



Request for Proposals

**Brownfield
Redevelopment
Authority Services**

*City of Buchanan
302 N. Redbud Trail
Buchanan, Michigan
49107*

This Request for Proposal (“RFP”) is to provide interested firms with sufficient information to submit proposals for consideration by the City of Buchanan (“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.cityofbuchanan.com or mailed by contacting Community Development Director Richard Murphy at 269.695.3844 ext.19 or rmurphy@cityofbuchanan.com

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

CLOSING DATE AND TIME: **July 15, 2025 by 12:00 PM**

1. Introduction

The City of Buchanan, 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 Buchanan.

2. Background

The City of Buchanan, with a population of approximately 4,500, is located in Southwestern Michigan along the St. Joseph River. We are part of a “small town” chain stretching from the state line along the beautiful shoreline of Lake Michigan and the St. Joseph River. Close proximity to major metropolitan areas such as Chicago, Milwaukee, Indianapolis, and Detroit, makes Buchanan a tourist destination for visitors throughout the Midwest. Buchanan has a strong brand that evokes Pure Michigan, including small town charm, historic architecture, high quality of life, excellent schools, and high-quality natural resources. Buchanan is regionally located near many major employers, making it a wonderful place to live year-round.

Buchanan was the global headquarters of Clark Equipment Company from 1904 - 1985, a fortune 100 company that manufactured steel axels and other significant worldwide innovations including the invention of the forklift. Clark employed over 5,000 people at the height of its production and held several defense contracts during World War II. The Clark legacy is vast in Buchanan, where many of its historic art deco buildings have been redeveloped and reused and several multi-acre brownfields are now targeted for redevelopment of mixed-use development and housing. Buchanan's rich industrial history has an impressive portfolio as Electro-Voice and FS Carbon were also headquartered here for much of the 20th Century offering opportunities for redevelopment of buildings and parcels at these former operations.

Buchanan is currently amidst a significant economic comeback in part by the robust community engagement project in 2021 in collaboration with Andrews University Urban Design Studio that produced, the nationally awarding winning, *A Vision for Buchanan*.

<https://www.nicestplacetowalk.com/publication>

A Vision for Buchanan reimagines redevelopment possibilities in Buchanan and the recent successful implementations of many of its recommendations have engaged the regional redevelopment market who is looking at Buchanan the next best opportunity in Southwest Michigan.

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

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.

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

- **Project Understanding and Regulatory Strategy:** Describe your understanding of the Brownfield Redevelopment Act (Act 381) and how it applies to municipal redevelopment projects. Outline your approach for navigating local, state, and federal regulatory requirements, including interaction with the Michigan Department of Environment, Great Lakes, and Energy (EGLE) and the Michigan Economic Development Corporation (MEDC).
- **Project Execution:** A detailed description of the firm's approach for executing the scope of services listed above.
- **Site Evaluation and Brownfield Plan Development:** Detail your methodology for conducting site assessments, evaluating eligibility, and preparing Brownfield Plans and Act 381 Work Plans, including cost estimation, eligible activity identification, and tax increment financing (TIF) projections.
- **Stakeholder Coordination and Public Engagement:** Explain your approach to coordinating with property owners, developers, local officials, and the public. Include your strategy for ensuring clear communication, consensus-building, and addressing community concerns related to the project.
- **Project Management and Timeline Control:** Provide your proposed project management structure, communication protocols, and strategies for staying on schedule and within budget. Discuss your experience with successfully delivering similar projects, including adaptive approaches to unexpected site or regulatory challenges.

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

References are requested from similar communities where proposer has completed similar scopes of work. References will not be part of scored selection criteria but will be used to verify qualifications and performance after the review process is complete.

5. Selection Criteria

Proposals will be evaluated based on the following criteria with weighted percentages:

- **Relevant Experience and Qualifications:** Demonstrated experience in brownfield redevelopment and successful completion of similar projects. 20%
 - **Cost and Value:** Reasonableness and competitiveness of the proposed budget in relation to the work to be performed. 50%
 - **Approach and Methodology:** A clear, detailed plan for delivering the scope of services, including a timeline and proposed strategies for stakeholder engagement. 30%
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6. Submission Instructions

- Sealed proposals are due at Buchanan City Clerk on **July 15, 2025 by 12:00 PM**
- Proposals may be mailed, or delivered to Buchanan City Clerk's Office, 302 Red Bud

Trail, Buchanan, Michigan, 49107.

- Sealed envelopes should be plainly marked:

City of Buchanan

Attention: City Clerk

Re: **Brownfield Redevelopment Authority Services**

302 Redbud Trail

Buchanan, Michigan 49107

clerk@citybuchanan.com

- 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 submitting 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 Community Development Director Richard Murphy at rmurphy@cityofbuchanan.com

- All questions from potential proposers must be submitted by **July 1, 2025**.
- The City will provide written responses to all known proposers no later than **July 8, 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.

To receive updates, addenda, and answers to submitted questions, interested parties must register as a prospective bidder by emailing rmurphy@cityofbuchanan.com with their intent to submit.

9. Opening of Proposals

Proposals will be opened publicly on **July 15, 2025 at 12:30 PM** in the Buchanan City Hall Commission Chambers, 302 Redbud Trail, Buchanan, Michigan.

If necessary, the City may choose to interview applicants before making a final selection. Interviews, if conducted, will occur during the week of **July 28, 2025**.

10. Evaluation of Proposals

It is the intent of the City to evaluate all proposals quickly and be prepared to recommend an award at a Buchanan City Commission meeting to be determined.

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 Buchanan 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, via email or 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.
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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.

- **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 Buchanan's brownfield redevelopment efforts.

