



**REQUEST FOR QUALIFICATIONS/PROPOSAL**

**PURCHASE AND REDEVELOPMENT**

**1146 S. WASHINGTON**

**LANSING, MICHIGAN**

**NOVEMBER 1, 2009**



**422 Adams Street  
Lansing, MI 48906  
517-267-5221  
[www.inghamlandbank.org](http://www.inghamlandbank.org)**

## **Introduction**

The Ingham County Land Bank Fast Tract Authority (ICLB) is inviting developers to submit proposals to purchase and redevelop the commercial property located at 1146 S. Washington, Lansing, MI 48910. The Permanent parcel number is 33.01.01.21.180.082. This prime site contains 11,656 square feet, formally operated as a restaurant. The property is included in an Ingham County Brownfield Authority Plan currently under review by the City of Lansing and Ingham County.

Because of the prominence and uniqueness of the site, the Land Bank has issued this RFQ/P as a fair and open process for identifying the market interest in the site, and selecting the one redevelopment proposal that will best contribute to the Lansing/Reo Town development area. To guarantee that the proposed development is completed to the Ingham County Land Bank standards, a development agreement will be executed.

## **Vision**

Our vision or goal for the property is to create a development that meets zoning and planning requirements using high quality design and materials which complements the Lansing/Reo Town area. The property is zoned F-Commercial District. The ordinance states that “the intent of the F and the F-1 Commercial District is to allow general retail commercial uses.” Within these parameters, we are open to the creativity of a qualified developer regarding the highest-and-best use of the property including:

- Increase tax base
- Economic Impact
- Job creation/retention and/or an increase in the number of residents in the area
- LEED Standards and compatibility with surroundings
- Quality of design and materials

Land uses we would consider are:

- Retail Commercial
- Service Commercial
- Office
- Mixed Use, including residential

## **RFQ/P SUBMISSION REQUIREMENTS**

Successful respondents will submit ten original copies, one unbound copy and one electronic copy on a CD of the following materials:

### **1. COVER LETTER**

The cover letter should include a clear statement of interest in the development of the site, including a general recognition and acknowledgement that interest is predicated on the basic goals and objectives as articulated by the Ingham County Land Bank. It should be on letterhead, signed by the person(s) authorized to negotiate with the Ingham County Land Bank.

### **2. EXECUTIVE SUMMARY (3 pages maximum)**

The Executive Summary should provide information on the developer and the project team, including:

- a. Development entity
- b. Principal or CEO and Lead Team Member
- c. Authorized contact person and title, with contact information, including address, phone, fax and e-mail.
- d. Structure of organization/team
- e. List of project team members and their responsibilities and history of working together.
- f. A summary of the team's qualifications and experience to undertake the proposed development. This summary will be a consolidated version of the information contained in sections 3 and 4.

### **3. DEVELOPMENT APPROACH (1-2 pages)**

In order to understand the respondent's approach to development and the creative qualities the Developer would bring to the project, we request a narrative statement of your thoughts and concepts as to how the site may best be developed to realize the Ingham County Land Bank goals. It is not necessary to provide detailed site plans or architectural drawings, although conceptual drawings are needed to communicate the general approach to the site and its surroundings.

### **4. RELEVANT PROJECT EXPERIENCE**

- a. List 5 years relevant experience or projects similar to the one being proposed:
  - Describe the location, scope of the development program, and construction commencement and completion dates
  - Provide a brief description of the development team, and the specific role of the Developer
  - Describe how the deal was structured financially
  - Identify management and ownership upon completion of construction and two years after completion
  - Identify project awards or special recognition received
  - Explain how the projects are similar to the proposed project
  - Provide a project reference person and current contact information
  - Provide project photographs

- b. Briefly describe additional relevant projects that demonstrate the developer's experience with mixed-use development, brownfield development, sustainable/integrated/green design, public/private development, and/or urban infill development. For all projects described, please provide a reference and contact information.

## 5. TEAM QUALIFICATIONS AND EXPERIENCE

- a. In addition to the project information requested above about the developer, list relevant project information for each team member
- b. Describe the team members' history of working together
- c. for each team member, provide project references and current contact information for each project

## 6. MANAGEMENT EXPERIENCE

List the names, scope of responsibilities and professional experience of those individuals comprising the developer's management team. Respondents may meet this requirement by submitting resumes or a brief narrative for each member of the management team. Indicate the management team's previous experience in the management and implementation of redevelopment projects of a similar scale to the project being proposed.

## 7. FINANCIAL PLAN

Describe and define the financial capabilities of the development team and list the anticipated sources of capital or equity that will likely support the proposed project. This property is currently being appraised. The proposal should state the amount of money and terms of sale and any other considerations that would affect the price of the land. The Ingham County Land Bank will enter into a binding purchase/development agreement with the successful developer.

## 8. OFFER & DEVELOPMENT AGREEMENT

The Ingham County Land Bank intends to select one proposal and to negotiate final terms exclusively with the selected proponent. Unsuccessful proposals will be kept on file with the Land Bank for reconsideration in case the selected proponent fails to close. The Land Bank reserves the right to rank the unsuccessful proposals at the time they are evaluated and to begin negotiations with the other proponents (in ranked order) without soliciting new proposals. It is anticipated that the Ingham County Land Bank and the successful proponent will enter into a purchase and development agreement within 60 days of the award. At closing or an alternative date established in the agreement, the developer will be required to post a performance bond or other guarantee that the project will progress according to schedule.

## 9. LAND BANK POLICIES

As part of the Development Agreement, the selected developer must comply with the Commercial Land Transfer Policies of the Ingham County Land Bank, per attachment A.

## **SUBMISSION PROCEDURES**

All materials must be received no later than 5:00 PM (EDT) Monday, November 30, 2009.

Via U.S. Mail, Overnight Mail or Hand Delivery  
Ingham County Land Bank  
Attn: Mary Ruttan  
422 Adams Street  
Lansing, MI 48906

Inquiries concerning the RFQ/P should be e-mailed to [mruttan@ingham.org](mailto:mruttan@ingham.org). All questions submitted and the answers given will be provided to all parties expressing interest in receiving such. Any party interested in receiving such questions and answers should submit an e-mail request to the above e-mail address as soon as possible. Questions and answers distributed to interested parties will not identify any other respondent on the list, nor will it identify the party asking the original questions. No verbal requests for clarification or information will be accepted. All request must be in writing.

### **Waiver of Protest**

By submitting a response to this RFQ/P, each respondent voluntarily waives its rights to object, protest, or seek any legal remedies regarding any aspect of the procedure for this RFQ/P, the evaluation and selection of the developer by the Ingham County Land Bank, the rejection of any or all of the proposals, and any subsequent development agreement which the Ingham County Land Bank and the successful developer execute. The Ingham County Land Bank is not responsible for any costs incurred by each respondent in this process. The Ingham County Land Bank reserves the right to alter any of the selection criteria, the selection schedule or to reject any or all of the responses to this RFQ/P without cause.

## **TIMELINE, REVIEW PROCESS AND SELECTION CRITERIA**

### RFQ/P Schedule

November 2, 2009	RFQ/P Issued
November 16, 2009	Pre-proposal Meeting
November 30, 2009	Qualifications/Proposals Due
December 31, 2009	Review Completed and developer(s) notified
January 2010	Developer(s) presentations & Selection
February 1, 2010	Land Bank Board Approval

The Ingham County Land Bank Review Committee, a nine member panel-seven voting, two non-voting, will review responses to the RFQ/P. Committee members shall include Economic Development professionals from Lansing, Ingham County and the Land Bank, planning, lending and development professionals, Corridor and neighborhood representatives and a Land Bank Board member. A summary of the above criteria includes:

- Project record of the developer, team and team members
- Strength of the team
- Financial capacity
- Quality, compatibility and creativity of the site development concept
- Fulfillment of the Ingham County Land Bank's goals
- References

The Land Bank Board has provided the Committee with some broad criteria to include in the development and refinement of this review selection process. Using their professional and personal skills, the Committee has broad discretion to add to the above criteria to create the Ingham County Land Bank commercial property disposition review process. The Land Bank and the Land Bank Review Committee reserve the right to reject any and all proposals.

Following the review of submitted responses, the Committee may elect to interview some or all of the respondents or may otherwise seek clarification or amplification of the materials. It is expected that the Committee will request significant additional information regarding the development from those in serious consideration. The timing for the developer(s) presentations and selection may extend beyond the anticipated timeframe.

Upon receipt of all materials, the Review Committee will recommend to the Ingham County Land Bank Board a redevelopment project for their approval.

The Committee members will be assisted by one Land Bank staff member. The review process is private and will strive to maintain as much confidentiality as is requested by the developer.

The purpose of the pre-proposal meeting is to discuss issues or concerns that have not been addressed in this document. Please feel free to submit these in advance so we can be prepared to answer with the appropriate person.

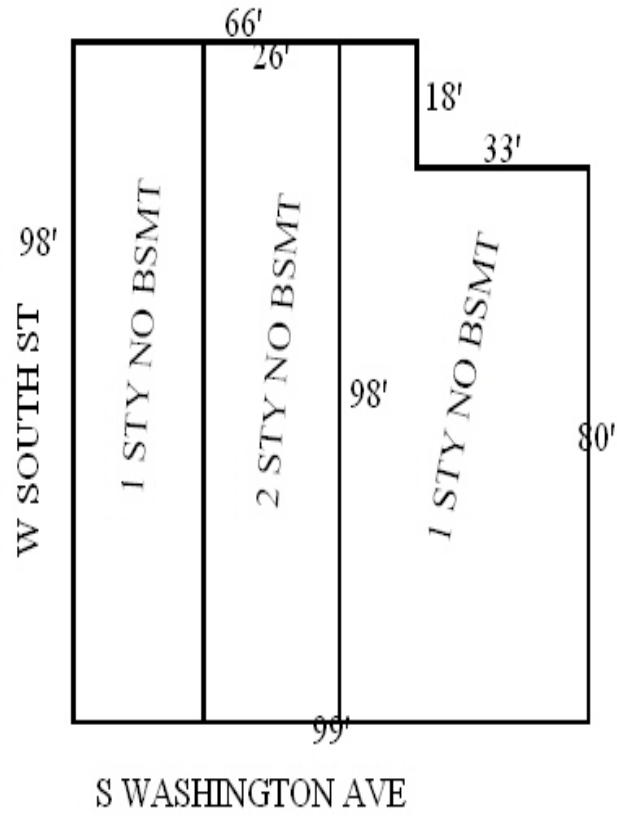
## **Attachment A**

### **6. Commercial Land Transfers**

#### **A. Commercial Land Transfer Policies**

These policies pertain to transfers of real property for which the intended future use is non-residential. At time of transfer the property may be vacant, improved or ready to occupy.

1. The transferee must not own any real property that has any unremediated citation of violation of the state and local codes and ordinances.
2. The transferee must not own any real property that is tax delinquent.
3. The transferee must not have been the prior owner of any real property in Ingham County that was transferred to the Treasurer or to a local government as a result of tax foreclosure proceedings unless the LBA approves the anticipated disposition prior to the effective date of completion of such tax foreclosure proceedings.
4. The use of transferred property must give consideration to the Community/Neighborhood Plan (if one is in place) and received a letter of comment from the appropriate planning groups.
5. Potential tenants must give consideration to the Community/Neighborhood Plan (if one is in place) and received a letter of comment from the appropriate planning groups.
6. Parcels of property shall be transferred for consideration in an amount not less than the lesser of the fair market value or the amount of the costs incurred in acquisition, demolition and maintenance of the lot/building.
7. All development projects should be started and completed within a time frame negotiated with the LBA.
8. Options are available for 10% of the parcel price for up to a 12-month period. This fee will be credited to the parcel price at closing. If closing does not occur, the fee is forfeited. All option agreements are subject to all policies and procedures of the LBA pertaining to property transfers.
9. A precise narrative description of future use of the property is required.
10. Transactions shall be structured in a manner that permits the LBA to enforce recorded covenants or conditions upon title pertaining to development and use of the property for a specified period of time. Such restrictions may be enforced, in certain cases, through reliance on subordinate financing held by the LBA.
11. The transferee must agree to pay future property taxes from time of transfer.
12. If code or ordinance violations exist with respect to the property at the time of the transfer, the transfer agreements shall specify a maximum period of time for elimination or correction of such violations, with the period of time be established as appropriate to the nature of the violation of the anticipated redevelopment or reuse of the property.
13. The proposed use must be consistent with current zoning requirements, or a waiver for non-conforming use is a condition precedent to the transfer.



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