

Memorandum



Date: August 20, 2025

To: Buchanan City Commission

From: Tony McGhee

Subject: Engagement of Consultant for Brownfield Redevelopment Authority

Background

The City of Buchanan has an established Brownfield Redevelopment Authority (BRA) that has been largely inactive for several years. In the early 2000s, three original brownfield plans were developed; however, the files for these plans appear incomplete and need to be reviewed for compliance with current requirements. In addition, the City's existing brownfield policies predate significant changes to Michigan's Tax Increment Financing (TIF) laws. The work outlined in this contract will modernize our approach to brownfield redevelopment, aligning it with current best practices and statutory requirements.

Brownfield Redevelopment Authorities provide significant value to Michigan communities by transforming underutilized, contaminated, or blighted properties into productive assets. Originally, their primary role was focused on environmental cleanup, removing hazardous substances and addressing contamination issues to protect public health and restore land for safe use. While cleanup was essential, these early efforts often lacked financial tools to make redevelopment economically viable for developers and property owners.

Over time, the role of BRAs has evolved into a powerful economic development tool. Today, they leverage Tax Increment Financing (TIF) and other incentives to help close funding gaps that can make redevelopment projects financially challenging. TIF allows future property tax revenue generated by an improved site to reimburse eligible costs such as demolition, site preparation, and infrastructure improvements. This makes projects feasible that might otherwise be cost-prohibitive. This evolution has allowed communities not only to remediate environmental hazards but also to attract new businesses, create jobs, expand housing options, and grow the tax base without increasing the financial burden on residents.

This shift reflects a broader understanding that brownfield sites are not just environmental liabilities but also strategic opportunities for community revitalization. In addition to

Memorandum

Buchanan, many Berrien County communities currently have active Brownfield Redevelopment Authorities, including:

- City of Benton Harbor
- City of St. Joseph
- City of Niles
- Lincoln Charter Township
- Hagar Township
- Benton Charter Township
- Oronoko Charter Township

The City issued a Request for Proposals (Attachment A) seeking a consultant to:

- Review and address any issues with the three original brownfield plans to ensure they were completed and closed out properly.
- Develop criteria for site prioritization.
- Create housing-related TIF policies.
- Design an application form and fee structure for potential brownfield projects to help the BRA evaluate proposals early in the process.

All new policies and procedures developed through this process will require City Commission approval before adoption.

The City received three proposals and selected two finalists for interviews:

- Fleis & VandenBrink: Proposed fee of \$17,500 for the initial scope of work.
- SME: Proposed fee of \$22,000 for the initial scope of work.

Future work on specific brownfield redevelopment projects will be negotiated separately with developers on a case-by-case basis, with any additional costs requiring City Commission approval.

Recommendation

Based on interviews, cost, experience, and overall approach, City staff recommends awarding the contract to Fleis & VandenBrink in the amount of \$17,500. Funding for these services is available in the City's current Brownfield Authority account. This means the work will have no impact on the City's General Fund.

Attachments:

- Attachment A: RFP for Brownfield Consulting Services
- Attachment B: Fleis & VandenBrink Proposal

Attachment A





Request for Proposals

**Brownfield
Redevelopment
Authority Services**

*City of Buchanan
302 N. Redbud Trail
Buchanan, Michigan
49107*

This Request for Proposal (“RFP”) is to provide interested firms with sufficient information to submit proposals for consideration by the City of Buchanan (“City”) in connection with its needs for **Brownfield Redevelopment Authority Services**.

Favorable pricing will be one element of the selection process, but the experience of the firm, qualifications, direct experience and ability of assigned staff, completeness of the level of service proposed and timeliness of service proposed by the bidder will be significant factors in the award of this contract. The final decision on the selection of the bidder for this project will be determined by the City Commission. The City reserves the right to reject any proposals or parts of proposals. The City also reserves the right to waive any irregularities, inconsistencies, or take whatever action is appropriate as determined by the City to be in the best interest of the City.

A complete Request for Proposal may be viewed or downloaded at www.cityofbuchanan.com or mailed by contacting Community Development Director Richard Murphy at 269.695.3844 ext.19 or rmurphy@cityofbuchanan.com

REQUEST FOR PROPOSAL: **Brownfield Redevelopment Authority Services**

CLOSING DATE AND TIME: **July 15, 2025 by 12:00 PM**

1. Introduction

The City of Buchanan, Michigan (hereinafter referred to as "City") is seeking qualified firms or teams to provide professional services to assist in the re-establishment and ongoing management of the Brownfield Redevelopment Authority (BRA) for the City. The selected contractor will be responsible for providing general support to the City’s staff and Brownfield Redevelopment Authority, developing a prioritization strategy, establishing policies for redevelopment, and facilitating community engagement activities related to brownfield redevelopment.

This Request for Proposal (RFP) outlines the scope of work, proposal submission requirements, and selection process for services related to brownfield redevelopment in the City of Buchanan.

2. Background

The City of Buchanan, with a population of approximately 4,500, is located in Southwestern Michigan along the St. Joseph River. We are part of a “small town” chain stretching from the state line along the beautiful shoreline of Lake Michigan and the St. Joseph River. Close proximity to major metropolitan areas such as Chicago, Milwaukee, Indianapolis, and Detroit, makes Buchanan a tourist destination for visitors throughout the Midwest. Buchanan has a strong brand that evokes Pure Michigan, including small town charm, historic architecture, high quality of life, excellent schools, and high-quality natural resources. Buchanan is regionally located near many major employers, making it a wonderful place to live year-round.

Buchanan was the global headquarters of Clark Equipment Company from 1904 - 1985, a fortune 100 company that manufactured steel axels and other significant worldwide innovations including the invention of the forklift. Clark employed over 5,000 people at the height of its production and held several defense contracts during World War II. The Clark legacy is vast in Buchanan, where many of its historic art deco buildings have been redeveloped and reused and several multi-acre brownfields are now targeted for redevelopment of mixed-use development and housing. Buchanan's rich industrial history has an impressive portfolio as Electro-Voice and FS Carbon were also headquartered here for much of the 20th Century offering opportunities for redevelopment of buildings and parcels at these former operations.

Buchanan is currently amidst a significant economic comeback in part by the robust community engagement project in 2021 in collaboration with Andrews University Urban Design Studio that produced, the nationally awarding winning, *A Vision for Buchanan*.

<https://www.nicestplacetowalk.com/publication>

A Vision for Buchanan reimagines redevelopment possibilities in Buchanan and the recent successful implementations of many of its recommendations have engaged the regional redevelopment market who is looking at Buchanan the next best opportunity in Southwest Michigan.

As the City looks toward increasing economic development efforts and adding housing, it will be essential to have an established and active Brownfield Authority. The City is committed to supporting sustainable growth, economic development, and environmental remediation. The City has a Brownfield Redevelopment Authority, although it has been inactive for several years.

3. Scope of Services

A. City Specific. Working closely with staff and the Brownfield Redevelopment Authority, the selected contractor will:

Brownfield Redevelopment Authority Structure

- Review and assess the BRA structure and operational practices.
- Update necessary documentation, by-laws, and processes for BRA governance.
- Provide recommendations for the BRA's role in brownfield redevelopment and the City's long- term growth.
- Provide all other Brownfield redevelopment consulting services as requested by the BRA.

Prioritization and Policy Development

- Develop criteria and a prioritization framework for evaluating brownfield sites and funding requests based on environmental, economic, and community impact factors.
- Develop and draft housing TIF policy.
- Develop and draft local brownfield revolving fund policies and funding priorities.
- Assist the City in establishing policies that support the prioritization of redevelopment efforts.
- Provide recommendations for incentive programs, tax abatements, and funding sources to support brownfield remediation and redevelopment.
- Provide training and education of Brownfield program to City staff, Brownfield Redevelopment Authority Members, City Commissioners, and others as needed.
- Ensure BRA processes align and integrate appropriately with City's overall development processes.
- Incorporate community feedback from established master plans and other relevant documents into the prioritization and policy development process.
- Prepare material for and participate in meetings and/or presentations with the BRA, City Commission, Michigan Department of Environment, Great Lakes and Energy (EGLE), Michigan Economic Development Corporation (MEDC) and Michigan Strategic Fund (MSF) when considering, and acting on Brownfield Plans, Act 381 Work Plans and Development & Reimbursement Agreements

Compliance

- Support the Brownfield Redevelopment Authority and City Staff on all tracking and compliance activities, including, but not limited to annual reports of BRA activities, Brownfield TIF capture, and reimbursements and related functions as requested by the BRA and/or mandated under ACT 381.

B. Project/Developer Specific. On an as needed basis, the selected contractor will:

- Work with the Brownfield Redevelopment Authority to assess requests for Brownfield funding.
- Review and evaluate, and assist the BRA to negotiate Brownfield Plans, Act 381 Work Plans, Development & Reimbursement Agreements and related documents prepared by third parties and submitted to the BRA.
- Plan, generate and process Brownfield Plans, Act 381 Work Plans, Development & Reimbursement Agreements, and related documents.
- Apply, as needed, for area-wide or site-specific State and/or Federal Brownfield Assessment, Cleanup and other grants/loans as they may be needed and are available. Manage some or all aspects of such grants/loans as requested by the BRA.
- Facilitate project specific public meetings, workshops, and focus groups.
- Advise on appropriate considerations and details for TIF agreements, including appropriate values, timeframes, etc.
- Provide outreach materials, including presentations, and online content, to support

public awareness as needed.

4. Proposal Requirements

Proposals should include the following components:

A. Firm Qualifications

- A description of the firm's experience and expertise in brownfield redevelopment, including relevant projects completed in similar communities or settings.
- A list of key personnel to be assigned to the project, including their qualifications, relevant experience, and roles in the project.
- A rate sheet for personnel and other related expenses related to the desired scope of work.
- Evidence of the firm's ability to meet deadlines and manage large, complex projects.

B. Approach and Methodology

- **Project Understanding and Regulatory Strategy:** Describe your understanding of the Brownfield Redevelopment Act (Act 381) and how it applies to municipal redevelopment projects. Outline your approach for navigating local, state, and federal regulatory requirements, including interaction with the Michigan Department of Environment, Great Lakes, and Energy (EGLE) and the Michigan Economic Development Corporation (MEDC).
- **Project Execution:** A detailed description of the firm's approach for executing the scope of services listed above.
- **Site Evaluation and Brownfield Plan Development:** Detail your methodology for conducting site assessments, evaluating eligibility, and preparing Brownfield Plans and Act 381 Work Plans, including cost estimation, eligible activity identification, and tax increment financing (TIF) projections.
- **Stakeholder Coordination and Public Engagement:** Explain your approach to coordinating with property owners, developers, local officials, and the public. Include your strategy for ensuring clear communication, consensus-building, and addressing community concerns related to the project.
- **Project Management and Timeline Control:** Provide your proposed project management structure, communication protocols, and strategies for staying on schedule and within budget. Discuss your experience with successfully delivering similar projects, including adaptive approaches to unexpected site or regulatory challenges.

C. Budget and Cost Proposal

- A detailed cost estimate and proposed milestone schedule, preferably in a Gantt Chart format, for the completion of scope items A broken down by task. The City desires completion of scope items A within one year of award of the services to the successful firm.
- A detailed cost estimate for the completion of scope items B on a project-by-project basis, over the following five years.
- An explanation of the proposed budget, including personnel rates, travel costs, and other direct expenses.
- A payment schedule tied to project milestones and deliverables.
- The cost to extend both the long and short-term work over a minimum three-year period.
- Proposals should separate costs for City-specific work and Project/Developer-specific work.

D. References

References are requested from similar communities where proposer has completed similar scopes of work. References will not be part of scored selection criteria but will be used to verify qualifications and performance after the review process is complete.

5. Selection Criteria

Proposals will be evaluated based on the following criteria with weighted percentages:

- **Relevant Experience and Qualifications:** Demonstrated experience in brownfield redevelopment and successful completion of similar projects. 20%
 - **Cost and Value:** Reasonableness and competitiveness of the proposed budget in relation to the work to be performed. 50%
 - **Approach and Methodology:** A clear, detailed plan for delivering the scope of services, including a timeline and proposed strategies for stakeholder engagement. 30%
-

6. Submission Instructions

- Sealed proposals are due at Buchanan City Clerk on **July 15, 2025 by 12:00 PM**
- Proposals may be mailed, or delivered to Buchanan City Clerk's Office, 302 Red Bud

Trail, Buchanan, Michigan, 49107.

- Sealed envelopes should be plainly marked:

City of Buchanan

Attention: City Clerk

Re: **Brownfield Redevelopment Authority Services**

302 Redbud Trail

Buchanan, Michigan 49107

clerk@citybuchanan.com

- It is the sole responsibility of the Proposer to see that its proposal is received within the required time period. The City is not responsible for any errors or irregularities with the delivery method utilized for submitting the Proposal. Any proposals received after the closing date and time will be returned unopened. Late submissions will not be considered.

7. Questions (Point of Contact)

Any questions regarding this RFP should be directed to Community Development Director Richard Murphy at rmurphy@cityofbuchanan.com

- All questions from potential proposers must be submitted by **July 1, 2025**.
- The City will provide written responses to all known proposers no later than **July 8, 2025**.

8. Addenda

In the event it becomes necessary to modify any part of this Request for Proposal, addenda will be issued to all parties who received the original RFP.

To receive updates, addenda, and answers to submitted questions, interested parties must register as a prospective bidder by emailing rmurphy@cityofbuchanan.com with their intent to submit.

9. Opening of Proposals

Proposals will be opened publicly on **July 15, 2025 at 12:30 PM** in the Buchanan City Hall Commission Chambers, 302 Redbud Trail, Buchanan, Michigan.

If necessary, the City may choose to interview applicants before making a final selection. Interviews, if conducted, will occur during the week of **July 28, 2025**.

10. Evaluation of Proposals

It is the intent of the City to evaluate all proposals quickly and be prepared to recommend an award at a Buchanan City Commission meeting to be determined.

11. Terms and Conditions

Terms of Engagement: The City is seeking a one-year contract for City-specific assistance and a 1-year contract for Project-Specific assistance with the up to 3 additional of one-year extensions.

- The City of Buchanan reserves the right to reject any and all proposals and to negotiate terms with the selected firm, in any manner necessary, deemed to be in its best interest.
 - The contract will be awarded to the firm whose proposal is determined to be the most advantageous to the City based on the evaluation criteria outlined above.
 - The City is not responsible for any costs incurred by firms in the preparation or submission of proposals.
 - All work performed must comply with applicable local, state, and federal laws and regulations.
 - Any Bidder may withdraw its proposal in person, via email or letter any time prior to the scheduled closing time for receipt of proposals.
 - Each proposal shall be considered binding and in effect for a period of Sixty (60) days after the closing date.
-

12. Award of Contract / Acceptance of Proposal (Contract Terms and Conditions)

The successful bidder must procure and maintain the following insurance with carriers acceptable to the City and admitted to do business in the State of Michigan, and provide proof of the same to the City:

- **Worker's Compensation Insurance**, including employers' Liability coverage, in accordance with Michigan law.
- **Commercial General Liability** Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate. Coverage shall include the following extensions: A). contractual liability, B) Broad form general liability extensions or equivalent.
- **Motor Vehicle Liability** Insurance, including Michigan No-Fault coverage, with limits not less than \$1,000,000 per occurrence combined single limit for bodily injury and property damage. Coverage shall include all owned vehicles, non-owned vehicles, and hired vehicles.

- **Nondiscrimination**

The successful bidder shall not discriminate in its provision of accommodations or services, nor against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, sexual orientation, gender identity, height, weight, marital status, or because of a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Breach of this covenant may be regarded as a material breach of the agreement.

- **Payment Terms**

The City shall make payments to the successful bidder for actual services rendered within thirty (30) days following receipt of an acceptable invoice; or as otherwise mutually agreed.

We look forward to reviewing your proposal and appreciate your interest in supporting the City of Buchanan's brownfield redevelopment efforts.



Attachment B



BROWNFIELD REDEVELOPMENT AUTHORITY SERVICES

Submitted to:
City of Buchanan

July 14, 2025
P50595



FLEIS & VANDENBRINK

DESIGN. BUILD. OPERATE.



July 15, 2025

Richard Murphy, Community Development Director
City of Buchanan
302 Redbud Trail
Buchanan, Michigan 49107

RE: BROWNFIELD REDEVELOPMENT AUTHORITY SERVICES

Dear Mr. Murphy:

Fleis & VandenBrink (F&V) is pleased to submit this proposal in response to the City of Buchanan's Request for Brownfield Redevelopment Authority (BRA) Services. We recognize the City's strong commitment to sustainable growth, environmental remediation, and the revitalization of underutilized properties. With Buchanan's unique industrial legacy and ongoing economic resurgence, we are excited about the opportunity to support the City in updating its Brownfield Redevelopment Authority policies and procedures to drive transformative redevelopment outcomes. The community has made significant progress in this effort by collaborating with Andrews University Urban Design Studio to produce the "*A Vision for Buchanan*" plan. We look forward to assisting the City in leveraging Michigan's Brownfield Redevelopment Financing Act (Act 381) incentives to further advance redevelopment in the community.

To meet the City's goals, we have assembled a skilled and multidisciplinary team experienced in all aspects of brownfield planning, compliance, and project execution, from policy development and grant writing to TIF planning and stakeholder engagement. Our team includes expert economic development professionals, geologists, and environmental scientists. Together, we are well-positioned to help Buchanan prioritize brownfield opportunities, develop actionable redevelopment policies, facilitate inclusive public engagement, and support project-specific implementation in alignment with Act 381 and the vision outlined in "*A Vision for Buchanan*."

Highlights of selecting F&V include:

- F&V has provided brownfield environmental consulting services and associated infrastructure improvement engineering services for multiple municipalities and local government agencies across the state of Michigan.
- We diligently track potential and available grant opportunities and have assisted our clients in obtaining over \$1 billion from federal- and state-administered grant programs.
- F&V completes numerous environmental due diligence investigations every year, including Phase I Environmental Site Assessments (ESAs), Phase II ESAs, Baseline Environmental Assessments (BEAs), Documentation of Due Care Compliance (DDCC), Section 7(a) Compliance Analysis, and vapor intrusion projects.
- F&V represents brownfield authorities across the state and prepares Brownfield Plans and Michigan Public Act 381 of 1996, as amended (Act 381) Work Plans for the capture of tax increment revenues to reimburse eligible activities. F&V provides expert guidance and training to government agencies on brownfield tax increment financing, and reviews reimbursement request submittals to maintain

4978 Campus Drive
Kalamazoo, MI 49008
P: 269.385.0011
F: 269.382.6972
www.fveng.com

- compliance with Act 381, local policies and procedures, and reimbursement agreements
- Michigan Department of Technology, Management, & Budget (DTMB) and Michigan Department of Environment, Great Lakes, and Energy (EGLE) selected F&V as a Prime Professional to provide environmental services, including environmental assessment, hydrogeological studies, remedial investigations, sampling, and corrective actions through various State of Michigan Indefinite Services / Indefinite Delivery (ISID) contracts.
- F&V was also one of four state-wide consultants selected by EGLE to evaluate environmental risks for over 11,000 sites of contamination.

F&V is committed to supporting the City of Buchanan in revitalizing its Brownfield Redevelopment Authority and advancing sustainable redevelopment initiatives. Our experienced team, comprehensive approach, and dedication to community engagement position us as an ideal partner.

We appreciate the opportunity to submit this proposal and look forward to the possibility of collaborating with the City of Buchanan.

Sincerely,

FLEIS & VANDENBRINK



Trevor Woollatt
Sr. Project Manager
248.885.4720
twoollatt@fveng.com



Samantha Mariuz, EDFP
Economic Development Project Manager
248.224.0305
smariuz@fveng.com



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SECTION A: FIRM QUALIFICATIONS

FIRM DESCRIPTION

Fleis & VandenBrink (F&V) is a multidisciplinary consulting firm offering a comprehensive range of engineering, environmental, planning, and economic development services. With more than 30 years of experience serving communities across Michigan, F&V is a recognized leader in supporting local governments through complex redevelopment initiatives, particularly those involving Brownfield Redevelopment Authorities (BRAs), tax increment financing, and public-private partnerships.

F&V has successfully assisted dozens of municipalities in establishing, reactivating, and managing their BRAs, preparing compliant Brownfield Plans and Act 381 Work Plans, securing state and federal funding, and building organizational capacity for long-term program sustainability. Our approach balances regulatory compliance with strategic vision, community input, and financial feasibility.

KEY PERSONNEL

SAMANTHA MARIUZ, Economic Development Project Manager

Samantha brings over a decade of experience in municipal economic development, specializing in brownfield redevelopment, downtown revitalization, and tax increment financing (TIF). She currently serves as the lead brownfield consultant for multiple BRAs across Michigan and is actively engaged in assisting communities with policy development, grant writing, and organizational capacity building. Samantha will serve as the lead contact and project manager for this contract.

TREVOR WOOLLATT, Senior Project Manager, Associate

Trevor specializes in brownfield financial modeling, TIF capture analysis, and Brownfield Plan development. He leads F&V's reimbursement tracking and MEDC reporting efforts across dozens of projects and is instrumental in preparing developer agreements and Act 381 compliance documentation.

Environmental and Planning Support Team

F&V's broader team includes licensed environmental professionals, site planners, and engineers who can support site assessments, infrastructure analysis and design, environmental due diligence, and remediation strategies related to brownfield redevelopment.

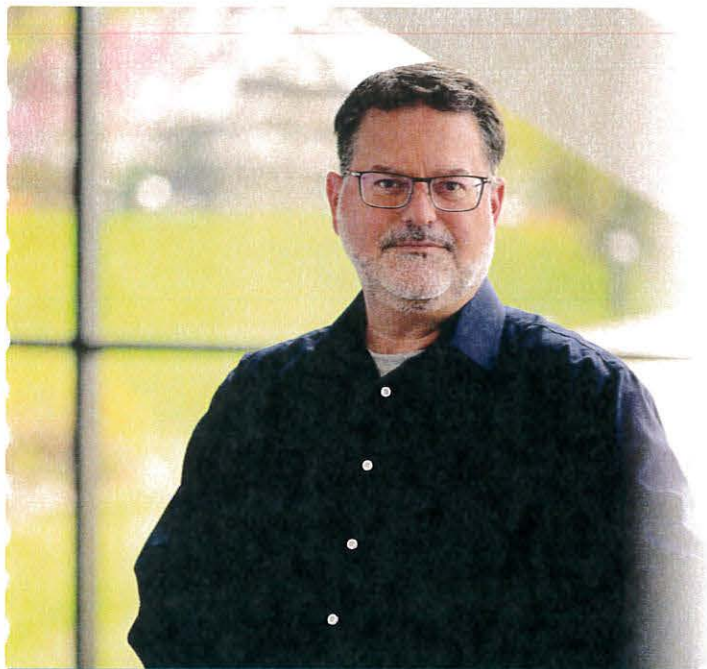
Resumes of key personnel are provided at the end of this section.

RATE SHEET

Role	Hourly Rate
Project Manager (Samantha Mariuz)	\$160
Senior Brownfield Analyst (Trevor Woollatt)	\$200
Environmental Specialist	\$160
Principal Oversight	\$200
Administrative/Engagement Support	\$100

PROJECT MANAGEMENT APPROACH

F&V employs a robust project management framework that results in timely delivery, transparency, and quality control. Each engagement is led by a dedicated project manager supported by a cross-disciplinary team. We utilize internal tracking systems, quality assurance protocols, and frequent check-ins to ensure alignment with project goals, schedules, and budgets. For this engagement, we will coordinate closely with the City of Buchanan, the BRA, and stakeholders to provide services that are responsive, data-driven, and actionable.



TREVOR WOOLLATT
Sr. Project Manager | Associate

PROFESSIONAL BIO

Trevor has more than 25 years of experience in the environmental consulting industry, with a strong background in all aspects of due diligence including Phase I and Phase II Environmental Site Assessments, due care investigations, remediation, and Brownfield redevelopment projects. He has experience in conducting negotiations with local units of government, Brownfield Redevelopment Authorities (BRA's), and numerous agencies including: EGLE, MEGA, MEDC, and US EPA. Trevor is currently on the board of the Washtenaw County Brownfield Redevelopment Authority and previously served three terms as Chair.



twoollatt@fveng.com
248.885.4720



BS: Geology,
West Virginia University



Washtenaw County Brownfield
Redevelopment Authority
Board Member/Chair

FEATURED EXPERIENCE

Brownfield Redevelopment Consulting - Northville Township Brownfield Redevelopment Authority

Environmental and Brownfield Services Manager for consulting services to the Northville Township Brownfield Redevelopment Authority. Providing technical environmental and brownfield consulting for projects submitted to the BRA for consideration.

Brownfield Redevelopment Consulting - City of Zeeland Brownfield Redevelopment Authority

Environmental and Brownfield Services Manager for consulting services to the Zeeland Brownfield Redevelopment Authority. Providing technical environmental and brownfield consulting for projects submitted to the BRA for consideration.

Site Assessments - Washtenaw County

Project manager who managed two EPA site assessment grants involving Phase I and II ESAs, BEAs, due care plans, brownfield plans, site identification, and community outreach.

Site Assessments - Delta County

Project manager who managed two EPA site assessment grants involving Phase I and II ESAs, BEAs, due care plans, brownfield plans, site identification, and community outreach.

Site Assessments - Confidential Clients

Project manager who managed Phase II ESA, BEA, and due care activities for multiple sites and clients in the City of Detroit and Wayne County using EPA Petroleum and Hazardous Substance Assessment Grants on behalf of the Detroit Wayne County Port Authority.

Site Assessments - Confidential Clients

Project manager who managed Phase II ESA, BEA, and due care activities for multiple sites and clients in the Cities of Detroit, Taylor, Melvindale, Ecorse, and Romulus using EPA Petroleum and Hazardous Substance Assessment Grants on behalf of the Downriver Area Brownfield Consortium.

PROFESSIONAL BIO

With over nine years of Economic Development experience, Samantha has developed an inclusive approach to the field that offers efficient management of complex projects. Samantha has extensive public service knowledge and passion for economic and community development which serves a diverse mix of stakeholders including municipal, business, state, and federal agencies. She is adept at coordinating multi-faceted projects to promote transformation in communities while supporting environmental and development goals and objectives.

Samantha also has a significant track record of capital investment and job creation. Throughout her career, she has facilitated over \$475 million in direct local investment resulting in the creation of over 2,700 jobs in Michigan.



SAMANTHA MARIUZ, MPA, EDFP
Economic Development Project Manager



smariuz@fveng.com
248.224.0305



MPA: Wayne State University
BA: Political Science,
Oakland University



Economic Development
Finance Professional
(#0420-44)

FEATURED EXPERIENCE

Brownfield Redevelopment Consulting - Northville Township Brownfield Redevelopment Authority

Economic Development Manager for consulting services to the Northville Township Brownfield Redevelopment Authority. Providing technical environmental and brownfield consulting for projects submitted to the BRA for consideration.

Brownfield Redevelopment Consulting - Zeeland Brownfield Redevelopment Authority

Economic Development Manager for consulting services to the Zeeland Brownfield Redevelopment Authority. Providing technical environmental and brownfield consulting for projects submitted to the BRA for consideration.

Brownfield Redevelopment Consulting - Sanilac County Brownfield Redevelopment Authority

Economic Development and Brownfield Manager for consulting services to the Sanilac County Brownfield Redevelopment Authority. Providing technical environmental and brownfield consulting for projects submitted to the BRA for consideration.

Brownfield Redevelopment Consulting - City of Northville Brownfield Redevelopment Authority

Economic Development and Brownfield Manager for consulting services to the City of Northville Brownfield Redevelopment Authority. Providing technical environmental and brownfield consulting for projects submitted to the BRA for consideration.

Director of Economic Development - City of Farmington Hills

Implemented new strategic business retention program based on priority industries and clients for targeted community growth in key economic sectors. Oversaw all large development projects from start to finish, over \$121 million in capital investment and 1,700 jobs created in the last two years. Created equitable formula and program requirements to direct over \$700,000 in COVID-19 Relief CARES Act funds to 120 small businesses in Farmington Hills. Updated and amended City's Tax Abatement Policy, Brownfield Incentive Policy, and respective application processes to retain flexibility in economic development incentives available at the local level.

SECTION B: APPROACH AND METHODOLOGY

PROJECT UNDERSTANDING AND REGULATORY STRATEGY:

F&V has a deep understanding of the Brownfield Redevelopment Financing Act (Act 381) and its application to municipal redevelopment projects. We recognize how Act 381 enables communities to capture tax increment revenue (TIR) to reimburse eligible brownfield activities, including demolition, environmental assessments and remediation, infrastructure improvements, and site preparation. Our approach involves working closely with EGLE, MEDC, and MSHDA to structure projects that maximize the eligible use of City and Brownfield funding, while aligning with broader economic development goals.

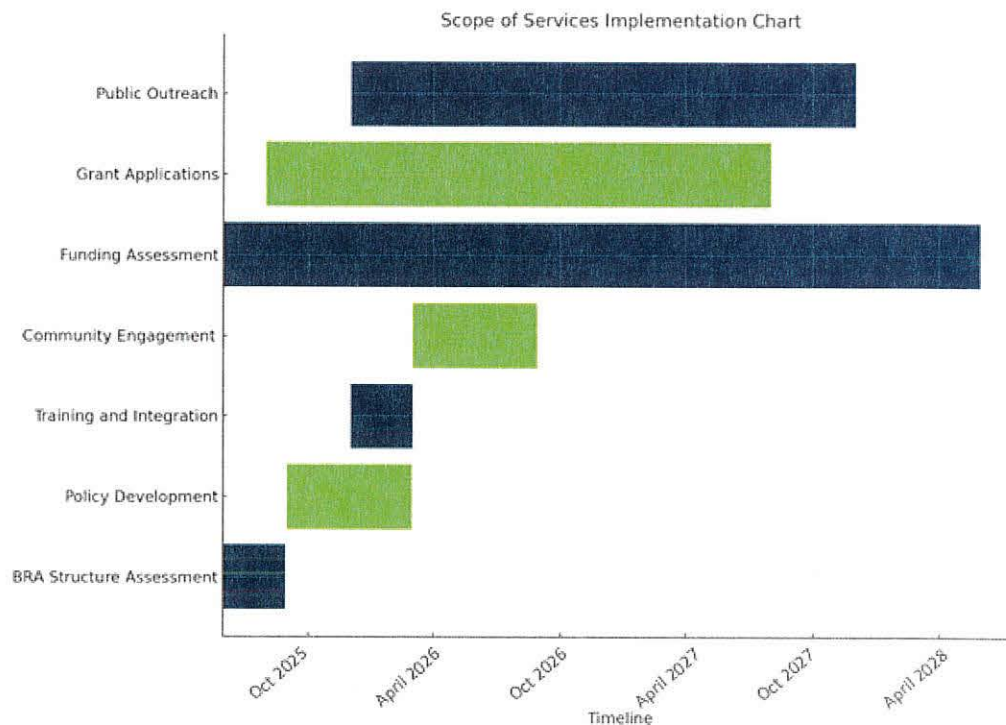
Our team supports these projects from environmental due diligence through demolition and site readiness. We assess site-specific environmental conditions, including hazardous materials (asbestos, PCB-containing fluids, mercury switches, fluorescent lighting and ballasts), and provide appropriate sampling, handling, and disposal prior to demolition or renovation. We prepare comprehensive, biddable demolition specifications, and include applicable federal and state contracting requirements such as Davis-Bacon/prevaling wage and Elliott-Larsen Civil Rights documentation.

F&V also coordinates closely with local units of government, developers, and Land Bank officials to make sure Act 381 plans align with municipal redevelopment priorities and incentives. Our services include bid evaluation, contractor oversight, and metrics reporting to meet City deadlines.

With decades of experience in brownfield redevelopment, we anticipate and mitigate risks that often cause project overruns. Our holistic approach results in environmental and redevelopment issues being addressed early, streamlined compliance with EGLE, MEDC, and MSHDA requirements, and positioned sites for successful reuse. F&V's multi-disciplinary expertise enables us to assist with site planning, regulatory strategy, and incentive packaging to unlock the full potential of challenging properties.

A. CITY-SPECIFIC SERVICES:

- **BRA Structure Assessment:** Review current BRA structure, bylaws, and operational practices. Recommend updates to align with best practices.
- **Policy Development:** Create criteria for site prioritization, develop housing TIF policies, and establish local brownfield revolving fund guidelines. Develop an application form and fee for potential Brownfield projects to assist the BRA in evaluating potential projects early in the process.
- **Training and Integration:** Conduct training sessions for City staff and BRA members. Maintain BRA processes that integrate seamlessly with City development procedures.
- **Community Engagement:** We will implement a comprehensive and responsive communications and engagement strategy that goes beyond traditional outreach to foster shared ownership, build understanding, and incorporate community feedback into redevelopment strategies.
- **Funding Assessment:** Evaluate requests for brownfield funding; assist in negotiating Brownfield Plans and Development and Reimbursement Agreements.
- **Project Reporting:** Assist in tracking project and program metrics and reporting requirements. Maintain active MEDC Brownfield Redevelopment Portal entries for each approved Act 381 Work Plan project. Update project milestones, capture schedules, and reimbursement data on an annual basis. Provide timely submission of required compliance reports per the MEDC guidelines.
- **Grant Applications:** Identify and apply for state and federal brownfield assessment and cleanup grants.
- **Public Outreach:** The project team will develop customized outreach and engagement materials to support public understanding throughout the lifecycle of redevelopment efforts. These may include project explainers (e.g., FAQs, brochures, flyers, social media graphics), qualitative survey tools (e.g., SurveyMonkey), and visual assets designed to demystify the brownfield process. Materials will prioritize clarity, accessibility, and relevance to community needs. We will also support the facilitation of community input sessions including meetings and workshops that elevate local voices, foster long-term buy-in, and alignment with the City's transparency standards.



B. PROJECT/DEVELOPER-SPECIFIC AS-NEEDED SERVICES:

F&V offers a full suite of project-specific brownfield redevelopment services tailored to meet the evolving needs of municipal Brownfield Redevelopment Authorities. Our approach is both strategic and flexible, ensuring developers and local governments are supported from project conception to completion, while maintaining compliance with Michigan's Brownfield Redevelopment Financing Act.

Below is a list of the areas in which F&V can assist in support of brownfield projects. The exact scope of services for each project will be identified at the time the project comes before the City. Our team specializes in regulatory compliance, financial transparency, and technical rigor throughout the life of a project.

1. EVALUATE REQUESTS FOR BROWNFIELD FUNDING

- Review developer applications, gap financing analyses, and eligible activity cost breakdowns.
- Advise the BRA on financial necessity, statutory compliance, and alignment with local redevelopment goals.
- Compare project scope with existing TIF priorities and long-term community goals and objectives.

2. REVIEW, EVALUATE, AND NEGOTIATE BROWNFIELD PLANS AND AGREEMENTS

- Analyze third-party Brownfield Plans, Act 381 Work Plans, and Development and Reimbursement Agreements for completeness, eligibility, and risk exposure.
- Recommend revisions to meet MSHDA, EGLE, and MEDC requirements.
- Facilitate negotiations that clarify reimbursement caps, interest provisions, administrative fees, and timing triggers.

3. PREPARE BROWNFIELD PLANS, ACT 381 WORK PLANS, AND REIMBURSEMENT AGREEMENTS

- Draft plans and supporting documentation, including cost tables, TIF forecasts, project descriptions, and public benefit justifications.
- Coordinate with developers, local assessors, and agency partners to secure approvals.
- Structure Reimbursement Agreements that are enforceable, auditable, and adaptable to future amendments.

4. APPLY FOR AND MANAGE STATE/FEDERAL BROWNFIELD GRANTS AND LOANS

- Identify competitive grant and loan programs (EGLE, MEDC, MSHDA, EPA, etc.) and prepare application materials.
- Coordinate grant implementation including procurement, documentation, and payment processes.
- Monitor compliance with state/federal grant conditions and assist with reporting.

5. FACILITATE PROJECT-SPECIFIC PUBLIC ENGAGEMENT

Following the completion of Scope A, the communications and engagement plan will be revisited and refined on a per-project basis to reflect project-specific needs. Adjustments will consider:

- Preferred communication channels identified through initial outreach
- Key topics of concern or interest that emerge in the data
- Stakeholder groups that may be underrepresented in early feedback
- Engagement formats that best match community needs (e.g., youth roundtables, culturally specific sessions, or pop-up events)

This adaptive model ensures we're not locked into a rigid calendar, but instead building a responsive feedback system that evolves with the community. It empowers both City staff and community to lead, while our team provides structure and support throughout the redevelopment process. This model includes:

- Identify and engage key audiences such as adjacent property owners, local businesses, and historically underrepresented community members.
- Coordinate and facilitate tailored engagement activities, including neighborhood meetings, stakeholder interviews, and small-group discussions aligned with each redevelopment site.
- Develop feedback loops to ensure community input is acknowledged and incorporated into project decision-making.
- Provide strategic guidance to the City and project partners to proactively address concerns and maintain public trust.
- Create user-friendly outreach materials such as project explainers, FAQs, infographics, and visual storytelling tools that build public understanding of brownfield redevelopment.
- Design content for City-hosted webpages and digital platforms, including timelines, funding summaries, and engagement opportunities.
- Support consistent messaging across meetings, digital channels, and printed materials to ensure transparency and alignment with City communication strategies.

Cost to develop a project-specific community engagement plan: \$1,750 per plan

Cost for implementation of a project-specific community engagement plan: Hourly, based on rate sheet

Cost for in-person community engagement*:

- Half-day rate (minimum): \$750 - \$2,250
- Full-day rate: \$1,275 - \$3,325

**Final engagement pricing will be dependent on the project scope needs and level of involvement.*

***For virtual community engagement, day rates will be reduced by 25%.*

Optional Add-Ons (pricing available upon request):

- Online engagement hub or microsite for updates, meeting materials, and feedback tools.
- Retainer-based communications support including social media management, media relations, and content creation.

6. ADVISE ON TIF AGREEMENT STRUCTURES

- Analyze baseline and projected taxable value, estimated TIF revenue streams, and potential capture scenarios.
- Recommend optimal TIF durations, capture limitations, and administrative fee structures based on financial sustainability and statutory requirements.
- Create cash flow models to evaluate reimbursement schedules and municipal cost recovery where necessary.

7. FINANCIAL ADMINISTRATION, ACCOUNTING, AND COMPLIANCE

- Perform annual accounting reviews of TIF revenue collections and developer reimbursement obligations.
- Reconcile certified eligible activity costs with actual TIF capture and prepare developer-facing statements.
- Develop and maintain tracking tools for monitoring cumulative and annual reimbursements.
- Support annual budgeting and audit processes by preparing BRA financial summaries and forecast reports.

8. PROCESS DEVELOPER REIMBURSEMENT REQUESTS

- Review and verify reimbursement submissions against approved Brownfield Plans and executed Reimbursement Agreements
- Require documentation of paid invoices, lien waivers, and activity completion narratives.
- Prepare formal Certification of Reimbursement packages for BRA approval and recordkeeping.



SECTION C: BUDGET AND PAYMENT

CITY-SPECIFIC SERVICES (SCOPE A)

Estimated Total Cost:	\$17,500
Completion Timeline:	6 months
Milestone Schedule:	Refer to Gnatt Chart in Section 2 for detailed timeline and deliverables.

PROJECT/DEVELOPER-SPECIFIC SERVICES (SCOPE B)

Service Duration:	On an as-needed basis over a three-year period
Estimated budget per-project:	\$7,500 - \$15,000, based on project complexity, stakeholder engagement, and project schedule*

*Costs for individual brownfield projects will be determined at the time a project is submitted to the City. These costs will vary depending on the scope of the project, required coordination, and level of documentation or negotiation involved. In many cases, the developer requesting the brownfield incentive may be responsible for covering some or all of these expenses—depending upon how the City and Brownfield Redevelopment Authority (BRA) structure their policies and procedures under Scope A.

The proposed costs are based on standard hourly personnel rates, anticipated travel, document preparation, public meeting facilitation, and other direct costs. Services under both Scope A and Scope B will be billed on a time-and-materials basis.

Where appropriate, costs incurred by the BRA may be fully reimbursed through administrative capture within the Tax Increment Financing (TIF) plan structure, consistent with Act 381 provisions and the BRA's adopted policies.

F&V will submit **monthly invoices** for services rendered under both Scope A and Scope B. Invoices will detail the hours worked, staff involved and associated direct expenses. Billing will comply with the City's standard accounting and review procedures.

SECTION D: REFERENCES

SHIAWASSEE COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

- **Contact:** Brian Boggs, County Administrator
- **Phone:** 989.743.2222
- **Email:** boggs@shiawassee.net
- **Project:** Establishment of the Brownfield Redevelopment Authority, structuring of bylaws, creation of Brownfield Redevelopment Authority Policies, Procedures and Application process, review of Brownfield Plans, Legislative updates and training sessions for BRA, coordination with County Land Bank Authority for grant funds and Brownfield Plan for land bank owned parcel redevelopment

CITY OF ALLEGAN BROWNFIELD REDEVELOPMENT AUTHORITY

- **Contact:** Joel Dye
- **Phone:** 269.673.5511
- **Email:** jdye@cityofallegan.org
- **Project:** Creation of Brownfield Redevelopment Authority Policies, Procedures and Application process, technical review of Brownfield Plans and Reimbursement Agreements, Legislative updates and training sessions for BRA, local community engagement about the brownfield process for project partners throughout Allegan County in conjunction with the Allegan Community Foundation.

SANILAC COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY

- **Contact:** Nathan Roskey, County Administrator
- **Phone:** 810.648.2933
- **Email:** nroskey@sanilacounty.net
- **Project:** Reestablishment of stagnant Brownfield Redevelopment Authority, review of bylaws, structuring of new policies, procedures and streamlined application process for changes in brownfield legislation to meet current county housing goals, review of Brownfield Plans, technical assistance for grant opportunities, legislative updates and training sessions for the BRA.

NORTHVILLE TOWNSHIP BROWNFIELD REDEVELOPMENT AUTHORITY

- **Contact:** Wendy Hillman, Finance Director
- **Phone:** 248.348.5800
- **Email:** whillman@twp.northville.mi.us
- **Project:** Review of bylaws and the development of updated policies, procedures, and a streamlined application process aligned with recent legislative changes and county housing priorities, evaluation of existing Brownfield Plans, technical assistance in identifying and pursuing grant opportunities, regular legislative updates, and facilitation of training sessions for BRA members.