

City of Lathrup Village  
Solicitation of Developer Qualifications  
& Request for Proposals:

DDA Owned Parcel  
&  
City Owned Parcel

Issued: XXXX

Responses Due: XXXX

Respond to:

Mike Greene  
City Administrator  
City of Lathrup Village  
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**Purpose**

The City of Lathrup Village, Michigan is seeking proposals from a developer or development company for the development of one or both City-owned parcels into a use that maximizes the usage of space while meeting the parcel's current zoning designation.

The City intends to enter into a redevelopment agreement with the selected developer. The purpose of this Solicitation of Developer Qualifications and Request for Proposals is to identify experienced developers and invite proposals that shall include design concepts and development plans. The City will accept proposals for this site per this document. The City will review each development submission received, to select a developer that the City determines to be the best suited to this project based on the objectives of this request and existing City plans.

**Community Description**

Nestled in the heart of Oakland County, Lathrup Village is a vibrant and close-knit community known for its unique blend of small-town charm and modern amenities. With a commitment to fostering a high quality of life, the city boasts tree-lined streets, historic homes, and welcoming neighborhoods. Residents and visitors alike enjoy a strong sense of community, with numerous events, parks, and recreational spaces designed to bring people together.

Lathrup Village values diversity, sustainability, and active engagement, making it a great place to live, work, and raise a family. The city is conveniently located near major highways, providing easy access to the greater Detroit area while maintaining a peaceful, residential atmosphere. Whether you're looking to participate in local events, support small businesses, or simply enjoy the beauty of the surroundings, Lathrup Village invites you to discover all it has to offer.

**Community Vision**

The City of Lathrup Village envisions a future where community spirit, sustainability, and innovation flourish. Our goal is to build on our foundation as a welcoming, family-oriented community, fostering an inclusive environment that values diversity, resilience, and civic engagement. We strive to enhance our unique character and natural beauty through responsible development, environmentally friendly practices, and the preservation of our historic charm.

Lathrup Village will continue to prioritize public safety, accessible amenities, and high-quality services that meet the needs of residents of all ages. By encouraging active participation, supporting small businesses, and expanding recreational and cultural opportunities, we aim to create a vibrant, connected community where everyone can thrive. Together, we're building a city that is sustainable, welcoming, and forward-thinking for generations to come.

**Community Profile**

Located in the heart of Oakland County, the City of Lathrup Village is a thriving residential community with a rich history, beautiful architecture, and a welcoming atmosphere. Established as Michigan's

first planned residential community, Lathrup Village features distinctive historic homes, tree-lined streets, and an array of green spaces that make it a scenic and desirable place to live.

*Key Features:*

- **Population:** Approximately 4,000 residents, offering a small-town feel within the Detroit metropolitan area.
- **Community Spirit:** Known for its engaged, diverse population, Lathrup Village hosts numerous events year-round, such as community festivals, farmers markets, and family-friendly gatherings.
- **Parks & Recreation:** The city is home to several parks, walking paths, and recreational spaces, providing ample opportunities for outdoor activities and a healthy lifestyle.
- **Proximity to Detroit:** With easy access to major highways, Lathrup Village residents enjoy a convenient commute to downtown Detroit and nearby areas while benefiting from a quiet, suburban atmosphere.

*Values:*

Lathrup Village prioritizes safety, sustainability, and a high quality of life for all residents. It values inclusiveness, with a commitment to fostering connections among neighbors and supporting local businesses. The city places a strong emphasis on preserving its historical charm while embracing environmentally friendly initiatives and forward-thinking community planning.

With a rich heritage, a vibrant community culture, and a vision for future growth, Lathrup Village continues to be a community of choices for families, young professionals, and retirees alike.

**Demographics**

	<b>Lathrup Village</b>	<b>Oakland County</b>	<b>Michigan</b>
<b>Population</b>	4,088	1,274,395	10,077,331
<b>Median Household Income</b>	\$97,750	\$92,015	\$69,183
<b>Bachelor’s Degree or Higher</b>	49.1%	51.1%	32.7%
<b>Employment Rate</b>	56.4%	64.2%	58.9%
<b>Housing Units</b>	1,708	554,403	4,570,173
<b>Without Healthcare Coverage</b>	1.4%	3.6%	4.5%
<b>Median Age</b>	48.2	41.4	40.5

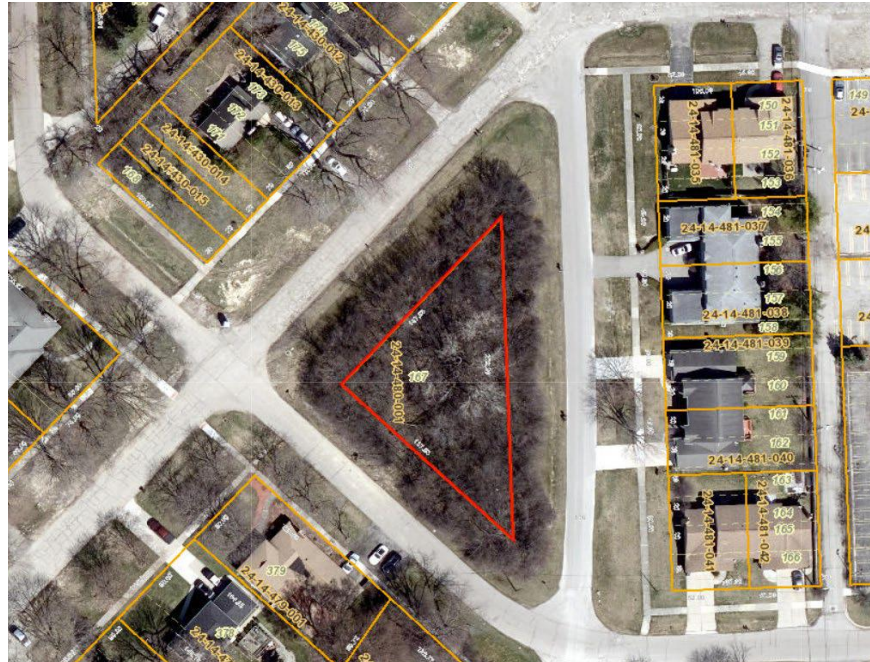
*Source: US Census Bureau, 2020*

### Site Context

Lot 1 (PIN 24-13-302-001) (DDA Lot) project site is located east of Southfield Rd, at the intersection of Goldengate Drive East and California Drive. This 0.32-acre triangle parcel is located within the Village Center zoning. The property is neighbored by a religious institution on the west and single-family residential on the northeast and southeast.



Lot 2 (PIN 24-14-480-001) (City Lot) project site is located west of Southfield Rd, at the intersection of Goldengate Drive West and California Drive Southwest. This 0.29-acre triangle parcel is located within the Village Center zoning. The property is neighbored by a two-family residential on the east and single-family residential on the northwest and southwest.



## **Planning Guidance**

In 2021 the City of Lathrup Village adopted a Comprehensive Plan. The plan outlined the following objectives, specifically for the Village Center district:

The concept for the Village Center was first established in the 2009 Master Plan. It was further fleshed out and illustrated to include a conceptual development layout and precedent images from developments across the US, intended to help the community, property owners and developers understand what the Village Center could become.

Before this Comprehensive Plan process, some city officials, property owners, and residents expressed concern that, after 12 years of envisioning redevelopment, nothing has been realized. And yet, it remains clear that the corridor remains in need of redevelopment to improve the city's tax base.

Other goals of the city - providing destinations to which residents can walk, a variety of housing opportunities, and improving walkability - all are reflected in the Village Center concept. While the conversations tend to revolve around the redevelopment of the school property (see Redevelopment Sites in the pages that follow), there may be other opportunities to spur redevelopment in the corridor.

Housing is one of the strongest elements of the current real estate market. In the refined development concept, opportunities to add row houses, townhomes, and stacked flats in the transition areas could add the needed rooftops to draw additional retail and restaurant uses the city desires.

## **Zoning Context**

The project sites are zoned to the Village Center (VC). The VC Village Center District intends to create a compact and unique downtown district for the City by encouraging the redevelopment of properties where buildings feature a mix of residential, retail, and office uses and are laid out in a pedestrian-oriented manner that reflects a traditional small-town urban form. There will be two types of roads in the VC District: Primary roads that function as the main streets and other roads that support the grid network. Parking will be provided on-street and in shared parking areas. Alleys will provide service and parking access.



FIGURE 1: VILLAGE CENTER REDEVELOPMENT CONCEPT

Refinements to the Village Center concept include the addition of row houses and town homes as transitional uses between Southfield Road and existing neighborhoods.



Live-work units could offer office, retail or service space on the ground floor and living space above and typically don't require significant parking.

Lower building heights in this concept reduce overall floor area and parking demands.

## Other Considerations

### *Land Assembly*

The City will consider proposals incorporating any and all other contiguous parcels not included in the RFP provided the developer submitting the proposal can provide sound information that these parcels could be acquired at or around the date of the City's final acceptance of the development proposal.

Any land acquisitions would need to be private acquisitions. Additionally, any land acquisition information marked confidential would be kept as such by the City until a mutually accepted date.

### *Public Rights-of-Way*

The City will consider the vacation of adjoining public rights-of-way in order to accommodate a development project. However, any proposal requesting a vacation of public right-of-way must state the terms by which such vacation would be made and demonstrate that unimpeded access will be maintained for all other properties currently served by the right-of-way.

If conceptually approved, any vacation of right-of-way may ultimately require the completion of a traffic impact study as well as a facilities impact study.

### *Zoning Flexibility*

It is anticipated that a development project will be built in accordance with the current zoning classification perimeters. However, the City recognizes that regulatory flexibility may be required to improve the economic feasibility of a project and anticipates that proposals may include variations from the underlying zoning, such as maximum building height. The proposal should list all such variations.

### **Role of the City of Lathrup Village**

The City of Lathrup Village is committed to the redevelopment of these sites as described in this document.

The City is prepared to assist in the development of a partnering relationship with the selected developer that maximizes the vision of the Village Center. The City anticipates working closely and cooperatively with the chosen developer. Pending review of proposals, potential roles of the City could include, but are not limited to conveyance of land at a discounted rate; waiver of permit and other fees; flexible zoning and density considerations; and/or additional infrastructure improvements in the surrounding area. These potential roles will be defined during the final negotiation process based on the quality and impact of the proposed development.

### **Developer Selection Process**

The first step in the selection process is a Request for Qualifications (RFQ). Based on the qualifications submitted, the City Staff will identify the most qualified developer team. The City Council and/or DDA Board will review the selection promptly and direct the staff to proceed to offer a Developer of Record. The team offering the most desirable proposal within the objectives outlined in this document will be designated the “Developer of Record” and will be asked to negotiate a final development agreement with the City.

The City of Lathrup Village fully reserves the right to reject any and all submittals of the RFQ if the City, in its sole discretion, determines that the submittals do not meet its goals and objectives for the development of this site.

### **Request for Qualifications**

Prospective development teams should submit a statement of interest and qualifications. The information submitted should be explicit and informative. One (1) hard copy and a digital copy of each should be submitted. Submissions should be limited to thirty (30) pages.

Letters of interest should be submitted to the City Administrator. The deadline for submissions is noted in the cover letter enclosed with this document and below. The City of Lathrup Village staff will review qualifications and select development teams to interview with the City according to the following timeline:

- Deadline for RFQ submittal: XXXXX
- Interviews with selected teams: XXXX

After review by the City staff and the related interviews, if the credentials and experience of one team far exceed those of all other teams, the City Council and/or DDA Board, acting on the

recommendation of staff, may choose to designate that team as the proposed “Developer of Record”.

**RFQ Submittal Requirements (limited to 30 pages)**

1. Submission Quantity and Format
  - a. One (1) hard and digital set of Qualifications shall be submitted and organized generally as follows:
    - i. Cover letter;
    - ii. Understanding of Request;
    - iii. Developer’s Relevant Qualifications and Experience;
    - iv. Developer/Team Description, Organizational Structure, and Capacity;
    - v. Summary Statement (optional); and
    - vi. Financial Information (under sealed cover).
  - b. Required financial information and shall be included in a separate but attached sealed envelope clearly identifying the prospective Developer.
2. Understanding the Request: This section shall summarize the prospective Developer’s understanding of the request and requirements, including site analysis and understanding of the community and neighborhood. The Developer may add any additional information to help the City determine that a Developer is qualified.
3. Developer’s Relevant Qualifications: The prospective Developer must demonstrate experience with facilitating successful projects of similar contemplated scope and quality. The relevant qualifications submissions must be a part of and fit into the response but outside of this requirement, the prospective Developer can determine the format. A short project synopsis addressing the scope, budget schedule, and reference contact may be provided. The Village will look for a minimum level of experience to be demonstrated including but not limited to the following:
  - a. Demonstrated experience in, preferably, at least two (2) completed projects of similar size and quality as envisioned for the project.
  - b. Demonstrated financial resources and commitments to both acquire and develop the property as provided in financial statements, evidence of equity and debt financing, or other similar demonstrations.
  - c. A list of projects as Developer over the past five (5) years prior to the due date of this Request, including project overall size and by type of use (e.g., for-sale or rental multifamily, row homes, residential apartments), overall construction cost, major tenants, absorption, current photos of the site, and the current occupancy and ownership of these projects.
  - d. Description, location, and a brief summary of the past projects. The City would consider it a positive factor if the projects presented in this section were accomplished with the currently proposed Developer Team.
4. Developer Description
  - a. Legal Name of the proposed development entity.
  - b. Proposed form/structure of the proposed development entity (e.g., Corporation, Partnership, Limited Liability Corporation (LLC), Individual, Joint Venture, Not-for-Profit, etc.)



- c. Date Established to include constituent firms/partners/team members if a joint venture (JV) is proposed.
  - d. Subsidiary status or affiliation with any other/parent entity including the name and address of and relationship to the parent or partner as well as identification of its key officers.
  - e. Names, addresses, title of position, and nature and extent of the interest of the officers:
    - i. For corporations, the officers, directors, or trustees, and each stockholder owning any class of stock and each person's percentage ownership.
    - ii. For not-for-profit organizations, the members who constitute the board of trustees or board of directors, or similar governing body.
    - iii. For partnerships or limited liability corporations, each partner or member, whether a general or limited partner or member, and either the percent of interest or a description of the character and extent of interest.
    - iv. For joint ventures, each participant and either the percent of interest or a description of the character and extent of interest. If the joint venture partners are corporations or partnerships, then the information for such firms should be provided.
    - v. For any other type of entity, each officer, owner, and members of the governing body, and each person's percentage ownership.
5. Developer Organization and Capacity
- a. Proposed organizational chart identifying the Developer functions, roles, and responsibilities.
  - b. Developer team partners, and/or consultants proposed to deliver the project including their relevant experience and a clear description of their roles and responsibilities (e.g., Architect/Engineer, Economic/ Financial consultant, Counsel, Construction, leasing/management, etc.); key staff and roles with individual résumés not exceeding one page, if included.
  - c. The City would consider it a positive factor if the key Developer team members/partners/consultants and/or staff presented in this section also have contributed to the successful past projects presented by the prospective Developer.
  - d. Anticipated general and tentative development/construction schedule, if selected.
  - e. It is recognized that several factors that impact any expected schedule may be outside of the prospective Developer's direct control and that a mutually agreed upon schedule would be part of a redevelopment agreement with the Village. However, this information will assist the Village in assessing a prospective Developer's experience with a project of this type and insight into how the prospective Developer proposes to manage the Project process to successful completion.
  - f. The number, location, and magnitude of projects currently on the prospective Developer's work plan for the next two calendar years.
6. Summary Statement: A summary statement is optional but can be included with information the prospective Developer feels would help the Village to select the best overall qualified Developer. For example, a discussion or list of the type and quality of Commercial or mixed-use projects with which the Developer has a successful relationship and that are envisioned to be brought to this Project including any that may already have expressed interest would be appropriate here.

## 7. Separate Financial Information Required from the Prospective Developer

- a. One (1) hard and digital set of the following information should be submitted at the same time as the related qualifications in a separate sealed envelope marked “confidential” relative to each person with an ownership interest in the development entity and the development entity itself:
  - i. Audited financial statements or federal income tax forms for the last three years.
  - ii. References from financial institutions with whom the Developer has dealt as a borrower or as a joint venture partner.
  - iii. Proposed sources of financing and preliminary evidence of interest from financial institutions or partners if available.
  - iv. List of pending litigation or other disputes including court case numbers, status, potential of a financial settlement, and impact on your ability to execute this Project.
  - v. Filings for bankruptcy including dates and circumstances, or foreclosures or returns to lenders via deed-in-lieu of foreclosure.

### **RFQ Basis for Evaluation**

- Developer Expertise---Priority will be given to the development team that has a history of successful real estate development and demonstrates the interdisciplinary expertise required for this type of project. Also of prime consideration is a track record of high-quality development sensitive to the client and the setting, design expertise, innovative packaging, and the ability to attract and retain quality buyers/tenants.
- Expertise in Similar Projects---Experience in similar residential or mixed-use redevelopment projects is considered essential. Comparable projects that are relevant and transferable must be described.
- Financial Capability---Financial capability of the development team will be a major factor.
- Creativity, appropriateness, and catalytic potential of the narrative concept plan.

### **Developer of Record**

The development team(s) selected as “Developer(s) of Record” must be prepared to promptly enter into a development agreement with the City. The agreement will specify each party’s specific roles and obligations in the implementation of the development project. The timeframe for negotiations will be subsequently determined.

### **City’s Selection of a Developer**

The City reserves the right to consider in part or in whole, waive selection criteria in part or in whole, or waive any inconsistencies or irregularities in part or in whole in responses to determine and select the best overall qualified Developer(s), in the City’s opinion, to execute the Project. The final selection, based on the RFQ, to attempt to negotiate a development agreement with the City will be based on a combination of Developer qualifications and proposals and shall be made by the City at its sole discretion. The City is not obligated or required to select any Developer or to negotiate any development agreement. The resulting development agreement will, at a minimum, include key provisions from this solicitation and the successful Developer’s proposal.

Project qualifications may be subject to staff, consultants, as well as public review after which the City Council and/or DDA Board may approve a final selection for negotiation. Final negotiations are subject to the approval of the City Council and/or DDA Board.

**Proprietary Information**

All responses shall become property of the City of Lathrup Village upon receipt. Any restrictions on the use of information contained within a proposal shall be clearly stated as such within the proposal. The City will only be able to comply with a request for confidentiality to the extent allowed by law.

**Response Deadline**

Complete responses, including all required documentation identified in this solicitation, shall be sealed and marked Solicitation of Developer Qualifications, Request for Proposals: Lathrup Village Vacant Lot Development and shall be submitted no later than XXXXXX.

**Questions**

Questions must be submitted via mail or email to:

Mike Greene  
City Administrator  
City of Lathrup Village  
27400 Southfield Road  
Lathrup Village, MI 48076  
248-557-2600 ext. 225  
[mgreene@lathrupvillage.org](mailto:mgreene@lathrupvillage.org)