

WATCH MUSKEGON

REQUEST FOR PROPOSAL

CITY OF MUSKEGON OWNED LOT
LOCATED AT 895 FOURTH ST., MUSKEGON, MI



BACKGROUND AND CONTEXT

The property is located between the Muskegon Lake waterfront and downtown Muskegon. Surrounding attractions include the L.C. Walker Arena, festivals at Heritage Landing, the Frauenthal Center, downtown hotels, retail, restaurants, and breweries. The site has direct access to Shoreline Drive (Business Route US 31) providing easy access to points north and south of the city. Nearby recreational opportunities include Heritage Landing (festival grounds and cruise ship dock), Hackley Park, and the adjacent Lakeshore Bike & Pedestrian Trail. A short drive or bike ride away are the sugar sand beaches and clear waters of Lake Michigan.

CITY OBJECTIVES

The City of Muskegon's objective is to sell the property to a private person/entity for the construction of mixed-use development. It is also the City's goal to partner on shared parking in this area, but there are no minimum off-street parking requirements within the Form Based Code district.

SITE BACKGROUND AND DESCRIPTION

The site has a total area of 38,550 sq. ft. (0.88 acres). Approximately 160 feet of frontage exists along Terrace Point Drive to the east. The property is located in the Downtown (DT) Context Area of the City's Form Based Code, which requires mixed-uses, including, but not limited to, retail, restaurants, offices, residential, indoor theaters, and micro-breweries. It is also required that buildings in this Context Area be a minimum of two stories in height. The City would prefer to see some street-front, or bike trail-front, retail space incorporated into the development. The property has a True Cash Value of \$56,000.



Property is outlined in yellow.

PROPOSAL SUBMISSION REQUIREMENTS:

All interested parties are invited to submit proposals to the City of Muskegon Planning & Economic Development Department. Complete proposals will include the following:

- A. Formal letter of interest on letterhead of principal purchaser/developer, if a single entity, or the principal entity of the respondent, where the respondent is a team. Such letter should be addressed to: Mike Franzak, Planning Manager, 933 Terrace St., P.O. Box 536, Muskegon, MI 49443-0536.
- B. Identification of the Proposer/Business with Contact information. The respondent should provide a description and general history of the individual, firm, or entity that is anticipated to become the owner of record, and/or will have primary responsibility for implementing the development proposal. The respondent's specific experience in implementing the type of project proposed should be highlighted. Resumes and/or qualifications of the Project Manager and other relevant staff shall be included.
- C. Description of the Development Proposal. The respondent should provide a description of the development proposal, including the following:
 - Purchase price offered.
 - Evidence of Bidder's financial capability to complete the purchase, including the source of funds that will be used to purchase the property.
 - Development plan and timetable for the future use of the property.
 - Estimated cost of improvements and approximate schedule for completion.
 - Plans to attract tenants, if applicable; identify types of tenants to be sought.
 - Anticipated level of job creation.
- D. Earnest Money in the form of a cashier's or certified check in the amount of Seven Thousand Five Hundred Dollars (\$7,500) made payable to the City of Muskegon shall be submitted with this Proposal, as security for the offer to purchase the property. The Earnest Money will be deposited by the City of Muskegon in a City account and will be applied at closing as a credit against the purchase price. No escrowing of the Earnest Money deposit will be accepted. Earnest Money submitted by unsuccessful Bidders will be returned by certified mail, return receipt requested, and will be placed in the mail no later than three business days after the award of the Proposal.
- E. Commercial or Trade References. The respondent (firm and principals) must identify and describe any current, pending or threatened litigation against them related to their business or real estate dealings. The respondent must attest to having no litigation pending or contemplated against the City of Muskegon.

- F. Obligations to the City of Muskegon. The respondent must attest to having no outstanding or overdue tax, lien or fine obligations to the City of Muskegon.
- G. The City of Muskegon may elect to deem a submission non-responsive if the submission fails to comply with the specific requirements of this solicitation.

Please note that the offering price will not be the sole determinant in the sale of the property. Other factors, such as, but not limited to those above, will be given consideration. Prior to accepting any proposal, the successful developer will need to provide evidence of their financial capabilities. The City reserves the right to reject any and/or all proposals.

Sealed Proposals must be received by the City of Muskegon Planning & Economic Development Department by 4:00 p.m. on September 19, 2017. Proposals may only be delivered via U.S. Mail, courier service, or hand delivery. Electronic or facsimile Proposals will not be accepted.

PROPOSAL REVIEW PROCESS:

The City shall review the proposals, through a committee process, request written clarification from proposers, if necessary, and may select two or more proposers as finalists. At the conclusion of the review process, the recommended proposal shall be presented to the Muskegon City Commission for approval and request to enter into a Purchase Agreement, as well as a Development Agreement for the property. The City of Muskegon reserves the right to terminate this process at any point prior to the selection for a proposer and solicitation of proposals in no way obliges the City to proceed with any development.

Proposal Evaluation Criteria

The committee shall consider the following information when evaluating submissions to determine the proposal that is in the best interests of City of Muskegon:

- Quality of the development proposal, with specific attention to tenancy/occupancy plans
- Financial capability of the respondent to consummate the purchase and proceed with the development proposal in a short timeframe
- Qualifications of the respondent to implement its development proposal
- Compatibility of the development proposal with site planning and Form Based Code considerations and existing Downtown uses
- Financial benefit to the City of Muskegon in terms of highest price or highest value. The City will take into consideration the purchase price offered, job creation, and future property tax generation potential of the real estate and personal property and the benefits of the proposed use to the general Downtown area

The committee may request supplemental information when it determines the necessity, including business and personal financial statements from any of, all of, or none of the respondents.

CONTACT INFORMATION:

Please contact the City of Muskegon Planning & Economic Development Department at the number listed below with any questions.

All inquiries and proposals should be directed to:

Mike Franzak
Planning & Economic Development Department
933 Terrace Street
P.O. Box 536
Muskegon, MI 49443-0536

Phone: (231) 724-6702

E-Mail: mike.franzak@shorelinecity.com