hall, 3200 Biddle Avenue, Suite 100, Wyandotte, Michigan, prior to the deadline in a sealed envelope which shall be clearly marked as follows:

**SPECIFICATIONS FOR QUALIFICATIONS AND PROPOSALS FOR
REDEVELOPMENT OF FORMER MCKINLEY SCHOOL AT 640 PLUM
STREET IN THE CITY OF WYANDOTTE, MICHIGAN BID FILE #4630**

B. DEADLINE

Monday, January 9, 2017, at 2:00 p.m. Local Time

C. PRE-PROPOSAL WALK-THROUGH

Monday, November 28, 2016, from 10:00 a.m. to Noon at 640 Plum, the City will conduct a pre-proposal meeting and tour of the building. All proposal makers are encouraged to attend this meeting.

D. OPENING

The proposals will be publicly opened and read aloud at Wyandotte City Hall, City Council Chambers, at 2:00 p.m., Monday, January 9, 2017, or as soon thereafter as convenient.

E. EXPEDITIOUS AGREEMENT

The successful bidder shall expeditiously enter into a purchase agreement, subject to the terms set forth in the specifications, for submission to the City Council.

F. PROPOSAL SELECTION

The City intends to utilize submittals to these specifications as a method of determining qualifications of purchasers and as an evaluation of the proposals submitted. Interviews of selected purchasers may also be scheduled.

G. TERMS OF SALES AGREEMENT

The terms of any eventual Agreement of Sale will include, but are not limited to, the following:

1. "As-Is" condition. The property being sold is in "As-Is" condition, without express or implied warranty.

2. Title Insurance. The City of Wyandotte will furnish a Warranty deed. Title insurance must be obtained at the purchaser's expense.
3. Taxes and Prorated Items. The City as Seller shall pay all taxes and assessments, which have become a lien upon the land at the date of the purchase agreement. Current taxes, if any, including current taxes on structures already demolished, shall be prorated and adjusted as of the date of closing in accordance with the "Due Date" basis of the taxing unit in which the property is located.
4. The property is being offered as one parcel.
5. Evidence of adequate financing for rehabilitation or demolition/construction of project.
6. Site plan approval.
7. The purchase agreement will require obtaining a City building permit and submitting a property survey prior to closing. Purchaser will have 120 days from Council acceptance of the Purchase Agreement to obtain a building permit. One (1) thirty (30) day extension may be granted by the City Engineer at his discretion.
8. Purchaser is responsible for the payment of the TWO HUNDRED DOLLAR (\$200.00) closing fee. The closing fee will be paid at the time of closing. .
9. The respondent shall be responsible for obtaining at its sole cost: all permits, standard regulatory approvals, approvals for zoning appeals or regulatory changes of any kind, as well as any required engineering and environmental studies title for the properties, all closing costs, any costs for appraisals, surveys, legal descriptions, and, any other typical development "soft costs".

H. RESERVATION

The City, as always, reserves the right to reject any or all responses and the right to waive any formal defects in proposals when deemed in the best interest of the City. Material submitted by respondents to the City becomes the property of the City and may not be returned.

I. ADDITIONAL COPIES

This RFQ & P is on file in the Office of the City Clerk and copies are available for download on the City of Wyandotte's Website: www.wyandotte.net and also at the Michigan Inter-governmental Trade Network (MITN) website at: www.mitn.info

J. INQUIRES

Questions about this proposal shall be submitted, in writing, by December 9, 2016, at 1:00 p.m. and directed to:

Mark Kowalewski, PE, City Engineer
3200 Biddle Avenue, Suite 200, Wyandotte, Michigan
734-324-4554, mkowalewski@wyan.org

Or

Kelly Roberts, Development Coordinator
3200 Biddle Avenue, Suite 300, Wyandotte, Michigan
734-324-4555, kroberts@wyan.org

AWARD PROCEDURES

A. ELIGIBILITY FOR AWARD

1. In the event that the city determines that it has received one proposal, which, at the sole determination of the City, is feasible, then the City may make an award for the property under the terms of this RFP. In order to be eligible for such an award, the proposal must be responsive to the RFP. Responsive proposals must follow all guidelines established herein for preparation and submission and achieve goals stated within this RFP.
2. Respondent may be required to make a presentation to the Wyandotte City Council.
3. The City may designate a Review Panel for evaluating the proposal. The size and composition of the Review Panel is the sole responsibility of the City. The Review Panel shall have the opportunity to review all written materials and may request additional written materials or oral presentations from any or all Respondents.
4. The Wyandotte City Council will make the final decision regarding the award of the project. In doing so, the Council retains the right to accept, reject or revise all recommendations, to request additional information from the Review Panel, City Staff, any or all Respondents and to reject all Respondents.

B. NOTICE OF AWARD

Official notice of award will be sent by U.S. Mail to the address and contact persons listed on the Proposal Signature Sheet. Respondents who are not selected will be similarly notified by U.S. Mail after a proposal has been accepted and approved.

ADMINISTRATIVE INFORMATION

Issue Date:

November 1, 2016

Issuing Officer:

City of Wyandotte, Department of Engineering and Building
3200 Biddle Avenue
Wyandotte, Michigan 48192

Obtaining RFP:

The RFP is available free of charge from the Michigan Inter-Governmental Trade Network (MITN) website at www.mitn.info the City of Wyandotte's website at www.wyandotte.net . All addendums will be listed on these websites.

Questions and Inquires:

Written questions and inquires will be accepted from respondents and must be submitted by December 9, 2016, at 1:00 p.m. Please direct questions to mkowalewski@wyan.org or kroberts@wyan.org.

Deadline:

The deadline for receipt of proposals is 2:00 p.m. local time on Monday, January 9, 2017. Proposals will be dated and time stamped upon submission. Use of the U.S. Postal Service, private delivery companies or courier services is undertaken at the sole risk of the Respondent. It is the Respondent's sole responsibility to ensure that the proposal is in the possession of the City by the deadline.

Submitting Responses to RFP:

All proposals must be delivered to:

The City of Wyandotte will receive proposals at Wyandotte City Hall, City Clerk's Office, 3200 Biddle Avenue, Suite 100, Wyandotte, Michigan.

Please submit one (1) original with original signatures plus two (2) copies totaling three (3) submissions of each proposal and all materials together in one envelope, clearly marked as follows:

PROPOSAL SIGNATURE SHEET

DATE: _____, 2017

TO: The Honorable Mayor and City Council
 Wyandotte City Hall, 3200 Biddle Avenue
 Wyandotte, Michigan 48192

**PROJECT: SPECIFICATIONS FOR QUALIFICATIONS AND PROPOSALS FOR
 REDEVELOPMENT OF FORMER MCKINLEY SCHOOL AT 640 PLUM IN THE
 CITY OF WYANDOTTE, MICHIGAN. BID FILE #4630**

**THE UNDERSIGNED HEREBY CERTIFY AS FOLLOWS:
 (each box must be checked by Proposal Maker)**

- INSPECTION: Familiarity with the present condition of premises based on recent inspection.
- COMPREHENSION: Understanding Specifications, including expeditious agreement, Council approval, permits prior to closing, and commitment to develop within six (6) months.
- PROPOSED BUILDING FEATURES: Proposals must be attached.
- BID PRICE FOR PROPERTY: _____ Dollars
 (\$_____.00)
- EXECUTED ANTI-COLLUSION AFFIDAVIT: to be attached.
- DEPOSIT: Ten Thousand Dollars (\$10,000)
 Check No. _____

SIGNATURE: _____

Name: _____
 (please print)

Company Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

E-mail address: _____

ADDENDUMS RECEIVED: _____

ANTI-COLLUSION AFFIDAVIT

Note: The affidavit set forth below MUST be executed on behalf of the proposal maker and furnished with every proposal.

STATE OF MICHIGAN
COUNTY OF WAYNE

_____, being first duly sworn, deposes and says

he/she is the _____ of _____,
TITLE (if applicable) NAME OF COMPANY

the proposal maker which has submitted on the ____ day of _____, 2017

to the City of Wyandotte, Michigan, a proposal for the development of the former McKinley School 640 Plum Street in the City of Wyandotte, all as fully set forth in said proposal. The aforementioned proposal maker constitutes the only person, firm or corporation having any interest in said bid or in any contract, benefit or profit which may, might or could accrue to, or grow out of the acceptance in whole or in part of said proposal, except as follows:

Affiant further states that said proposal is in all respects fair and is submitted without collusion or fraud; and that no member of the City Council, or officer or employee of said City is directly or indirectly interested in said proposal.

Applicant Signature

SWORN TO and subscribed before me, a Notary Public, in and for the aforementioned named State and County this _____ day of _____, 2017.

Notary Public: _____

My Commission Expires: _____

SCHOOL PROPERTY:

Lots 1 thru 14 and south 1/2 of the vacated Cherry Street, Block 179, Plat of Part of Wyandotte as recorded in Liber 1 Page 295.



