



Agenda Item 9

Overton RFP Process Update; Evaluation Committee Approval

Background Information:

The City Council will be asked to receive an update on the Overton Request for Proposal (RFP) process and approve the Evaluation Committee.

The City Council approved the RFP process at their June 1 meeting, the deadline for proposals was July 31 at 11:59 p.m. Three timely and complete submissions were received. Now begins the evaluation period in the schedule. An evaluation committee is an option to help review the proposals and the developers. Ryan Kilpatrick of Housing Next suggests a small committee to review the submissions, interview the developers, and ultimately make a recommendation to Council. Kilpatrick will help the committee throughout the process.

As part of the evaluations, the committee will look at each developer's qualifications, determine how well they understand the desires and needs of the city, their ability to execute the project, and review the compatibility of their project with the surrounding neighborhood. The evaluating committee will make a recommendation to Council and Council will make the final decision on the developer and plan for the site. The proposed Evaluation Committee members are as follows:

Joe Reeser	City Council member
Steve Schlack	City Council member
Michael Neiss	Planning Commission member
Tim Stegeman	Planning Commission member
John Gill	Housing Commission Director
Chris Valentine	Neighbor
Joe Wilkins	Neighbor
Daryl Williams	Neighbor
Sarafina Bryant	Neighbor
Gail Patterson-Gladney	Ward 1 Community Action Committee and Neighbor
Jackie Loikits	Albemarle

The recommendation from Mr. Kilpatrick is to keep the evaluating committee to a small but diverse group representing elected and appointed officials and neighbors. Most likely the meetings will be conducted virtually using Zoom, due to the ongoing pandemic.

Recommendation:

The City Council should receive the update on the Overton Request for Proposal (RFP) process and consider approval of the Evaluation Committee as presented.

Support Material: RFP Process and Timeline

PROCESS

Upon selection of a qualified developer, the city anticipates entering into a letter of intent and predevelopment agreement to allow for due diligence activities and completion of a final development agreement. The city expects this predevelopment agreement to be in effect for six months or until a final development agreement is reached.

The City of South Haven will review and evaluate all complete proposals in response to this Request for Qualifications (RFQ) to identify and engage with qualified developers for 229 Elkenburg. An initial response to this RFQ must include the following information:

- Letter of interest: Provide a letter (up to 3 pages) identifying the development team's background and vision for the site.
- Concept plans or renderings of a vision for site development.
- Development experience / portfolio: Provide a short description of past projects of a similar nature completed by the development team (up to 10 pages). Include a description of the projects, cost, completion date, and municipal references.
- Evidence of development team's fiscal capacity to undertake the proposed project.
- Outline of development incentives and community support needed to execute the vision
- Résumé of firm and lead team members.

City of South Haven staff may seek additional information upon receipt of a development proposal. Additionally, the city reserves the right to refuse or reject any or all proposals, or to abstain from selecting any proposal.

The RFQ and responses should NOT be considered a legally binding agreement. Upon selection of a qualified development team, the City of South Haven will enter into a predevelopment agreement including purchase price, due diligence period, and other terms.

PROPOSAL FORMAT

All proposals shall be submitted by email in a PDF format to:

khosier@south-haven.com

by 11:59 PM, Eastern Daylight Time, on Friday, July 31st, 2020.

Additionally, either a paper copy or digital copy on a USB drive shall be sent to the address below, postmarked no later than July 31st, 2020:

City of South Haven
ATTN: Assistant City Manager
539 Phoenix Street
South Haven MI 49090

QUESTIONS?

Kate Hosier,
Assistant City Manager

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south-haven.com

SCHEDULE FOR REVIEW & SELECTION

