

## INTRODUCTION

The Fennville Downtown Development Authority (DDA) is pleased to present two (2) vacant Sites to be purchased and redeveloped by qualified developers. Sites are located in the center of the City of Fennville, Michigan. All properties included in the Sites are currently owned jointly by the City of Fennville and the DDA.

This RFP is for a real estate developer to purchase, develop, own and operate and/or sub-divide and sell the Sites, in accordance with the specifications and guidelines set forth in this RFP, Zoning Ordinance and other applicable regulations. The project calls for construction of a building with a footprint of approximately 12,500 sq. ft. on each site. Two or three story buildings will be considered, with first floor retail/business use and second, and possibly third floor, residential and office use. Specific guidelines and recommendations will be found in Sections I and II of this RFP.

The DDA is soliciting proposals through this offering from for-profit and not-for-profit organizations, developers, contractors and others with relevant experience in urban development. The DDA anticipates that opportunities exist for varying sizes and types of development entities including not-for-profit organizations, qualified small businesses, and women and minority-owned businesses. Partnerships are encouraged in this regard. It is anticipated that the Sites will be conveyed to selected developers, simultaneous to the developer's closing of a construction loan with a private lender, or the developer is otherwise in possession of financing capable of improving the lots. Developers should specify any other public participation that would be necessary to make the project viable.

A pre-submission conference will be held on October 24, 2008 at 2:00 p.m., at Fennville City Hall to assist prospective Respondents in submitting a responsive proposal. If special accommodations are required to participate in the conference, please contact Lisa Sheaffer at (269) 561-8321, at least two (2) business days in advance of this event. Since the Sites are unimproved, vacant land, they may be visited by interested parties at any time to conduct independent curbside visual inspections. Should you have any questions concerning this offering, contact Lisa Sheaffer.

Completed applications must be in the form described herein and delivered by hand with the accompanying two hundred fifty dollars (\$250) fee payable to the City of Fennville, no later than 12:00 noon, on December 19, 2008. Application fees will be used to offset the costs incurred during the bid-review process.

### Estimated Timetable

<b>RFP Issuance:</b>	October 10, 2008
<b>Conference:</b>	October 24, 2008, at 2:00 p.m.
<b>Proposals Due and Opening:</b>	December 19, 2008, at 12:00 noon
<b>Award of Negotiating Privilege:</b>	To be Determined

**Please note above dates and times are subject to change.**

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### EXHIBITS

#### EXHIBIT A SUBMISSION FORMS

(Insert in Tab A of Response)

1. RESPONDENT INFORMATION
2. TYPE OF ORGANIZATION
3. PRINCIPALS
4. DEVELOPMENT TEAM MEMBERS AND CONSULTANTS
5. DISCLOSURES
6. CERTIFICATION

#### EXHIBIT B SITE INFORMATION

1. SURVEY OF SITE
2. AERIAL IMAGE OF SITE
3. TAX MAP OF SITE

#### EXHIBIT C FINANCIAL INFORMATION

(Insert in Tab C of Response)

1. DEVELOPMENT BUDGET
2. SOURCES AND USES
3. OPERATING *PRO FORMA*

#### EXHIBIT D OWNED PROPERTY DISCLOSURE

(Insert in Tab F of Response)

#### EXHIBIT E CITY CENTER OVERLAY DISTRICT INFORMATION

## I. NEIGHBORHOOD AND ASSEMBLED SITE

### A. Sites

The Sites, all properties, and property information are listed in Exhibit B.3. The property is currently owned jointly by the City of Fennville and the Fennville Downtown Development Authority.

<b>Site A: South Maple Street</b>
Located on the corner of South Maple Street and Main Street, Site A consists of 14,952 square feet of Lots 25, 26 and 27 of Assessor's Plat. The property parcel number for this site is 0352-200-025-00.
TOTAL ACREAGE = 0.34

<b>Site B: West Main Street</b>
Located directly on West Main Street, Site B consists of 14,966 square feet of Lots 1, 2 and 3 of Hutchins' Addition. The property parcel number for this site is 0352-400-001-00.
TOTAL ACREAGE = 0.34

### B. Neighborhood

The sites are located on West Main and South Maple Streets within the boundaries of the Central Business District, the City Center Overlay District, and the Downtown Development Authority District and are the center of the downtown area. South of the project site is the future home to the Children's Museum of Fennville. Allegan County's Heritage Trail runs through the downtown area, and a Heritage Trail marker detailing a walking tour of historic buildings is located downtown on Main Street.

Main Street divides the downtown area and is also the M-89 State trunk-line, which connects M-40 with US 196. These sites are fifteen minutes from the shores of Lake Michigan, which attracts a large seasonal population in the greater Fennville area.

Current rehabilitation and development efforts are revitalizing the downtown area as a viable and popular location in which to live and work.

## II. TERMS OF OFFERING

The DDA is seeking Respondents who are willing and able to develop the Sites in accordance with revitalization goals and objectives as stated herein and in compliance with Standards and Controls established for the Sites (See Section III) and other governing rules and regulations.

The goals of the DDA in offering the Sites for development include, but are not limited to, the following:

- A. To provide a development opportunity that will result in high-quality development or use that complements adjacent properties and enhances the surrounding community.
- B. Ensure that sound market understanding and principles are applied to ensure a high-quality development. Please provide information regarding the economic impact to the DDA and City due to increase ongoing tax revenue and job creation for city residents as appropriate.

- C. To create opportunities for medical, educational, and professional service industries and a general increase in industries currently under-represented with the Fennville area.
- D. To create residential opportunities, particularly in regards to the senior market, within the downtown area.

### III STANDARDS AND CONTROLS

#### A. Site Conditions and Terms

- 1. The DDA is offering the Sites listed in Exhibit B to developers who will redevelop the existing properties into a high quality development that will support a use allowable under the zoning code and other regulations applicable to the Site.
- 2. Respondents may include additional properties owned by the respondent in proximity to the given Sites. The DDA will not acquire additional properties to be included in these Sites.
- 3. The Sites will be offered in "as is" condition. The Sites may or not contain environmental hazards that will need remediation by the Respondent prior to the redevelopment. The DDA has not conducted environmental testing of the Sites and does not make any representation, guaranty, or warranty concerning any Site conditions, including the possible presence of environmental hazardous materials. The DDA will bear no responsibility or expense in removal or treatment of lead or other hazardous materials. Respondents will indemnify and hold the City and the DDA harmless from claims or damages arising out of or in connection with the removal of such materials.

#### B. Site Use

- 1. The lots will be utilized for an allowable use under the zoning code and other regulations applicable to the Sites. Current zoning is CBD, Central Business District. Please consult with the Zoning Administrator regarding specific requirements of this zoning classification and other zoning issues. (Please see [www.fennville.com/dda.html](http://www.fennville.com/dda.html).) Proposals that contemplate a variance are acceptable provided that the issue is addressed appropriately in Submission Requirements such as soft cost and time-frame calculations. The DDA cannot guarantee any such regulatory change.
- 2. The Sites are currently governed by the DDA.
- 3. Community members have expressed a preference for development that meets the following goals:
  - a. Generates job and workforce development opportunities, specifically such opportunities that are available to local residents;
  - b. Generates opportunities for location of specialty shops as well as expanded medical and professional services.

#### C. Financing Assumptions

- 1. Acquisition Price: The DDA anticipates conveying the Sites at a cost equal to the market value of the properties. The DDA may conduct appraisals of the Sites upon determination of the end use.
- 2. Financing: The selected developer for each Site is expected to obtain private financing for the construction of the development.
- 3. The Developer will propose an equity contribution of no less than ten percent (10%) of the total development cost. For non-profit organizations the minimum equity contributions will be two and one-half percent (2.5%) of the total development cost.

**D. Design Guidelines**

1. Building designs that are attractive and compatible aesthetically with the surrounding environment will be required.
2. Use of energy-efficient and environmentally sensitive materials and processes, and/or LEED-certified projects will be viewed favorably.

**E. Additional Developer Responsibilities**

1. The Respondent will be responsible for obtaining at its sole cost all permits, standard regulatory approvals, approvals for subdivisions, approvals for zoning appeals or regulatory changes of any kind, as well as any required engineering and environmental studies.
2. All closing costs will be borne by the Respondent including but not limited to any costs of appraisals, surveys, legal descriptions and any other typical development "soft costs".
3. Respondents may be required to make presentations to the community.
4. Respondents may be asked to make a presentation to the RFP Review Panel. (See "Award Procedures – Review Panel" section.)
5. Respondents may be asked to respond to follow-up questions from the DDA and/or the RFP Review Panel.

**IV. PROPOSAL CONTENTS**

Respondents are required to submit the following information in the format described below and in sufficient detail to enable the DDA and the Review Panel to give ample consideration to the proposal. Additional information regarding formatting, presentation and delivery of the proposal is found in Section V – Submission Instructions.

**TAB A. DEVELOPMENT CONCEPT**

1. Each proposal must include a cover letter signed by an officer authorized to make a binding contractual commitment for the firms or organizations in the development team.
2. Each proposal must include the completed Respondent Information form. (See Exhibit A.1) List one reliable and easy-to-reach contact for the development team. Please note that this form must be signed by an officer authorized to make a binding contractual commitment on behalf of the applicant entity.
3. Provide a project narrative of the project indicating the scope of work, scale and character of the project, proposed purchase price, and any and all conditions thereon.
4. If possible, provide a visual representation of the proposed development and schematic plans that include typical floor plans and elevations of front, side and rear views. Such visual representation need not be elaborate or costly but should offer the Review Panel and the DDA a clear picture of the proposed end result.
5. Provide a proposed project timeline for the design, construction, and occupancy periods.
6. In the event that rental housing is proposed, a management plan must be included. Provide the name of the management company, a company profile, a list of other buildings managed, and a description of services. Please provide a description of any security services provided, and any other benefits to the tenants anticipated.

**TAB B. BENEFITS TO THE CITY AND COMMUNITY**

1. Please describe the financial return to the DDA and City that will result from the proposed development. Include purchase price, increased ongoing tax

revenue and such secondary impacts as job creation for city residents, as appropriate.

2. Indicate any elements of the proposed project that will provide specific amenities and/or benefits to the local community for each Site, and the city as a whole.

**TAB C. FEASIBILITY: FINANCIAL ANALYSIS**

1. Provide a narrative statement explaining the economic feasibility of the proposed development. Include any market assumptions that support revenue projections, such as projected sales prices or anticipated rent levels. It is suggested that the Respondents provide supporting documentation for the market assumptions. A marketing study for Fennville is available on its website, [www.fennville.com/dda.html](http://www.fennville.com/dda.html).
2. Provide a development budget indicating the estimated costs for development of the property (see Exhibit C.1). Include in this budget the price being offered to the DDA for each Site, as well as the estimated "hard" and "soft" costs for the actual project. Provide a summary of the assumptions on which these estimates are based, such as previous comparable projects or estimates provided by contractors.
3. Provide a Sources and Uses Statement identifying the estimated amount of debt and equity financing by source, acquisition price and "hard" and "soft" costs. (See Exhibit C.2.) Disclosures of terms and sources for all debt must be included. A commitment letter from a lending institution is highly desirable.

If the project anticipates such sources of funding as foundation grants, corporate gifts or governmental program funds, provide a summary of the source funds that includes a timetable of when applications are available and when awards are made. In addition, describe the applicability of the project to the goals of the funding source.

4. In the event the proposal includes rental units, provide a ten-year operating *pro forma* showing all revenue sources, expense line items, deduction from revenue such as vacancy and collection losses; replacement and other reserves; and debt service. Provide Debt Service Coverage Ratios. Include all assumptions for revenue and expense increases. (See Exhibit C.3).
5. Except in the case of residential home ownership, any projected sale or "take-out" of the project by a third party prior to year ten of the *pro forma* must be disclosed and terms of that sale described. Respondents must disclose if they are developing for a fee with the intent of conveying the finished project to a third-party owner. Any such third-party owner must be identified (except in the case of residential homeownership or condominium sales). All associated fees paid to the Respondent must be disclosed. In addition, Respondents must disclose all fees for management of the completed project components and the entity to whom those fees are paid.
6. Indicate any revisions to existing governing regulations for the Sites, such as zoning that would be required to carry out the proposed development. Please include the time required to seek such amendments in the design portion of the above project timeline.

**TAB D. DEVELOPER CAPACITY**

1. Provide a narrative statement describing the previous experience of the Respondent and development team. Provide specific information on projects that are similar in scale and character to the proposed development, including the nature and dollar value of each project, the project manager's name and contact information from at least one participating lending institution. Emphasize any exceptional or unique qualifications of the Respondent.

2. Provide resumes of the project team, including, if applicable, architect, engineers of all appropriate disciplines, contractor and/or construction manager, marketing agent and property management firm. Resumes should include a description of experience and completed projects that the reviewers may visit.
3. Respondents must provide sufficient financial information to establish the approximate net worth and liquid assets available to the development team to complete the project. Provide supporting documentation for the above financial information. Be advised that the analysis of this statement will include a comparison of stated available assets and the estimated equity required for the development, as noted in Tab C. All financial information will be treated with the strictest confidence within the agency.
4. Respondents that are companies or entities not publicly traded must submit accountant-prepared financial statements for the most recent fiscal year end.
5. In addition, not-for-profit entities will provide a summary of funding sources.
6. Complete the Property List form (See Exhibit D). Include all properties owned or managed by the development entity and any principal with at least a 10 percent interest in the development entity. This includes personal residences.

## **V. SUBMISSION INSTRUCTIONS**

- A. Proposals must include, at a minimum, the requirements listed in this RFP and may include any background or other supporting information that the Respondent feels necessary. Proposals need not and should not be elaborate or costly to prepare. They should, however, be prepared in a professional manner and in the format described in this RFP.
- B. The DDA will not be limited to the information provided by the Respondent, but may utilize other sources of information useful in evaluating the capabilities of the Respondent. Additional information or modifications to proposals may be requested of any Respondent.
- C. The DDA may in its sole discretion cancel this RFP, in whole or in part. The DDA may in its sole discretion reject any or all proposals submitted when this action is determined to be advantageous or in the best interest of the City or DDA.
- D. Submission Requirements
  1. Proposals will be in the format described herein. (See also Section IV.) Submit one (1) original with original signature along with twelve (12) copies of each proposal (bound in a loose-leaf notebook and to lay flat when read) and all materials together in one envelope or package if possible. Additionally, a copy of all text and spreadsheets must be provided in a Microsoft compatible format on CD-ROM. All proposals must have a table of contents and each section tabbed. All proposals must be delivered to the Fennville City Hall, 222 S. Maple Street, Fennville, Michigan 49408 by 12:00 noon on Friday, December 19, 2008. Proposals will be dated stamped upon submission and a receipt will be provided.
  2. Proposals will be submitted with a two hundred fifty dollars (\$250.00) non-refundable fee, which will be used to offset costs of the proposal review process. The fee will be presented upon submission of the proposal in the form of a check payable to "City of Fennville." Any proposals not accompanied with a fee will not be accepted. The DDA will acknowledge acceptance of a proposal by issuing a receipt upon submission. A list of applicants becomes public information at the proposal deadline.
  3. Proposals or unsolicited amendments to proposals arriving after the closing date and time will not be accepted.

4. Failure to submit the proposals in the manner described above may result in the proposal being rejected as unresponsive.

## **VI. EVALUATION CRITERIA**

The DDA Review Panel will, for each Site, review and grade proposals based on a scale of 100 points. The DDA may select one of the proposals at its sole discretion.

Criteria used in evaluation of proposals include, but are not limited to, the following:

### **A. Quality of Development Concept (25 Points)**

1. Overall scope and quality of the proposed development.
2. Meeting or exceeding the requirements of the RFP.
3. Quality of the construction proposed.
4. Meeting of accepted environmental building standards, such as recommendations of the U.S. Green Building Council and U.S. Department of Energy.
5. Quality of the design of the proposed development, as well as its compatibility with the surrounding neighborhood.
6. Quality of the internal design and aesthetics.
7. Additional benefits and services to residents.

### **B. Benefits to the City and the Community (25 Points)**

1. This includes, but is not limited to, payments for acquisition of the Sites; incremental tax revenues; secondary financial impacts; increased jobs or services for city residents; and positive contributions to long-term economic growth of the city.
2. Proposals that limit the costs and subsidies from the DDA in the project will be viewed more favorably.
3. This includes, but is not limited to, support for services desired or needed by the surrounding neighborhood for each Site and city residents; beautification of buildings and grounds, public alleyways and streets; streetscape improvements; and support for or participation in community activities and other amenities.
4. Support of the proposal by the surrounding community for each Site and its residents will also be considered in this category.

### **C. Project Feasibility (25 Points)**

1. Project is economically sound and based on established financial principles and supported market assumptions.
2. Project may be accomplished in a timely manner.
3. Project does not face insurmountable regulatory hurdles or constraints.

### **D. Developer Capacity and Experience (25 Points)**

1. The development team has a satisfactory record of past performance as demonstrated by the Respondent's experience in planning, financing, constructing, marketing and managing projects similar in size and scope to the proposed project.
2. The Respondent has a track record of successful negotiations with governmental entities and/or community members on completed development projects.
3. The Respondent has the ability to provide or obtain sufficient financial resources to successfully negotiate a Land Disposition Agreement with the DDA and to start and complete the project in a timely manner.

## **VII. AWARD PROCEDURES**

### **A. Eligibility for Award**

In the event that the DDA determines that it has received one or more proposals for a Site, which, at the sole determination of the DDA, are deemed feasible, then the DDA may make an award for the property under the terms of this RFP. In this event, the selected Respondent will be awarded the opportunity to enter into an Exclusive Negotiating Privilege with the DDA. (See Section VIII.)

### **B. Community Presentations**

Respondents may be asked to make a short presentation to the community.

### **C. Review Panel**

The DDA may designate a Review Panel for evaluating the proposals. The size and composition of the Review Panel is the sole responsibility of the DDA. The DDA may invite the participation of a community member on the Panel. The Review Panel will have the opportunity to review written materials including any recommendation from local community associations, and may request additional written materials or oral presentations from any or all Respondents.

### **D. The Downtown Development Authority Makes the Award**

The DDA retains the right to accept, reject or revise all recommendations, to request additional information from the Review Panel, DDA staff, any or all Respondents and to reject all Respondents.

### **E. Notification**

Official notice of an award will be sent by U.S. Mail to the address and contact person listed in Tab A. Respondents who are not selected will be similarly notified by U.S. Mail after a selected Respondent has been offered and accepted the Exclusive Negotiating Privilege for the Sites.

## **VIII. DEVELOPMENT PROCESS**

### **A. Right-of-Entry**

In the event a proposal is selected for award, the DDA may issue a Right-of-Entry to the selected Respondent. The selected Respondent will need to present evidence of insurance coverage. Under the Right-of-Entry, the selected Respondent, its employees, agents, and representatives, may enter the Property for the purposes of carrying out environmental baseline analysis for hazardous materials; site surveys, plats and subdivisions, as applicable; soil boring data and analysis; analysis of the structure; architectural and engineering studies for proposed development; and other relevant activities.

### **B. Exclusive Negotiating Privilege**

In the event a proposal is selected for award, the DDA may issue an Exclusive Negotiating Privilege (ENP) for a period of one hundred eighty (180) days to the selected Respondent setting out specific requirements and deadlines for fulfilling requirements of this RFP. The selected Respondent will have seven (7) days in which to return the signed ENP and provide an escrow fee of one thousand dollars (\$1,000) in the form of a certified check payable to the City of Fennville. During the ENP, the party which is awarded the RFP will have the exclusive right to enter into a contract to purchase the property and no other party will have the right to contract for or to purchase the property.

If negotiations have not been completed within the one-hundred eighty (180) days after the selection of a Respondent, then the ENP will expire. The DDA may choose to extend that time period if, in the view of the DDA, negotiations are proceeding satisfactorily. Should the parties fail to agree upon a contract within the timeframes of the ENP, the DDA, at its sole discretion, may cancel negotiations with the selected Respondent. The DDA may choose to proceed to commence negotiations with another Respondent, accept new proposals, or cancel the RFP.

An award of the ENP is considered to be Site control for the purposes of securing financing, and to establish agreements with entities that will market the project.

**C. Land Disposition Agreement and Board of Estimates Approval**

At the successful conclusion of negotiations under the ENP, the DDA will enter into a Land Disposition Agreement (LDA) or similar document setting forth the terms and conditions of sale or lease and development of the Sites. Decisions regarding award of the Sites and terms of award as described in the LDA will be recommended by the DDA to the City of Fennville for final approval. Only following approval by the City of Fennville, may the DDA and the developer proceed to a settlement on the property.

The developer is bound by the construction plans and timelines as identified specifically in the LDA. Major change orders that materially affect the site plans, facade elevations or other exterior design elements must be approved by the DDA prior to implementation. In the event the developer does not comply with the provisions of the LDA, the DDA has the right to enforce such provisions to compel compliance.

**D. Development Oversight**

The selected Respondent must agree to the review and guidance of the DDA and the Planning Commission in the preparation of plans for development in conformance with this RFP, the Zoning Ordinance, and other applicable codes and ordinances of the City of Fennville.

**IX. RIGHTS RESERVED BY THE DDA**

The DDA reserves the right in its sole discretion to recommend the award of a contract related to this RFP based upon the written proposals received by the DDA without prior discussion or negotiation with respect to those proposals. All portions of this RFP may be considered to be part of the contract and may be incorporated by reference. Any contract awarded in connection with the RFP will be subject to approvals as required by the City Attorney, including the final approval by the City of Fennville.

As part of the evaluation process, the DDA specifically reserves the right to review and approve the drawings, plans and specifications for redevelopment with respect to their conformance with the goals and requirements of this RFP.

The DDA also reserves the right to refuse to approve any such drawings, plans or specifications that are not suitable or desirable, in its opinion, for aesthetic or functional reasons; and in so passing upon such drawings, plans and specifications, it will have the right to take into consideration, but will not be limited to, the suitability of the site plans, architectural treatment, building plans and elevations, materials and color, construction details, access, parking, loading, landscaping, identification signs, exterior lighting, refuse collection details, street, sidewalks and the harmony of the plan with the surroundings.

The DDA reserves the right, at its sole discretion, to accept or reject any and all proposals received as a result of this RFP; to waive minor irregularities; and to conduct discussions

with all responsible Respondents, in any manner necessary, to serve the best interest of the DDA and the City of Fennville.

The DDA reserves the right to request additional information from any or all Respondents if necessary to clarify that which is contained in the proposals.

The DDA reserves the right to reject any proposal as a result of misrepresentation of any information contained in the proposal including, but not limited to, representations made in Exhibits A.

While it is the present intention of the DDA to carry out the development of these Sites as identified in this RFP as soon as practicable, nothing contained in this RFP will be construed as a warranty or commitment on the part of the DDA to be obligated to make conveyance of any particular property. Additionally, the DDA may convey all or a portion of the Sites in phases. The DDA will not be liable for any costs, damages, injuries, or liabilities caused to or suffered or incurred by the Developer, its successors or assigns in connection with, or as a result of the DDA's inability to deliver clear title promptly to all or a portion of the Sites.

## **X. ADMINISTRATIVE INFORMATION**

### **A. Issue Date**

The issue date of this RFP is October 10, 2008.

### **B. Issuing Office**

This RFP is issued by the Fennville Downtown Development Authority, 222 South Maple Street, Fennville, Michigan, 49408.

### **C. Obtaining RFP**

The RFP will be made available free of charge. The RFP may be picked up at 222 South Maple Street, Fennville, Michigan, 49408 between 8:00 a.m. and 4:30 p.m., weekdays. Proposals are also downloadable from the DDA's website at: [www.fennville.com/dda.html](http://www.fennville.com/dda.html).

### **D. Pre-Proposal Conference**

An RFP Conference will be held on October 24, 2008, at 2:00 p.m., at the City Hall, 222 South Maple Street, Fennville, Michigan, 49408. If special accommodations are required to participate in the Conference, please contact Lisa Sheaffer at (269) 561-8321 at least two (2) business days in advance.

### **E. Site Inspections**

The Sites are available for inspections on an ongoing basis.

### **F. Questions and Inquiries**

Questions and inquiries, both verbal and written, will be accepted from Respondents attending the Pre-Proposal conference.

### **G. Revisions and Addenda**

Should it become necessary to revise any part of this RFP or provide additional information necessary to adequately interpret provisions and requirements of this RFP, an Addendum to the RFP will be provided to all Respondents who provided their contact information. The DDA will also appropriately update the web version of the RFP should any such revision or addenda be necessary. It is recommended that all interested parties review subsequent postings periodically to maintain current information about the offering.

**H. Deadline**

The deadline for receipt of proposals is 12:00 noon, Friday, December 19, 2008. Proposals will be date stamped upon submission and a receipt will be provided. The DDA will not accept proposals after the deadline. Use of the U.S. Postal Service, private delivery companies or courier services is undertaken at the sole risk of the Respondent. It is the Respondent’s sole responsibility to ensure that the proposal is in the possession of the issuing office by the deadline.

**I. Submitting Responses to RFP**

One (1) original plus twelve (12) copies of each proposal (bound in a loose-leaf notebook and to lie flat when read) and all materials should be placed together in one envelope or package if possible. All proposals must have a Table of Contents and each section tabbed. A copy of all text and spreadsheets must be provided in a Microsoft compatible format on CD-ROM. All proposals must be delivered with the accompanying \$250 fee to:

FENNVILLE DDA  
PO BOX 666  
222 SOUTH MAPLE STREET  
FENNVILLE, MI 49408

**J. Incurring Expenses**

The DDA will not be responsible for nor in fact will pay any cost incurred by any Respondent in preparing and submitting a proposal or requested supplemental information in response to the RFP.

**K. Public Information Act Notice**

The DDA commits to handling all information regarding financial assets and holdings of Respondents in strictest confidence. Respondents should give specific attention to identifying any additional portions of their proposals that they deem to be confidential, proprietary information, or trade secrets. The DDA will disclose this information per the Michigan Freedom of Information Act, Section 13 F of MCL 15.231 Public Act 442 of 1976 as amended.

**L. Compliance with the Law**

By submitting an offer in response to this RFP, the Respondent selected for award agrees that it will comply with all federal, state, and city laws, rules, regulations, and ordinances applicable to its activities and obligations under this RFP.

**XI. EXHIBITS**

These exhibits are for information purposes only and bind neither the DDA nor the City.

**Exhibit A**

**Submission Forms** (Insert in Tab A of Response)

- A.1 Respondent Information
- A.2 Type of Organization
- A.3 Principals
- A.4 Development Team Members and Consultants
- A.5 Disclosures
- A.6 Certification

**Exhibit B**

**Site Information** (For Informational Purposes Only)

- B.1 Survey of Site
- B.2 Aerial Image of Site
- B.3 Tax Map for Properties

**Exhibit C      Financial Information** (Insert in Tab C of Response)

- C.1      Development Budget
- C.2      Sources and Uses Statement
- C.3      Operating *Pro Forma*

**Exhibit D      Owned Property Disclosure Form** (Insert in Tab F of Response)

**Exhibit E      City Center Overlay District Information**

(If any form is not applicable, please submit marked "N/A.")

**END OF RFP DOCUMENT**