# Developer Request for Qualifications (RFQ)

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# *SITE NAME/ADDRESS*

# *COMMUNITY*

### *COMMUNITY* seeks a development partner for *SITE DESCRIPTION AND VISION.*

*SITE PHOTO*

# Development Opportunity

*COMMUNITY NAME* seeks developers for the property at *SITE ADDRESS*.

*SHORT SITE DESCRIPTION*

*COMMUNITY’S* preferred development for this site would:

* *SITE GOALS*

Interested development teams are invited to submit qualifications by ***SUBMISSION DEADLINE***; please refer to page 8 for submittal details.

*SITE LOCATION MAP*

# Site Context: *COMMUNITY NAME*

*SHORT COMMUNITY PROFILE*

Nearby assets include:

* *COMMUNITY ASSETS*

*SITE CONTEXT PHOTO*

*SITE CONTEXT PHOTO*

*PHOTOS CAPTION*

# Site Vision

*SITE VISION DESCRIPTION*

***Preferred site concept:***

*SITE CONCEPT IMAGE 2*

*SITE CONCEPT IMAGE*

*These images are intended to be illustrative, and the city is open to alternative approaches that advance the goals for the site and fit the neighborhood context.*

## Site Vision, continued

*ADDITIONAL CONCEPT IMAGES, PRECEDENT IMAGES, ETC.*

# Development Process

*ANTICIPATED PROCESS*

## Master Plan and Zoning

**Master Plan:** *SUMMARY OF RELEVANT GOALS*

**Zoning:** *SUMMARY OF RELEVANT DISTRICT*

## Utilities

The site is served by *STREETS*.

* Water/Sewer: *LOCATION AND CONTACT*
* Gas/Electric: *LOCATION AND CONTACT*
* Streets, Storm Sewer and Right-of-Way: *CONTACT*

## Redevelopment Ready Community

*COMMUNITY* is *ENGAGED/CERTIFIED* in the Redevelopment Ready Communities programby the Michigan Economic Development Corporation. The RRC certification recognizes the city’s development regulations and processes as up-to-date, clear, and predictable, as determined by a rigorous external assessment.

# Environmental Conditions

*KNOWN CONDITIONS / BROWNFIELD ELIGIBILITY*

*COMMUNITY* recommends a full environmental assessment by the selected developer to determine whether any additional conditions require action to suit the final site plan.

Please note that the interior of the building is not accessible prior to a formal due diligence agreement.

# Market Conditions

## Retail/Commercial Market Potential

*MARKET INFORMATION*

## Residential Market Potential

*MARKET INFORMATION*

# Available Incentives

The following incentives may be leveraged by the developer:

* *SUMMARY OF APPLICABLE INCENTIVE PROGRAMS*

# Selection Process and Criteria

*COMMUNITY* will review and evaluate all complete proposals in response to this Request for Qualifications (RFQ) to identify and engage with qualified developers for *SITE*. 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 and providing a brief description of the team’s vision for the site.
* **Concept plans or renderings.**
* **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 references.
* **Evidence of development team’s fiscal capacity** to undertake the proposed project.
* **Resume** of firm and lead team members.

*COMMUNITY* staff may seek additional information upon receipt of a development proposal.

The RFQ and responses should not be considered a legally binding agreement. Upon selection of a qualified development team, *COMMUNITY* will enter into a pre-development agreement including purchase price, due diligence period, and other terms.

## Proposal Format

Six (6) printed proposals and a PDF version shall be submitted by *DEADLINE*, to:

*CONTACT NAME AND TITLE*

*MAILING ADDRESS*

*EMAIL ADDRESS*

## Schedule for Review and Selection

The schedule for receipt and evaluation of proposals is anticipated to be as follows:

* **RFQ posted:** *DATE*
* **Deadline for proposals:** *DATE*
* **Evaluation period:** *DATE*
* **Finalist team notified:** *DATE*
* **Finalist presentation to evaluation committee:** *DATE*
* **Finalize terms of a redevelopment and purchase agreement:** *DATE*

## Contact / Questions

Questions may be directed to:

*CONTACT NAME, TITLE, EMAIL, PHONE*