

REQUEST FOR PROPOSALS

Former Icehouse Site

City of Williamston, MI

RFP TIFA-001-2024

April 29, 2024



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EXECUTIVE SUMMARY

The City of Williamston, Michigan (City) invites interested qualified parties to submit Letters of Interest for the acquisition and development of property generally known as the "Icehouse Building", located at 200 Elevator Street, City of Williamston, Ingham County, Michigan.

The property is another centerpiece of an area targeted for redevelopment in Downtown; it is currently owned by the City of Williamston Tax Increment Finance Authority (TIFA) and is being made available for redevelopment purposes.

A Phase 1 was conducted in 2004 and is attached for historical perspective. Also attached is the inspection report from 2004.

PROJECT SCOPE AND INTENT

In recent years, there have been significant investments in the downtown and neighboring areas of the City of Williamston. This Request for Proposal reflects the City's commitment to encourage the continuation of such investments downtown in a structured and dynamic way.

The purpose of this RFP is to consider all options that may be presented.

Select an interested private party/cooperative to purchase, rehabilitate the existing structure and re-develop the site.

The project should contain, but will not be limited to, a combination of such uses as:

Mixed Use Development

- (1) Outfitter retail.
- (2) Housing.
- (3) Restaurant.
- (4) Parking.

Redevelopment Goals: In addition to the general list of uses for the development of the "Former Icehouse," a series of goals for the redevelopment of the property were established through a planning process. Those goals include:

- **Continuation for Revitalization of the Downtown Area and TIFA District:** The development of the Icehouse shall serve as a continuing development effort and redevelopment of the entire Downtown.
- **Linkages and Connections.** The site should be designed so the development forms physical and visual linkages and connections with the Downtown.

- **Design Quality.** The development should be designed with "landmark" visual qualities befitting the strategic location of the site. The architecture should follow local historic examples and redevelopment guidelines.
- **Fiscal Benefit to the City.** The development of the site should be fiscally beneficial to the City of Williamston by enhancing economic growth in the City, increasing the tax base, attracting new businesses, and promoting job growth.

PROCESS

The City will undertake a multi-step process based on the following: After a review of "initial responses" as outlined below, and recommendations from City Staff, the TIFA Board of Directors will request selected developers to present formal Proposals for consideration. The initial Response and subsequent Proposals must be submitted in accordance with the terms and conditions of this Request for Proposals. Requests for additional information in regard to the RFP for this Property must be submitted in writing to:

Mr. John Hanifan, City Manager
 City of Williamston
 161 E. Grand River
 City of Williamston, MI 48895
 Phone (517) 655-2774

For the interested parties, the City of Williamston will hold a pre-submission conference at the City of Williamston Department of Public Works Offices located at 781 Progress Court, City of Williamston, MI at 1:00 P.M. on May 15, 2024. Interested parties will be given the opportunity to ask questions from City representatives concerning the project, the City's goals with respect to the development of the project, submission requirements, and the selection procedure. (*Appointments to meet with Staff or view the property will be accepted on Thursdays throughout the schedule.*)

Each submittal shall be marked on the outside in bold letters as follows: **City of Williamston, Initial Response, "Former Icehouse Site Project"** No facsimile copies will be accepted. Letters of Interest received will be forwarded for review and evaluation by the TIFA Board of Directors.

The City reserves the right to accept any proposals deemed to be in the best interest of the City, to waive any irregularities in any proposals, or to reject any and/or all proposals and to re-advertise for new proposals. In evaluating each proposal, City Staff will consider, but not be limited to, the proposer's experience, and capabilities, the proposer's financial strength, the terms and conditions offered for acquisition of the property, the market and economic viability of the proposed project concept and the appropriateness of the proposed uses and design relative to the immediate area and the City of Williamston.

UNDER NO CIRCUMSTANCES SHOULD ANY PROSPECTIVE PROPOSER OR ANYONE ACTING FOR OR ON BEHALF OF A PROSPECTIVE PROPOSER, SEEK TO INFLUENCE OR GAIN THE SUPPORT OF ANY MEMBER OF THE CITY COUNCIL/TIFA BOARD OF DIRECTORS OR THE CITY STAFF FAVORABLE TO THE

INTEREST OF ANY PROSPECTIVE PROPOSER. LIKEWISE, CONTACT WITH THE CITY COUNCIL/TIFA BOARD OR DIRECTORS OR CITY STAFF AGAINST THE INTERESTS OF OTHER PROSPECTIVE PROPOSERS IS PROHIBITED.

INITIAL RESPONSE CONTENT (this is to develop a short list of interested parties):

The Initial Response should include, at a minimum, the following components:

1. Letter of Interest.
2. Project Overview: Please include:
 - Proposed uses.
 - Conceptual size.
 - Economic Impact.
 - Management Plan for purchase.
 - Other benefits for the residents of City of Williamston.
 - Preliminary financial plan/capability.
3. Proposer (Firm) Information: Please include:
 - Firm name, address, telephone number (s).
 - Ownership/organization structure.
 - Parent company (if applicable).
 - Officers and principals.
 - Firm size.
 - The name of the representatives authorized to negotiate with the City or its representative.
 - In-house capabilities and services; and
 - If this assignment is to be performed by joint venture participation, include the percentage breakdown of each firm's participation.
 - Previous Relevant Development Experience: Providing Information on projects of similar scope and complexity. This should include specific experience with:
 - i. Public sector projects.
 - ii. Public/private joint venture projects.
 - iii. Mixed-use projects.
 - iv. The various uses proposed for this project.

The deadline for submittal of the Initial Response is on or before 2:00 P.M., June 7, 2024. This RFP sets forth relevant information regarding the property being offered for development, the City of Williamston and its goals with respect to the development of the site, and the process for developer selection.

ADDITIONAL REQUIRED INFORMATION AFTER SHORT LIST

The selected developers will be asked to submit a formal development proposal for the property. The proposal will be evaluated by the written information plus the history of other successful projects provided by the developer. The proposal package should include at a minimum, the following components:

1. Conceptual Site Plan
2. Conceptual Building Plan
3. Timeline for Development
4. Financial Information including recent financial statements (past three years)
5. Detailed Financial Plan
6. Team Organization: Provide an organizational chart identifying all individuals who would participate in the proposed project. Provide resumes and references for all proposed/ development team members. Provide a statement of the relationship between the Proposer and any parent company or subsidiary that might also take part in the project. Please also provide the names and descriptions of any other persons, firms, or organizations included by the Proposer as team member participants in the development of the project.
7. Felony Indictments/Convictions: Provide a statement relative to whether any of the "principals" referred to above have ever been indicted for, or convicted of, a felony.
8. Litigation History: List any litigation matter in the past five (5) years.
9. The City will require that the selected developer present a "Letter of Intent" from a lender as to its interest in financing the development prior to final negotiations. The City considers a reputable lender as an institution which has, in the opinion of the City, the financial capacity and experience to commit, fund and monitor the funding of loans necessary to complete this specific project.
10. Additional Considerations: Identify any additional or unique resources, capabilities, or assets which the developer would bring to this project outside the scope of the project.

Proposals will consist of one (1) bound and signed original and ten (10) complete copies of the required information. All proposals will be presented as 8 1/2-inch x 11-inch documents.

The information will be tabbed according to each requested section. Each page will be numbered consecutively including the Letter of Transmittal, brochures, licenses, resumes, supplemental information, etc. Please package the work product samples separately from the proposal, labeling each sample clearly. If Proposers are submitting as a joint venture, the information requested herein shall be submitted for all firms.

EVALUATION CRITERIA

Each proposal will be evaluated individually and in the context of all other proposals. Proposals must be fully responsive to the requirements described in this RFP, and to any subsequent requests for clarification or additional information made by the City through written addenda to this RFP. Proposals failing to comply with the submission requirements, or those unresponsive to any part of this RFP, may be disqualified.

The City has identified evaluative criteria against which each Proposal will be considered, including:

- 1) Project approach including property acquisition.
- 2) Proposed development process and land use components.
- 3) Proposed role of the City and extent of public investment.
- 4) Financial capability to complete the project.
- 5) Managerial capability.
- 6) Technical expertise in similar projects.
- 7) Performance record of past development projects.
- 8) Market experience.
- 9) Staff, organization and industry reputation.
- 10) Compatibility with, and responsiveness to, the City objectives and goals.
- 11) Project benefit, compatibility, impact to historic downtown and citizens.

REJECTION OR DISQUALIFICATION OF PROPOSALS

The City may reject or disqualify a proposal under any of the following circumstances:

- The Proposer misstates or conceals any material fact in the proposal.
- The proposal does not strictly conform to applicable laws or any requirements of this RFP.
- The proposal does not include documents, certificates, affidavits, acknowledgments or other information required by this RFP.
- The Proposer fails to acknowledge receipt of any formal addenda.
- The Proposal has not been executed by the Proposer through, or by an authorized officer or representative of the Proposer or Proposer team.
- The Proposer fails to comply with all provisions, requirements and a prohibition binding on all Proposers as herein set forth or fails to comply with applicable law.
- The City reserves the right to reject all proposals and/or re-advertise all or any part of this RFP when it is deemed in the best interest of the City to do so.
- If the Proposer attempts to lobby or influence any member of the City Council/TIFA Board of Directors or Staff.

SCHEDULE

1. Release of RFP April 29, 2024
2. Pre-Submission Conference May 15, 2024
Conference Room @ 1:00 p.m.
City of Williamston Dept of Public Works
781 Progress Court
City of Williamston, MI 48895

Appointments to meet with Staff or view the property will be accepted on Thursdays.

3. Letter of Interest submission deadline June 7, 2024
@ 2:00 p.m.
4. Final Proposal Submission Deadline last week
Notify/Interview Selected Proposals (3) June 2024
5. Presentations to TIFA July 2024

Williamston is a small city located in the Michigan Lower Peninsula, just east of Michigan's capital, Lansing. Often, small towns on the edge of large metropolitan areas tend to become bedroom communities, absorbed by suburban sprawl. While Ingham County and the Lansing area continue to grow, Williamston has been fortunate to retain its individual identity as a unique community.

Williamston is becoming the area's social center. Annual festivals such as the Red Cedar Jubilee and Lights Parade, spotlight the arts and culture of the region. We have a more 'classic' look to our streetscape and a weekly farmers market from May to October. Private ventures such as the Williamston Theatre and the Sun Theater are reviving the older 'city life' aspects of Williamston, and other new and exciting businesses and social features, such as an art-glass blower, the bandshell and other renovations in McCormick Park are happening every day.