



Request for Proposals

**Brownfield
Redevelopment
Authority Services**

*City of St. Joseph
700 Broad Street
St. Joseph, MI 49085*

This Request for Proposal (“RFP”) is to provide interested firms with sufficient information to submit proposals for consideration by the City of St. Joseph (“City”) in connection with its needs for **Brownfield Redevelopment Authority Services**.

Favorable pricing will be one element of the selection process, but the experience of the firm, qualifications, direct experience and ability of assigned staff, completeness of the level of service proposed and timeliness of service proposed by the bidder will be significant factors in the award of this contract. The final decision on the selection of the bidder for this project will be determined by the City Commission. The City reserves the right to reject any proposals or parts of proposals. The City also reserves the right to waive any irregularities, inconsistencies, or take whatever action is appropriate as determined by the City to be in the best interest of the City.

A complete Request for Proposal may be viewed or downloaded at www.sjcity.com, or mailed by contacting the City Clerk at 269-983-6325 or clerk@sjcity.com.

REQUEST FOR PROPOSAL: **Brownfield Redevelopment Authority Services**

CLOSING DATE AND TIME: **May 9, 2025 1:00pm**

1. Introduction

The City of St. Joseph, Michigan (hereinafter referred to as "City") is seeking qualified firms or teams to provide professional services to assist in the re-establishment and ongoing management of the Brownfield Redevelopment Authority (BRA) for the City. The selected contractor will be responsible for providing general support to the City’s staff and Brownfield Redevelopment Authority, developing a prioritization strategy, establishing policies for redevelopment, and facilitating community engagement activities related to brownfield redevelopment.

This Request for Proposal (RFP) outlines the scope of work, proposal submission requirements, and selection process for services related to brownfield redevelopment in the City of St. Joseph.

2. Background

The City of St. Joseph, with a population of approximately 8,000, is located on the west coast of Michigan. We are part of a “small town” chain stretching from the state line along the beautiful shoreline of Lake Michigan. St. Joseph’s location along the beaches of Lake Michigan and the St. Joseph River, as well as its close proximity to major metropolitan areas such as Chicago, Milwaukee, Indianapolis, and Detroit, makes it a premier tourist destination for visitors throughout the Midwest. St. Joseph’s small-

town charm, high quality of life, excellent schools, and site as the headquarters for major employers, i.e., Whirlpool Corporation, make it a wonderful place to live year-round.

As the City looks toward increasing economic development efforts and adding housing, it will be important to have an established and active Brownfield Authority. The City of St. Joseph is committed to supporting sustainable growth, economic development, and environmental remediation. The City has a Brownfield Redevelopment Authority, although it has recently been inactive.

3. Scope of Services

A. City Specific. Working closely with staff and the Brownfield Redevelopment Authority, the selected contractor will:

Brownfield Redevelopment Authority Structure

- Review and assess the BRA structure and operational practices.
- Update necessary documentation, by-laws, and processes for BRA governance.
- Provide recommendations for the BRA's role in brownfield redevelopment and the City's long-term growth.
- Provide all other Brownfield redevelopment consulting services as requested by the BRA.

Prioritization and Policy Development

- Develop criteria and a prioritization framework for evaluating brownfield sites and funding requests based on environmental, economic, and community impact factors.
- Develop and draft housing TIF policy.
- Develop and draft local brownfield revolving fund policies and funding priorities.
- Assist the City in establishing policies that support the prioritization of redevelopment efforts.
- Provide recommendations for incentive programs, tax abatements, and funding sources to support brownfield remediation and redevelopment.
- Provide training and education of Brownfield program to City staff, Brownfield Redevelopment Authority Members, City Commissioners, and others as needed.
- Ensure BRA processes align and integrate appropriately with City's overall development processes.
- Incorporate community feedback from established master plans and other relevant documents into the prioritization and policy development process.
- Prepare material for and participate in meetings and/ or presentations with the BRA, City Commission, Michigan Department of Environment, Great Lakes and Energy (EGLE), Michigan Economic Development Corporation (MEDC) and Michigan Strategic Fund (MSF) when

considering, and acting on Brownfield Plans, Act 381 Work Plans and Development & Reimbursement Agreements

Compliance

- Support the Brownfield Redevelopment Authority and City Staff on all tracking and compliance activities, including, but not limited to annual reports of BRA activities, Brownfield TIF capture, and reimbursements and related functions as requested by the BRA and/or mandated under ACT 381.

B. Project/Developer Specific. On an as needed basis, the selected contractor will:

- Work with the Brownfield Redevelopment Authority to assess requests for Brownfield funding.
 - Review and evaluate, and assist the BRA to negotiate Brownfield Plans, Act 381 Work Plans, Development & Reimbursement Agreements and related documents prepared by third parties and submitted to the BRA.
 - Plan, generate and process Brownfield Plans, Act 381 Work Plans, Development & Reimbursement Agreements, and related documents.
 - Apply, as needed, for area-wide or site-specific State and/or Federal Brownfield Assessment, Cleanup and other grants/loans as they may be needed and are available. Manage some or all aspects of such grants/loans as requested by the BRA.
 - Facilitate project specific public meetings, workshops, and focus groups.
 - Advise on appropriate considerations and details for TIF agreements, including appropriate values, timeframes, etc.
 - Provide outreach materials, including presentations, and online content, to support public awareness as needed.
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4. Proposal Requirements

Proposals should include the following components:

A. Firm Qualifications

- A description of the firm's experience and expertise in brownfield redevelopment, including relevant projects completed in similar communities or settings.
- A list of key personnel to be assigned to the project, including their qualifications, relevant experience, and roles in the project.
- A rate sheet for personnel and other related expenses related to the desired scope of work.
- Evidence of the firm's ability to meet deadlines and manage large, complex projects.

B. Approach and Methodology

- A detailed description of the firm’s approach for executing the scope of services listed above.
- A proposed timeline and work plan for completing each task within the Scope of Services.
- A description of any tools, technologies, or methodologies the firm will use to manage and execute the project.
- A strategy to effectively engage the community and stakeholders throughout the process.

C. Budget and Cost Proposal

- A detailed cost estimate and proposed milestone schedule, preferably in a Gantt Chart format, for the completion of scope items A broken down by task. The City desires completion of scope items A within one year of award of the services to the successful firm.
- A detailed cost estimate for the completion of scope items B on a project-by-project basis, over the following five years.
- An explanation of the proposed budget, including personnel rates, travel costs, and other direct expenses.
- A payment schedule tied to project milestones and deliverables.
- The cost to extend both the long and short-term work over a minimum three year period..
- Proposals should separate costs for City-specific work and Project/Developer-specific work .

D. References

- Provide at least three (3) references from clients with similar projects, including contact information and a brief description of the work completed.

5. Selection Criteria

Proposals will be evaluated based on the following criteria:

- **Relevant Experience and Qualifications:** Demonstrated experience in brownfield redevelopment and successful completion of similar projects.
- **Approach and Methodology:** A clear, detailed plan for delivering the scope of services, including a timeline and proposed strategies for stakeholder engagement.
- **Cost and Value:** Reasonableness and competitiveness of the proposed budget in relation to the work to be performed.
- **References:** Positive feedback from previous clients and successful project outcomes.

6. Submission Instructions

- Sealed proposals are due at the St. Joseph City Clerk's Office no later than 1:00 pm May 9, 2025.
- Proposals may be mailed or delivered to the City of St. Joseph City Clerk, 700 Broad Street, St. Joseph, Michigan 49085. Sealed envelopes should be plainly marked:

Attention: City Clerk
Re: Brownfield Redevelopment Authority Services
700 Broad Street
St. Joseph, MI 49085

- It is the sole responsibility of the Proposer to see that its proposal is received within the required time period. The City is not responsible for any errors or irregularities with the delivery method utilized for submittal of the Proposal. Any proposals received after the closing date and time will be returned unopened. Late submissions will not be considered.

7. Questions (Point of Contact)

Any questions regarding this RFP should be directed to Kelly Ewalt at kewalt@sjcity.com by April 30, 2025. Answers to submitted questions will be posted by May 2, 2025.

8. Addenda

In the event it becomes necessary to modify any part of this Request for Proposal, addenda will be issued to all parties who received the original RFP.

9. Opening of Proposals

Proposals will be opened publicly at 3:00 pm May 9th, 2025 in the City Hall Commission Chambers, 700 Broad Street, St. Joseph, Michigan.

The City intends to interview at least three bidders the week of May 12, 2025. Bidders should ensure availability during this timeframe.

10. Evaluation of Proposals

It is the intent of the City to evaluate all proposals quickly and be prepared to recommend an award at the May 28, 2025 City Commission meeting.

11. Terms and Conditions

- **Terms of Engagement** The City is seeking a one-year contract for City-specific assistance and a 1-year contract for Project-Specific assistance with the up to 3 additional of one-year extensions.

- The City of St. Joseph reserves the right to reject any and all proposals and to negotiate terms with the selected firm, in any manner necessary, deemed to be in its best interest.
- The contract will be awarded to the firm whose proposal is determined to be the most advantageous to the City based on the evaluation criteria outlined above.
- The City is not responsible for any costs incurred by firms in the preparation or submission of proposals.
- All work performed must comply with applicable local, state, and federal laws and regulations.
- Any Bidder may withdraw its proposal in person, by facsimile or by letter any time prior to the scheduled closing time for receipt of proposals.
- Each proposal shall be considered binding and in effect for a period of Sixty (60) days after the closing date.

12. Award of Contract / Acceptance of Proposal (Contract Terms and Conditions)

The successful bidder must procure and maintain the following insurance with carriers acceptable to the City and admitted to do business in the State of Michigan, and provide proof of the same to the City:

- **Worker’s Compensation Insurance**, including employers’ Liability coverage, in accordance with Michigan law.
- **Commercial General Liability Insurance** on an “Occurrence Basis” with limits of liability not less than \$1,000,000 per occurrence and aggregate. Coverage shall include the following extensions: A). contractual liability, B) Broad form general liability extensions or equivalent.
- **Motor Vehicle Liability Insurance**, including Michigan No-Fault coverage, with limits not less than \$1,000,000 per occurrence combined single limit for bodily injury and property damage. Coverage shall include all owned vehicles, non-owned vehicles, and hired vehicles.

The Commercial General Liability Insurances shall include an endorsement naming as an additional insured the City of St. Joseph, all elected and appointed officials, employees, volunteers, boards, commissions, and/or authorities and boards, including members, employees and volunteers thereof. Bidder’s insurance shall be primary and any other insurance City may have in effect shall be considered secondary and/or excess. Coverage shall be maintained throughout the term of the agreement. The stated insurance requirements shall not be interpreted to limit the successful bidder’s liability.

All insurance shall include an endorsement that contains a thirty (30) day advance written notice of cancellation to the City Manager, City of St. Joseph, Michigan, 700 Broad Street, St. Joseph, Michigan 49085.

- **Nondiscrimination**

The successful bidder shall not discriminate in its provision of accommodations or services, nor against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or

privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, sexual orientation, gender identity, height, weight, marital status, or because of a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Breach of this covenant may be regarded as a material breach of the agreement.

- **Payment Terms**

The City shall make payments to the successful bidder for actual services rendered within thirty (30) days following receipt of an acceptable invoice; or as otherwise mutually agreed.

We look forward to reviewing your proposal and appreciate your interest in supporting the City of St. Joseph's brownfield redevelopment efforts.