

Yemi Akinwale

From: Trisha Nesbitt <nesbitt@vanburencountymi.gov>
Sent: Wednesday, June 15, 2022 4:29 PM
To: Yemi Akinwale
Cc: Mike Chappell
Subject: RE: 5 West Main St
Attachments: Van Buren County Land Bank - (RFP 2022-001).pdf

Hi Yemi,

Thank you for making me aware. I will show these to our B&G director to get his thoughts on how we should proceed. His team was supposed to patch up the roof for us as well.

I do want to make you aware that the land bank issued the attached RFP on Monday. At our meeting last week, the land bank board did vote to nominate you to serve on the joint evaluation committee which is tasked with reviewing proposals and making a recommendation to the land bank board. The board also voted to allow you to nominate an individual to serve on the committee.

Joint Evaluation Committee Members:
Trisha Nesbitt, Land Bank Chair
Zach Morris, Land Bank Board Member
Yemi Akinwale, Hartford City Manager
Appointee of Hartford City Manager
Commissioner Mike Chappell

Please let me know if you're willing to serve and who you would like to nominate, along with their contact information. The committee must meet either Monday, July 25th or Tuesday, July 26th. The Land Bank plans to meet Wednesday, July 27th to make a decision by the July 29th deadline.

I will send an email to all on the JEC to schedule a time for us to meet and review the submissions.

As always, please let me know if you have any other questions or concerns.



Trisha Nesbitt

Treasurer

Van Buren County Treasurer's Office

a: 219 E. Paw Paw St.

Suite 101

Paw Paw, MI 49079

t: 269-657-8228

f: 269-657-8227

w: www.vanburencountymi.gov e: nesbitt@vanburencountymi.gov

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From: Yemi Akinwale <citymanager@cityofhartfordmi.org>
Sent: Wednesday, June 15, 2022 4:18 PM
To: Trisha Nesbitt <nesbittt@vanburencountymi.gov>
Subject: FW: 5 West Main St

This email was sent from outside your organization. Please use caution when clicking links or opening attachments.

Good Afternoon Trisha,
I hope this finds you well and congratulations on the birth of your new baby. I decided to forward these photographs to you to bring your attention to the storm damage done on Monday evening.
I hope the Land Bank can do something to protect the structural integrity of the building. The City does not want to lose this building.
Thank you for your assistance.
Yemi Akinwale, City Manager
City of Hartford
269-621-2477-phone

From: Roxann Isbrecht <cityclerk@cityofhartfordmi.org>
Sent: Wednesday, June 15, 2022 3:20 PM
To: Yemi Akinwale <citymanager@cityofhartfordmi.org>
Subject: 5 West Main St

RoxAnn Rodney-Isbrecht, Clerk
City of Hartford
19 W Main St
Hartford MI 49057
269-621-2477
269-621-2054
cityclerk@cityofhartfordmi.org
www.cityofhartfordmi.org



VAN BUREN COUNTY LAND BANK AUTHORITY

REQUEST FOR PROPOSALS

RFP 2022-001

1 & 5 WEST MAIN STREET, HARTFORD, MICHIGAN

Important Dates:

Event	Date Due	Time Due	Method of Communication
RFP Release	June 13, 2022		Direct Email
Questions on RFP	June 24, 2022	5:00 pm	Submit questions to: NesbittT@vanburencountymi.gov
Answers to Questions	July 1, 2022	5:00 pm	Direct Email
Submissions	July 22, 2022	5:00 pm	Submit submissions to: NesbittT@vanburencountymi.gov
SELECT/REJECT	July 29, 2022		Direct Email



REMINDER

Please check your submission to make sure you have included all of the information which is required in this Request for Proposals (“RFP”). In addition, please submit files as noted on the RFP cover page which include the following:

- Cover Sheet (Attachment A)
- Technical Submission (Section II)

Submit marked electronic files of your Technical Submission as noted on the RFP cover page. The Van Buren County Land Bank Authority (“VBCLBA”) will review submissions immediately following the due date. **Submissions will only be accepted as noted on the RFP cover page.**

RESPONDENTS ARE RESPONSIBLE FOR ASSURING THAT THE FOLLOWING IDENTIFYING INFORMATION APPEARS IN THE FILE NAME OF YOUR SUBMISSION:

- “RFP 2022-001 Technical Submission”

The VBCLBA will not respond to telephone inquiries, or visitation by Respondents, or their representatives. Respondent’s sole point of contact concerning the RFP is below and any communication outside of this process may result in disqualification.

Van Buren County Land Bank Authority
219 East Paw Paw Street, Suite 101
Paw Paw, Michigan 49079
NesbittT@vanburencountymi.gov

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REQUEST FOR PROPOSALS
RFP 2022-001

1 & 5 WEST MAIN STREET, HARTFORD, MICHIGAN

This RFP is issued by the VBCLBA. The VBCLBA is the sole point of contact with regard to all bidding and contractual matters relating to the services described in this RFP. The VBCLBA is the only office authorized to change, modify, amend, alter, clarify, etc. the specifications, terms and conditions of this RFP and any potential contract(s) awarded as a result of this RFP. The VBCLBA will remain the SOLE POINT OF CONTACT throughout the bidding process. ***The VBCLBA will not respond to telephone inquiries, or visitation by Respondents or their representatives. Respondent's sole point of contact concerning the RFP is below and any communication outside of this process may result in disqualification.***

Van Buren County Land Bank Authority
219 East Paw Paw Street, Suite 101
Paw Paw, Michigan 49079
NesbittT@vanburencountymi.gov

**SECTION I
STATEMENT OF WORK**

A) PURPOSE & BACKGROUND STATEMENT

This RFP is sponsored by the VBCLBA, with the endorsement and support of the City of Hartford, Michigan (“Hartford”) and the State Land Bank Authority (“SLBA”) with the goal of remediating blight and assisting in community development. VBCLBA seeks any persons or entities with experience, capacity, vision, and commitment to submit their qualifications (“Respondent”). As described further in this document, a qualifications-based process will be used to select a developer to proceed to negotiate a purchase/development agreement. Upon successful completion of such negotiations of a purchase/development agreement, developer shall proceed with the proposed development. Submissions are requested from any qualified developer in good standing with the State of Michigan and Hartford.

Hartford is located in southwestern Van Buren County of southwestern Lower Michigan along Red Arrow Highway. It lies adjacent to Interstate 94 at exit 46, which is the state’s major east-west transportation route, providing Hartford with an excellent connection to major Midwestern population centers. Chicago, Illinois lies approximately 100 miles to the west and Detroit, Michigan, approximately 160 miles to the east. Regional urban centers such as Benton Harbor, Michigan (15 miles west) and Kalamazoo, Michigan (35 miles east) are also close by. Hartford is within a stone throw away from every amenity that makes life very enjoyable. Hartford is a caring community with quality services that focus on its people, where a business and community partnership creates opportunity for all. Hartford is a great place to live, work, play and raise a family. A small town full of people with big hearts, at the heart of Red Arrow Country.

The VBCLBA serves an important role in community and economic development by returning property to productive use. The VBCLBA will work in a coordinated manner to foster the development of the subject property and bring value to the Hartford community in the process. Hartford supports the VBCLBA’s preference for a developer committed to excellent public engagement from the beginning of the process.

The Site

The subject property, located at 1&5 West Main Street, Hartford, Michigan (“Property”) (Parcel ID: 80-52-402-001-00 and 80-52-402-003-00), is approximately 0.253 acres in size, as legally described in the Attachment B, along with maps showing the site in the Attachment C.

The Property formerly operated from the early 2000s – 2020 as a mixed-use commercial space with apartment rentals. A summary of prior use and subsequent activities is included as Attachment D. The Property shall be sold “as is” without warranty as to condition.

*Supporting documentation available upon request.

B) SCOPE & QUALIFICATIONS

The following parameters should be considered by Respondents for the preparation of a site development concept/vision:

1. Respondent shall present a project concept or vision for the entire Property that will return the site to productive use and into an asset for the community. A proposed project may be planned in stages, however, any subsequent purchase/development agreement shall require completion of the proposed project in its entirety.
2. Respondent may propose a project concept or vision which includes adjacent parcels not under ownership of VBCLBA, however, Respondent must demonstrate control of said parcel(s).
3. Respondent shall ensure the process is clear, transparent, equitable, and completed in a timely manner.
4. Projects that include taxable value for benefit to the community will be preferred.

C) Brownfield Plan Request

In an effort to support the City of Hartford's efforts to revitalize their downtown corridor and eliminate blight, developers are encouraged to develop a brownfield plan that includes reimbursement to the City of Hartford their demolition costs for 1 West Main Street and environmental assessment of 5 West Main Street. The total cost of the City's cleanup and environmental due diligence is \$64,000.00. *

*Supporting documentation available upon request.

**SECTION II
SUBMISSION FORMAT**

To be considered, each Respondent must submit a COMPLETE submission in response to this RFP using the format specified. Respondent's submission must be submitted in the format outlined below. There should be no attachments, enclosures, or exhibits other than those required in the RFP or considered by the Respondent to be essential to a complete understanding of the submission. Each section of the submission should be clearly identified with appropriate headings:

A) SUBMISSION

Respondent may provide its submission package for consideration as follows:

1. One (1) complete electronic copy of the submission package must be received via email to NesbittT@vanburencountymi.gov before **5:00 pm EST on June 13, 2022**. Submission package may not be sent by mail or facsimile. Late submissions will not be accepted.
2. Respondent shall limit its submission package file(s) to 15MB per file. Respondent may send more than one file for its submission package in response to this RFP.

B) SUBMISSION REQUIREMENTS & FORMAT

The submission package shall include the following items to be considered:

1. Letter of Interest. The Letter of Interest shall contain Respondent name(s), address, contacts name, title, email, and telephone number to be contacted for clarification or additional information regarding submissions. The Letter of Interest shall be signed by the person designated to represent the Respondent.
2. Vision and Concept Plan. Respondent shall submit a brief description of its proposed vision for the Property. Describe how the proposed plan will complement and enhance the existing community.
3. Proposed Purchase Price. The Respondent shall indicate a proposed purchase price for the Property.

**SECTION III
RFP PROCESS AND TERMS & CONDITIONS**

A) QUESTIONS

Questions from any Respondent concerning the specifications in this RFP must be received via e-mail to NesbittT@vanburencountymi.gov no later than **5:00 pm on June 24, 2022**

B) SUBMISSIONS

To be considered, Respondent must submit a complete response to this RFP, using the format provided in Section II of this RFP, as noted on the RFP cover page. No other distribution of submission is to be made by a Respondent.

The Cover Sheet must be **signed physically or electronically** by the Respondent's Authorized Signatory. The Cover Sheet, Attachment A, must be the first page of the Technical Submission.

C) ECONOMY OF PREPARATION

Each submission should be prepared simply and economically, providing a straightforward, concise description of the Respondent's ability to meet the requirements of the RFP. Emphasis should be on completeness and clarity of content.

D) SELECTION CRITERIA

The selection of a qualified Respondent will be based on VBCLBA's review on content and quality of submittals in addressing the requirements described in Section II of this RFP, and each submission will be evaluated on a two-step selection process described below. This RFP is not a binding agreement. Submittals will be assessed in accordance with the evaluation criteria, and Respondents will be notified whether they have been selected.

1) Step I – Initial Evaluation for Compliance

- a) *Submission Content* – VBCLBA staff will screen the submissions for technical compliance to include, but not be limited to:
- timely submission of the submission package
 - submission is signed
 - submission satisfies the form and content requirements of this RFP

2) Step II – Criteria for Satisfactory Submissions

- a) Only submissions satisfying Step I will be considered by a Joint Evaluation Committee ("JEC") comprised of individuals selected by the VBCLBA. Only those submissions that satisfy the submission content requirements described in this RFP, as determined in the sole discretion of the JEC, will be considered for evaluation in Step II. The JEC reserves the right to request additional information from any Respondent.

*Supporting documentation available upon request.

- b) The Respondent should indicate its ability to meet the requirements of this RFP.

		<u>Points Possible</u>
1.	<i>Respondent Information/Completeness</i>	10
2.	<i>Quality of Project Concept/Vision</i>	80
3.	<i>Proposed Purchase Price</i>	10
TOTAL		100

- c) During the JEC's review, Respondent may be required to make an oral presentation of its proposal to the JEC. The presentation provides an opportunity for the Respondent to clarify the proposal. The VBCLBA will schedule any presentations, if requested by the JEC.

E) RESPONDENTS COSTS

VBCLBA will not reimburse Respondent for any cost(s) involved in the preparation and submission of its response to this RFP or in the preparation for and attendance at subsequent interviews. Furthermore, this RFP does not obligate VBCLBA to accept or contract for any expressed or implied services.

F) TAXES

The VBCLBA may refuse to qualify a Respondent who has failed to pay any applicable taxes or if the Respondent has an outstanding debt to the State of Michigan, the City of Hartford, Van Buren County, or the VBCLBA.

Except as otherwise disclosed in an exhibit to the submission, Respondent certifies that all applicable taxes are paid as of the date the Respondent's qualifications were submitted to the VBCLBA and the Respondent owes no outstanding debt to the State of Michigan, the City of Hartford, Van Buren County, or the VBCLBA.

G) CONFLICTS OF INTEREST

The Respondent must disclose, in an exhibit to the submission, any possible conflicts of interest, as part of their response, to VBCLBA. VBCLBA will consider the nature of the Respondent's responsibilities and the degree of potential or apparent conflict in deciding the course of action that the Respondent needs to take to remedy the conflict of interest. A conflict of interest exists wherever an individual could benefit directly or indirectly from access to information or from a decision over which they may have influence and includes a perceived conflict where someone might reasonably perceive there to be such benefit and influence. A conflict of interest occurs when a staff member or consultant attempts to promote a private or personal interest that results in an interference with the objective exercise of their job responsibilities or gains any advantage by his/her position and working relationship with VBCLBA. Conflicts of interest may be real, potential or perceived. Failure by the Respondent to disclose a conflict of interest, be it real, potential, or perceived, will result in disqualification.

*Supporting documentation available upon request.

H) BREACH OF CONTRACT

Except as otherwise disclosed in an exhibit to Respondent's submission, Respondent is not in material default or breach of any contract or agreement that it may have with the State of Michigan or any of its departments, commissions, boards or agencies, or any other public body in the State of Michigan. Further, Respondent represents and warrants that it has not been a party to any contract with the State of Michigan or any public body that was terminated within the previous five (5) years because the Respondent failed to perform or otherwise breached an obligation of such contract.

I) DISCLOSURE OF LITIGATION

Except as otherwise disclosed in an exhibit to Respondent's submission, there is no criminal litigation, investigations or proceedings involving the Respondent or any of the Respondent's officers or directors or any litigation or proceedings under the Sarbanes-Oxley Act. In addition, Respondents must disclose in the exhibit requested under this Section of the RFP any civil litigation, arbitration or proceeding to which the Respondent is a party and which involves: (1) disputes that might reasonably be expected to adversely affect the viability or financial stability of the Respondent; or (2) a claim or written allegation of fraud or breach of contract against Respondent, by a governmental or public entity arising out of their business dealings with governmental or public entities. Details of any settlements which Respondent is prevented from disclosing under the terms of the settlement may be annotated as such.

J) FALSE INFORMATION

If the VBCLBA determines that a Respondent purposefully or willfully submitted false information in response to this RFP, the Respondent will not be considered and will result in disqualification.

K) DISCLOSURE

All Respondents should be aware that submissions submitted to the VBCLBA in response to this RFP may be subject to disclosure under the provisions of Public Act 442 of 1976, as amended, known as the Freedom of Information Act ("FOIA"). Accordingly, confidential information should be excluded from Respondents' submissions. Respondents, however, are encouraged to provide sufficient information to enable the VBCLBA to determine the Respondent's qualifications and to understand or identify areas where confidential information exists and could be provided.

L) CLARIFICATION/CHANGES IN THE RFP

Changes made to the RFP as the result of responses made to qualifying questions or concerns will be made available.

If the initial period does not produce a viable response, the VBCLBA may, at its discretion, extend the period. Timeliness will be moved to correspond to the accepted submission date. Notification of an extension will be made available. If the extended period does not produce a viable response, the VBCLBA may, at its discretion, issue a new RFP to the open market.

*Supporting documentation available upon request.

M) ELECTRONIC BID RECEIPT

RESPONDENT SUBMISSIONS MUST BE RECEIVED AS NOTED ON THE RFP COVER PAGE. Respondent is responsible for timely submission of its documentation. THE VBCLBA HAS NO OBLIGATION TO CONSIDER ANY SUBMISSION THAT IS NOT RECEIVED BY THE APPOINTED DATE AND TIME.

N) RESERVATION OF SLBA DISCRETION

Notwithstanding any other statement in this RFP, the VBCLBA reserves the right to:

- 1) reject any and all submissions;
- 2) waive any errors or irregularities in the bidding process or in any submission;
- 3) rebid the project;
- 4) revise or reduce the scope of the project, and rebid or negotiate with any Respondent regarding the revised project;
- 5) defer or abandon the project
- 6) amend or revise the RFP; AND/OR
- 7) request clarification of information submitted and to request additional information of one or more Respondents.

The VBCLBA's decision is final and not subject to appeal. Any attempt by a Respondent, collaborating entity, or other party of interest to the project to influence the awards process, to appeal, and/or take any action, including, but not limited to, legal action, regarding the submission or awards process in general may result in the Respondent's disqualification and elimination from the award process.

O) JURISDICTION

The laws of the State of Michigan shall govern this RFP. The parties shall make a good faith effort to resolve any controversies that arise regarding this RFP. If a controversy cannot be resolved, the parties agree that any legal actions concerning this RFP shall be brought in the Michigan Court of Claims or, as appropriate, the 36th Circuit Court in Van Buren County, Michigan. Respondent acknowledges that it is subject to the jurisdiction of this court and agrees to service by first class or express delivery wherever Respondent resides, in or outside of the United States.

P) ADDITIONAL CERTIFICATION

Pursuant to Public Act 517 of 2012, an Iran linked business is not eligible to submit a submission on a request for qualifications, with a public entity.

Respondents must certify on the Cover Sheet that it is not an Iran-linked business as defined in MCL 129.312.

Failure to sign this certification will result in disqualification from consideration.

*Supporting documentation available upon request.

ATTACHMENT A

Request for Proposals Response Cover Sheet Form
(attach as a cover sheet to your submission file)
1 & 5 WEST MAIN STREET, HARTFORD, MICHIGAN
RFP 2022-001

General Information:

Firm Legal Name: _____

Firm's DBA (if any): _____

Firm's Address: _____

Firm's Telephone #: _____ Fax #: _____

Contact's Email Address: _____

Name of Authorized Signatory for the firm: _____

Michigan Limited Liability Company Michigan Corporation

Other: _____

Check if firm qualifies as any of the following: DBE MDE WBE

CERTIFICATIONS - Authorized Signatory to initial each of the following, as applicable:

_____ Respondent certifies that it is not an Iran-linked business as defined in MCL 129.312.

_____ Respondent certifies that it is not presently subject to any legal action or judgement, as described in Section III(I).

_____ Respondent certifies that taxes are paid to federal, state, and local jurisdictions as of this date.

_____ Respondent certifies that it owes no outstanding debt to the State of Michigan or VBCLBA.

_____ Respondent certifies that: (check one)

- To the best of its knowledge, there exists no actual or potential conflict of interest between Respondent, Respondent's project manager(s) or its family's business or financial interests ("Interests") and the service provided under a potential agreement.
- That there is an actual or potential conflict which is explained in the submittal.

Signature of Authorized Signatory

Date: _____

ATTACHMENT B

LEGAL DESCRIPTION OF PROPERTY

809 16-3-16 783-599 876-47 921-636,614 1247-941 1300-805 1323-355 1452-375 1494-926 1506-19 1530-520 1543-179 1612-271 1628-236 1628-855 1629-100 1664-28 1664-516 1691-582 1700-910 1716-362 1729-454

LOTS 1 & 2.

M.F. PALMER'S SUB. OF LOTS 1-2-3 & 21 BLOCK 2

Parcel No.: 80-52-402-001-00

Commonly known as: 1 West Main Street

810 16-3-16 791-660,662 1033-178 1050-225,226 1233-62 1702-337 1709-943

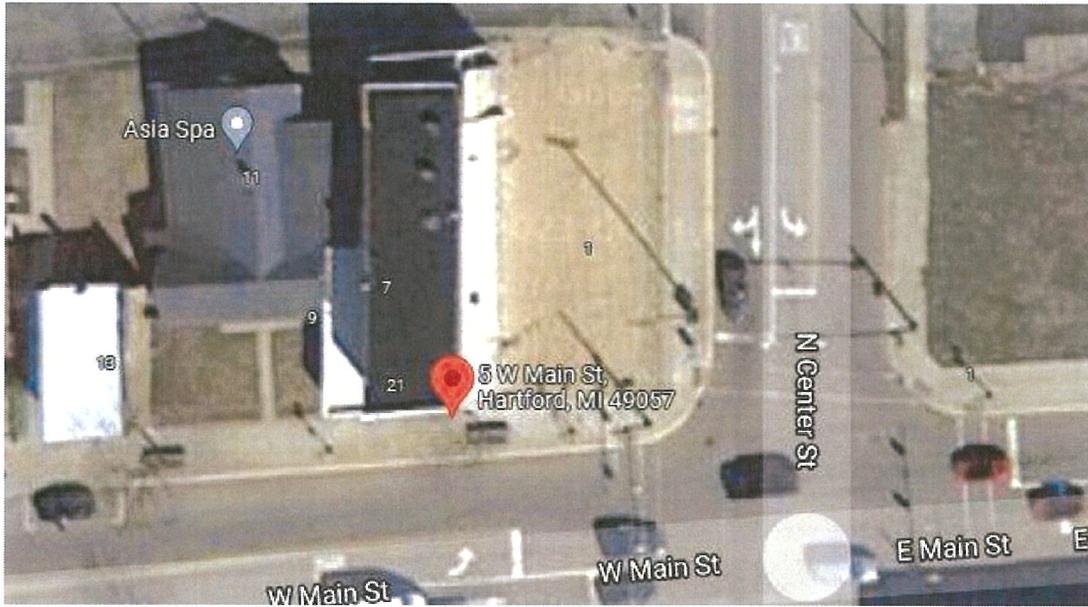
LOT 3 & E 14" OF LOT 4. BLOCK 2 M.F. PALMER'S SUB OF LOTS 1-2-3 & 21

Parcel No.: 80-52-402-003-00

Commonly known as: 5 West Main Street

ATTACHMENT C

LOCATION MAP AND DETAILED PARCEL MAP



MAP



1 West Main Street



5 West Main Street

ATTACHMENT D

HISTORY & SUMMARY OF PROPERTY

1 West Main Street:

In 2020 the commercial building unexpectedly collapsed which resulted in the City of Hartford working with Pitsch Excavating to clean up the partially collapsed building and secure the site. The remainder of the building was removed, debris was disposed, and the remaining structure of the basement was backfilled.

Villa Environmental Consultants additionally performed a site review and asbestos sampling prior to clean up at both 1 and 5 West Main Street. *

5 West Main Street:

In July 2021, Envirollogic Technologies Inc. conducted a Phase 1 Environmental Assessment which found low potential for environmental impacts. *

5 West Main Street:

Byce & Associates conducted a structural analysis of the building and provided recommendations for which Building Restoration INC completed in February 2022. The following repairs were made:

- 3Stem Wall Removal: 3 existing stem walls were removed to relatively flush with parent wall
- Void Patching: All voids from previously installed joists and missing brick were patched with brick or mortar
- Wood Plate Removal: The existing wood plate was removed and replaced with grout and brick
- Roof Patching: The west section of parapet coping roofing was temporarily patched back with a fabric and float applied roof patch
- Delaminated Plaster: Delaminated plaster was removed where located on the east facing brick wall
- Stucco: A fiber reinforced single coat Type O stucco was installed over the entire exposed shared party wall

* Reports are available upon request