

REQUEST FOR PROPOSALS

REQUEST FOR PROPOSALS FOR PURCHASE OF THE CITY OF BUCHANAN'S
LOT LOCATED AT 123 DAYS AVENUE,
BUCHANAN, MICHIGAN



BACKGROUND

123 Days Avenue is located in downtown Buchanan less than a block from the historic downtown primary shopping district and located directly across from The Common. This lot was once used by commercial businesses whose building was demolished and seeded leaving a grassy 0.20 acre lot zoned for commercial business. A City parking lot is located immediately adjacent to the lot.

CITY OBJECTIVES

The City's objective is to sell the property to a business for development that would contribute to the activation of Days Avenue, complement and encourage interaction with The Common, and support the City's mission for downtown development as stated in [A Vision for Buchanan](#). Suggested uses include downtown retail, arts and culture, restaurant, and/or small business/job creation.

SITE DESCRIPTION

Lot has a total of .20 acres. The grassy lot is accessible via a dirt alley off Central Court and adjacent City-owned public parking lot. (Attachment 1) The property is within the City's commercial district, which allows for such uses as restaurant and retail. Due to the location of the lot, a successful respondent must be able to demonstrate that it has a ready cash reserve, or ready access to credit in order to implement a significant investment on the property within twelve months of purchase.

Buchanan is a "lifestyle center" where Downtown Buchanan is a thriving urban eatery and small business district, an outdoor theater dining experience where restaurant terraces and public spaces with arts and cultural events are nestled between historic facades and rushing waters of McCoy Creek and where this hub is connected locally via green and blue trails to the surrounding neighborhoods of Buchanan and to the St. Joe River and regionally to Pure Michigan natural resources, vineyards, orchards and agro-tourism."

A Vision Statement for Downtown Buchanan

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PROPOSAL SUBMISSION REQUIREMENTS

All interested parties are invited to submit sealed written proposals to the City of Buchanan Community Development Department that must include the following:

A. Letter of Interest. Formal letter of interest on letterhead of the respondent as well as all attachments as required in this RFP addressed to: Richard Murphy, Community Development Department, City of Buchanan 302 N. Redbud Trail, Buchanan, MI 49107. All sealed proposals must be received by the Community Development Department and time/date stamped on or before __:00 p.m. on _____ __, 2023. The City reserves the right to reject late proposals without review. All timely bids shall be publicly opened and announced by the Community Development Director at City Hall on _____ __, 2023.

B. Respondent History. The respondent must provide a description and general history of its organization/business. The respondent's specific experience in implementing the type of project proposed under this RFP should be highlighted. Resumes and qualifications of the proposed project manager, prime contractor, and other relevant staff shall be included.

C. Description of the Development Proposal. The respondent must provide a detailed description of the development proposal, including the following:

- Purchase price offered.

- Development plan and timetable for the future use of the property.
- Prior experience with projects similar to that under this RFP.
- Proposed detailed building plans, elevations and exterior and interior space plans. The plans must demonstrate how respondent will conduct development with the consideration of interaction with Buchanan's cultural center, The Common.
- Estimated total cost of all improvements and renovation and the approximate schedule for completion.
- Proposed sources and uses of funds. The proposal must include written assurances of a bank or financial institution acceptable to the City, in its sole discretion, that the respondent had a ready cash reserve or readily available credit to prove significant development investment.
- Anticipated level of jobs creation associated with the new use of the building.
- Describe the positive impact your project will have for the city to achieve its goals as outlined in [A Vision for Buchanan](#).

D. Commercial or Trade References. The respondent must identify (by listing parties, case number, jurisdiction and current case status) any current, pending or threatened litigation against respondent related to its business or real estate dealings. The respondent must attest to having no litigation pending or contemplated against the City of Buchanan. The respondent must also list, by location and nature of project, its current involvement in or involvement within the last ten (10) years in any projects that are the same or similar to that proposed under this RFP.

E. Obligations to the City. The respondent must attest to having no outstanding or overdue tax, lien or fine obligations to the City of Buchanan.

F. Proposal Acceptance/Rejection. The City of Buchanan may elect to deem a submission non-responsive if the submission fails to comply with the specific requirements of this RFP. Note, the offering price will not be the sole determinant in the sale of the property. Other factors, such as, but not limited to those cited above, will be given consideration. The City reserves the right to reject any and/or all proposals for any or no reason, for non-compliance with this RFP, or to waive any noncompliance with this RFP.

PROPOSAL REVIEW PROCESS:

The City shall review all proposals through the City Commission appointed RFP Committee (“Committee”). The Committee may request written clarification from respondents, and will forward all proposals and non-binding recommendations on proposals to the City Commission for final consideration and award of bid. The City of Buchanan reserves the right to terminate the RFP process at any point prior to the approval of a proposal.



Proposal Evaluation Criteria:

The committee shall consider the following information when evaluating proposals to which proposal that is in the best interests of historic preservation, the community and the City of Buchanan:

- Quality of the development proposal, with specific attention to interaction with The Common and the activation of Days Avenue and the vision for downtown development as outlined in [A Vision for Buchanan](#).
- Submission of detailed renovation plans and compliance of those plans with the provisions set out in this RFP.
- Financial capability of the respondent to consummate the purchase and complete with the development proposal in a reasonably short timeframe.
- Qualifications of the respondent to implement its development proposal.
- Compatibility of the development proposal with site planning, City Codes and the surrounding historic district.

- Benefit to the community and City, with consideration to purchase price offered, potential of the real estate and personal property, and the benefits of the proposed use to the general Downtown area and public.

The Committee may request supplemental information as it determines necessary, including business and personal financial statements from any of, all of, or none of the respondents.

GENERAL CONDITIONS OF RFP

A. Costs of Preparation and Submission of Proposals. Each respondent shall be solely responsible for all costs and fees incurred in preparing and submitting a proposal in response to this RFP. All material and documents submitted by any respondent shall become property of the City and will not be returned. Each respondent that participates in any inspection of the premises, engages the services of any consultants or professionals, or incurs any other costs or expenses in any further interviews and negotiations shall be solely responsible for all of the respondent's costs and fees incurred during those processes.

B. Non-Discrimination. The City is committed to achieving diversity in the award of contracts and in the purchase of goods and services throughout all aspects of its development initiatives. The City provides minorities and women equal opportunity to participate in all aspects of City contracting and purchasing programs, including but not limited to participation in procurement contracts for commodities and services as well as for contracts relating to construction, repair work, and/or leasing activities. The City also prohibits discrimination against any person or business in pursuit of these opportunities on the basis of race, color, sex, religion, or national origin and to conduct its contracting and purchasing programs so as to prevent such discrimination.

C. Information Contacts. Contact the City of Buchanan Development Department using the contact information listed below with any questions you may have. All questions regarding this RFP must be submitted in writing by email to the Community Development Director on or before _____, 2023. Questions submitted after that date or by phone contact will not be accepted.

Richard Murphy, Community Development Director
City of Buchanan
302 N. Redbud Trail
Buchanan, MI 49107
E-Mail: rmurphy@cityofbuchanan.com

D. Delivery Requirement. Each Respondent shall assume the risk of the method of dispatching any communication or proposal to the City. The City assumes no responsibility for delays, delivery or system failures resulting from the dispatch.

E. Reservation of Rights. The City reserves the right to determine, in its sole discretion, the appropriate and adequate responses to written comments, questions, and requests for clarification.

F. Modification of Solicitation. The City reserves the right to increase, reduce, add, or delete



any item, service or activity to this solicitation as deemed necessary where it is consistent with City's goals, policies or strategies to do so. Only the City's official, written responses and communications shall be considered as authoritative with regard to the requirements of this RFP. The City reserves the right to determine, at its sole discretion, the method of conveying official responses and communications pursuant to this RFP.



NEW LISTING

123 Days Ave

**BUCHANAN
MICHIGAN**



**COMMERCIAL
DEVELOPMENT OPPORTUNITY**

Infill opportunity in Buchanan, Michigan

Zoning:	Combined	Cleared
Central Business District	Lot size: .201 Acres	Lot in Downtown Buchanan