

## NORTHFIELD TOWNSHIP REQUEST FOR PROPOSALS FOR A QUALIFIED DEVELOPMENT PARTNER FOR THE NORTH VILLAGE SITE AND PARK PROPERTY IN DOWNTOWN WHITMORE LAKE, NORTHFIELD TOWNSHIP – Revised May 1, 2018

### Invitation

Northfield Township, Michigan (Township) issues this “REQUEST FOR PROPOSALS FOR A QUALIFIED DEVELOPMENT PARTNER FOR THE NORTH VILLAGE SITE AND PARK PROPERTY IN DOWNTOWN WHITMORE LAKE, NORTHFIELD TOWNSHIP” packet for the Township-owned North Village redevelopment site and park property. The North Village site consists of approximately 23 acres. Based on the Township’s preferred development concept for the site the proposed allocation for future public uses is approximately 68% and private uses is approximately 32%, as follows:

Proposed Public Uses	Approximate Acreage	Percent of Site
Town Green and Beach	1.5	7%
Central Lawn, Community Garden, Band Shell	8.25	36%
Trail	2.75	12%
Public Parking	3.25	14%
<i>Subtotal</i>	<i>15.75</i>	<i>68%</i>
Proposed Private Uses	Approximate Acreage	Percent of Site
Mixed Use Buildings w/ Parking	2.0	9%
Townhomes w/ Parking	1.25	5%
Loft Buildings w/ Parking	4	17%
<i>Subtotal</i>	<i>7.25</i>	<i>32%</i>
<b>Total</b>	<b>23 Acres</b>	<b>100%</b>

The site is located next to the Post Office in Northfield Township and within the boundaries of the Township’s Downtown Development Authority. This project and corresponding development is intended to complement the surrounding neighborhoods, historic architecture, and traditional character of Downtown Whitmore Lake, Northfield Township while also addressing public amenities, lake views and natural features, desirable connections to Downtown, parking, site access, and community vitality.

The Township has planned the uses at North Village site to be complementary to Downtown Whitmore Lake, Northfield Township and envisions mixed-use buildings with restaurants, retail, and second floor residential along Main Street. Those responding to this Request for Proposals (“Respondents”) are encouraged to be creative in achieving the goals outlined later in this document. Successful responses will reflect an innovative approach to the development of the site and structure(s), will be submitted by a qualified Respondent with qualified team members and will adequately implement the goals outlined in this application packet.

### Attachments:

The following documents are available to provide planning guidance to respondents to this RFP:

- North Village Master Plan, March 2017.
- Downtown Strategic Action Plan and Design Framework, September 2017.
- 2012 Master Plan, Northfield Township, Michigan. Revised July 2014.
- Downtown Whitmore Lake Strategic Action Plan and North Village Plan FAQ.
- Northfield Township Zoning Ordinance.
  - [https://library.municode.com/mi/northfield\\_township\\_\(washtenaw\\_co.\)/codes/code\\_of\\_ordinances?nodeId=COOR\\_CH36ZO](https://library.municode.com/mi/northfield_township_(washtenaw_co.)/codes/code_of_ordinances?nodeId=COOR_CH36ZO)

## Introduction

Northfield Township is seeking development proposals from qualified Respondents to purchase Township-owned property and commit to develop all or a portion of a 23-acre mixed-use North Village. It is expected that the response to this application packet will serve as the initial project business plan and as a basis for the Township's negotiations with one or more Respondents. As such, it is in the best interests of all parties to be as clear as possible in all areas for which information has been requested.

It is the Township's objective to have a high-quality, cost-effective project delivered as soon as possible with as little risk as possible borne by the Township. While this seems obvious, the Project Team is wholly committed to the success of this project and recognizes that there may be areas in which both parties are asked to participate.

Selected Respondents may be identified, in the sole discretion of the Township, at the culmination of a selection process set forth more fully below.

Selected Respondents will also be capable of obtaining any necessary financing for purchase of the land from the Township (if feasible) in a timely manner.

## Notices / Disclaimers

While every reasonable effort has been made to ensure the accuracy of all information included in this packet describing requirements for the development proposal, or which will be provided to the applicant, the Township makes no representation, warranty or guarantee as to the completeness and/or accuracy of information provided. All information provided by the Township is made available for the sole convenience of the Respondents. Each Respondent shall rely upon its own inspection, investigation and analysis of the site and resources available, and/or deemed necessary or prudent in the evaluation of the site and corresponding proposal. Additionally, to be considered for evaluation, Respondents are required to comply with all of the requirements set forth below:

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- Potential Respondents are required to submit an executed copy of the Letter of Interest provided in Attachment A to this document.
- This application packet is not a legally binding document, but merely an invitation to the development community to submit proposals based on the guidelines and terms provided in this packet. The Township shall not be under any obligation to any party unless and until the Township and any Respondent that may be selected enter into a legally binding Development Agreement, approved and executed by the Township subsequent to all required approvals by the Township Board of Trustees.
- In no event shall the Township be responsible for any cost, expenses, or any other type of expenditure incurred by or on behalf of any Respondent in connection with this application packet or a Respondent's investigation of the project or the negotiation of a Development Agreement, regardless whether such Development Agreement is executed. The Respondent shall be solely and wholly responsible for all such costs, expenses and fees.
- The Township will make every effort, but provides no guarantee, to provide notice of amendments or modifications to this application packet to all Respondents. In the event that such notice is not provided, or not received, no additional rights shall be granted to any Respondent regarding the project.
- The Township may request additional information from any and/or all of the interested Respondents and each Respondent agrees to submit such requested items in a timely fashion. The Township may seek additional information, and engage in negotiations, with one or more Respondents.
- If a proposal or part of a proposal contains a misrepresentation of any information, whether by omission or directly, either willful or inadvertent, it may be cause for immediate elimination of the Respondent from further consideration.
- No fees or commission will be paid by the Township to parties acting as agents, brokers, consultants or contractors as part of this transaction.
- All proposals and supplemental materials shall become the property of the Township after submission. The Township shall retain the right to share concepts and terms submitted by one Respondent with other Respondents.
- After submission, no proposals or supplemental materials will be returned.
- No news or press releases regarding this project and the selection of a development proposal by the Township shall be released to the general public by the Respondent without the express written consent of the Township prior to the execution of a Development Agreement by all parties. Any violation of this guideline may result in the Township rejecting any and all Development Agreements proposed by the Respondent and canceling its selection of that Respondent.
- The Township encourages the utilization of qualified local businesses and workers where reasonably feasible.
- THE TOWNSHIP RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL PROPOSALS, AND/OR ANY OR ALL PROPOSED DEVELOPMENT AGREEMENTS SUBSEQUENT TO SELECTION OF A RESPONDENT, IN PART OR WHOLE, AND TO WAIVE INFORMALITIES AND MINOR IRREGULARITIES IN PROPOSALS RECEIVED.

## Background

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Northfield Township is located in northeastern Washtenaw County, approximately 1.5 miles north of the City of Ann Arbor, 47 miles west of Detroit, and covers about 36 square miles in area. Northfield Township is bordered by Salem Township to the east, Ann Arbor Township to the south, Webster Township to the west, and Green Oak Township in Livingston County to the north.

Washtenaw County is the sixth largest county in the State of Michigan. It is located in the west area of the Southeast Michigan Council of Governments (SEMCOG) region. SEMCOG is the regional planning agency that conducts planning studies and maintains a comprehensive database of information about the following seven counties: St. Clair, Macomb, Oakland, Livingston, Washtenaw, Wayne, and Monroe.

A number of existing and anticipated circumstances will affect Northfield Township's future. The Township is home to downtown Whitmore Lake, a beautiful all seasons lake as well as other lakes, farms, woodlands and exceptional school districts. These factors, together with the attraction of the Ann Arbor area as a place to live and work is expected to provide development opportunities in Northfield Township for many years to come.

The Township has responded to these opportunities in a variety of ways including a continued commitment to community planning goals and policies geared to preserving important natural features, while planning for growth in those areas most suitable for development.

## Project History

In the summer of 2015, the Northfield Township Board of Trustees identified the need to create a comprehensive strategy for the revitalization of Downtown Whitmore Lake, Northfield Township. To lead the effort, the Board authorized the creation of the Downtown Planning Group (DPG) on October 13, 2015 by a unanimous vote. Community volunteers representing many different interests and skills were recruited to serve on the DPG. The DPG spent several months exploring what makes for thriving downtowns and researching the unique opportunities presented by Northfield Township's proximity to the water.

In September of 2016, Northfield Township realized a dream of the community for many years; a public park and access to Whitmore Lake. The Northfield Township Board of Trustees purchased 23 acres formerly referred to as the "Van Curler Property" - the vacant land next to the Whitmore Lake Post Office now known as North Village.

Since the 2015 formation of the DPG and the 2016 acquisition of the North Village Site, the Township has been actively planning for the revitalization of Downtown Whitmore Lake, Northfield Township:

- **October 2016 - March 2017 (North Village Master Plan):** The North Village Plan proposes a central lawn enhanced by a new community garden, band shell, and non-motorized paths. Residential owner-occupied Townhomes and loft buildings are proposed along the edges of the site and next to US 23. On the west side of Main Street, a community green would be surrounded by a modest number of residential units atop small retail shops or eateries. Across Main Street, a lakefront public access area with a small marina, fishing pier, and sand beach play area is envisioned.
- **April 2017 – present (Downtown Strategic Action Plan and Design Framework)** The Plan outlines a community vision, strategies, and a design framework for Downtown Whitmore Lake, Northfield Township.

Northfield Township hopes to bring together the community's ideas and take advantage of the exciting opportunity for private partnership to revitalize the Township's downtown starting with the redevelopment of the North Village site.

## Development Site

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### Site Overview

The North Village site is approximately 23 acres in area and is bounded by Main Street and Whitmore Lake on its east, Barker Road to the South, and US 23 to the north and west. The site is prominently located in Downtown Whitmore Lake, Northfield Township and is within walking distance to a number of restaurants, retail, recreation amenities, and residential areas. The site is also within close proximity to one of the County's largest employers, the University of Michigan (11.5 miles).

The zoning for the North Village site (Whitmore Lake North Village subdistrict) supports a unified vision for transforming the historic commercial core of the Whitmore Lake, Northfield Township community focused on mixed-use development, increased yet efficient land use intensity, and improved public amenities oriented as much to the needs of the pedestrian as to those of the automobile. The zoning provides prescriptive physical development regulations, with the intent to develop a master-planned, walkable environment that creates new opportunities for investment while protecting quality attributes of the existing area.

### Design Objectives

Throughout the North Village Master Plan process, several required and encouraged design objectives were identified by community members. The Township will accept proposals that meet all the provided design objectives or some (based on a phased approach). All proposals should at minimum address which of the design objectives are fully and/or partially addressed in the proposed development plan.

#### Required Design Objectives:

- A small public space / town green (10,000 s. f. or less) fronting the lake and Main Street and framed by retail or mixed use buildings.

- A two to three story mixed use building (foot print of 10,000 to 15, 000 s. f.) fronting on Main Street with site access to a public parking area on the southeast access point north of the Barker Road intersection.

### **Strongly Recommended Design Objectives:**

- A public stage / amphitheater on the north end of the site facing US 23 and sited to complement views of the lake.
- A central passive recreation area / field, corresponding to the existing glen with a pavilion structure and restroom.
- The circulation system should be restricted to the perimeters of the central open space and provide site access to Barker Road on the south, Main Street in two locations on the east and Main Street on the north through the existing US 23 exit ramp.
- The four established woodland clusters shall be substantially preserved in the locating of site features and amenities.
- A multimodal path on the western edge of the site tying into a circulation system that accesses the town green and central passive recreation area.
- The multimodal path should connect to the planned path on the south side of Barker, the athletic fields, and potentially follow the rail right-of-way under US 23.
- The passive recreation area should be usable for special event parking.

### **Encouraged Design Objectives:**

- Housing, of up to four stories, is encouraged to fill gaps between woodlands on the west edge of the site adjacent to US 23 to help create a sound barrier.
- If additional housing is incorporated it should be of a character compatible with nearby single family homes with front porches, pitched roofs, and limited to 2.5 stories in height.
- A new sand beach stabilized by design with dock, fishing, and swimming area to accommodate public access to the waterfront.
- A community garden and farmers market event spaces should be integrated into the site design.

### [Site Vision](#)

Sample renderings and a site plan has been developed (Figures 1, 2 and 3) to provide a general vision for the type of development that is desired by the Township and community members. These images are for illustrative purposes only. The Township is open to alternative approaches.

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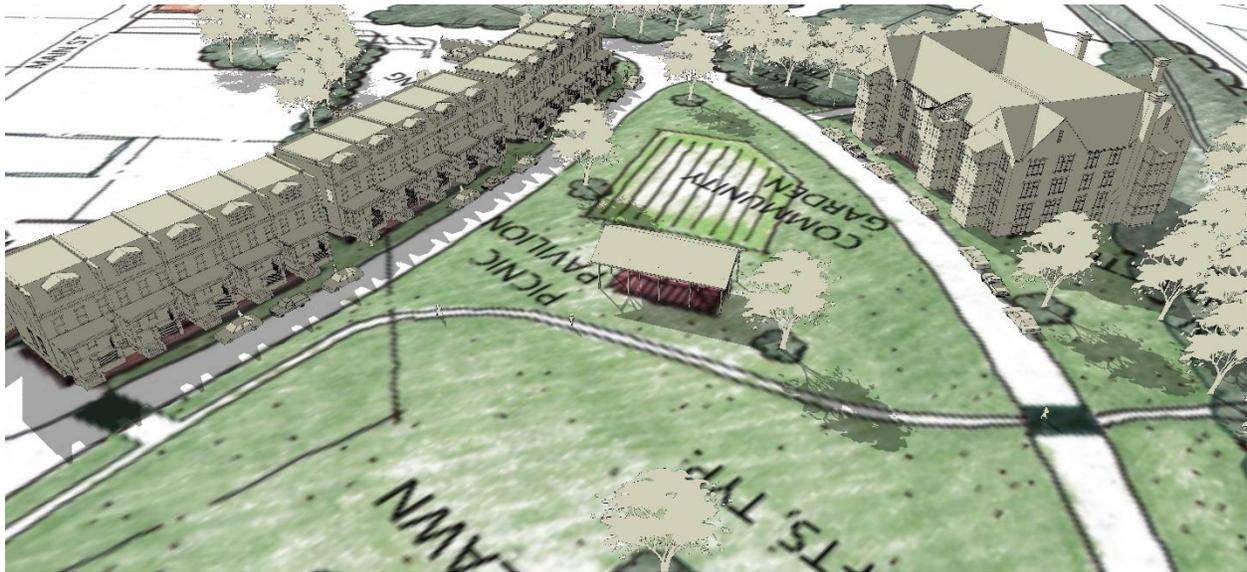


Figure 1: Central Lawn Rendering with Pavilion



Figure 2: Town Green Rendering with Lake View

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Figure 3: Park with Mixed Use - Moderate Development Intensity

### Phasing

In an effort to encourage development of the property and expedite the construction, the Township has developed a Phasing Plan and Map with associated cost estimates (described in detail in the attached North Village Master Plan). ***The Township will accept proposals that address multiple phases, a select phase, part of a phase, or specific buildings. The Township will also accept proposals for alternate phasing plans that consider construction management or financing concerns.*** For each phase of the proposed development, the developer must indicate which of the following features or alternative features are addressed:

- **Phase I.** Included in Phase I are all the public features to create North Village, including the recreation amenities, roadways and associated utilities for all three phases:
  - Sewer / Utilities
  - Roads / Circulation / Street Parking
  - Parking Areas with Landscaping
  - Central Lawn - Grading / Seeding / Planting
  - Central Lawn - Pathways
  - Central Lawn - Market Roadway
  - Central Lawn - Market Roadway Bollards
  - Central Lawn - Bandshell
  - Central Lawn - Pavilion / Restrooms
  - Green - Grading / Seeding / Planting
  - Green - Sidewalks
  - Green - Flagpole / Sculpture
  - Marina - Docks
  - Marina - Beach / Sand System
  - Mixed Use Buildings - Main Street
  - Mixed Use Buildings - On Green
  - Connecting Trail System
- **Phase II.** The first of the residential units and associated parking are included in Phase II.
  - Rowhouses
  - Loft Buildings
  - Parking Areas with Landscaping
  - Parking Areas with Preserved Trees
- **Phase III.** The remainder of the residential units and associated parking are included in Phase III.
  - Rowhouses
  - Loft Buildings
  - Parking Areas with Landscaping

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Figure 4: Phasing Plan: Park with Mixed Use – Moderate Development Intensity

## Selection Process and Criteria

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### Submission Requirements

Interested developers are encouraged to submit a proposal that complies with the requirements set forth in this application packet. Proposals should be submitted in a sealed envelope or other package that is clearly labeled "North Village Development Proposal." Those respondents that fail to submit all required information may be eliminated from consideration at the Township's sole discretion. Proposals shall include, at a minimum:

1. **Cover Letter.** Summarizing the proposal and signed by an authorized representative of the developer.
2. **Development Team.** Developer should provide a list of organizations and individuals that make up the development team.
  - a. Master Developer – Project Manager
    - i. Resumes of project manager, senior executives and other key personnel.
    - ii. Major projects currently under development.
    - iii. Pending projects awaiting approval.
    - iv. Description of any in-house areas of expertise.
    - v. Minimum of three references from staff or elected officials in communities or public school districts with completed or ongoing projects.
    - vi. How developer will organize / manage team to complete project.
  - b. Proposed Design Firm(s)
    - i. Resumes of key personnel.
    - ii. Examples of work in writing and graphically.
    - iii. Examples of work in context of established urban or suburban commercial districts (i.e. not greenfield development).
  - c. Proposed Legal Team Members
    - i. Prospective role in project.
    - ii. Resumes of key personnel.
    - iii. Examples of involvement in similar projects, including role in project.
3. **Respondent's Record of Similar Project Accomplishments.** List and description of similar buildings and projects. For each project, provide:
  - a. Age of project.
  - b. Location.
  - c. Developer's role.
  - d. Project cost.
  - e. Contact information for reference.
  - f. Project architect, engineer and current owner / lessee.
4. **Respondent Proposed Concept Plan.** Describe program proposed for development of North Village. The description should, at a minimum, include the following:
  - a. Land use program:
    - i. Proposed public uses.
    - ii. Proposed ownership and maintenance agreement for public uses.

- iii. Proposed development mode (Planned Unit Development, Site Condominium, Land Split).
  - iv. Proposed phasing plan.
  - b. Conceptual site plan:
    - i. Site planning program, including under-ground infrastructure elements.
    - ii. Landscaping program.
    - iii. Right-of-way program.
    - iv. Conceptual architectural elevations that demonstrate understanding of project design goals.
    - v. Any proposed phasing plans or approaches.
  - c. Cost of project:
    - i. Purchase price for the property for consideration by the Township.
    - ii. Copies of economic modeling such as financial projections, pro-forma income / expense schedule. Include detailed assumptions utilized in creating pro-forma.
    - iii. List all public financial resources and/or programs that are assumed to be critical to successfully financing this project.
    - iv. Estimated hard and soft costs.
  - d. Proposed project investment:
    - i. Estimated taxable value
      - 1. Include projected schedule of investment by year.
      - 2. Include guaranteed amount and schedule of taxable value, if any.
    - ii. Estimated jobs created, if any.
  - e. List of additional financial resources anticipated for use.
  - f. Estimated schedule:
    - i. Anticipated final site plan / engineering development.
    - ii. Anticipated submission and approval of necessary permits.
    - iii. Anticipated schedule of construction.
  - g. Respondent should list and describe the commitments it is willing to make to initiate the project, including:
    - i. The amount, nature and status of short- and long-term financing contemplated.
    - ii. Institutions expected to provide financing and statement by those institutions expressing such interest.
    - iii. The anticipated source of equity funding anticipated for the project.
    - iv. Detailed source and use plan, including contingency budget.
- 5. Other Required Information.**
- a. Development proposals shall be accompanied by all reports, investigations, correspondence and/or written documentation prepared by the applicant or third parties utilized in the preparation and submission of proposal. This information may be used by the Township in any manner.

- b. If the proposal does not comply with any measurable requirement of this application packet, the proposal shall clearly highlight the deviation and include the rationale.

### Evaluation Criteria

All responses to this request in proper form will be evaluated by the Project Team. Evaluation of proposals will consider the following criteria, among others:

- Demonstrated development experience by the applicant in completing mixed-use projects and/or projects of a similar nature to that which is proposed.
- Compatibility and appropriateness of the proposed project scope and design in relation to the Township's stated goals.
- Experience in developing projects with creative and innovative approaches.
- Experience of principals and team members. Changes in key personnel prior to the execution of the Development Agreement may result in termination of any negotiations with a prospective developer and the Township.
- Evidence of financial capability and ability to finance project. Examples of similar project financing experience strongly encouraged.
- Demonstrated ability to deliver high quality projects on an established timeline.
- Demonstrated ability to enter into a public / private partnership.
- References – include up to three public agency references from communities or school districts where developer has successfully completed projects.
- Any other criteria deemed important by the Township as important to evaluation of proposals, in its sole discretion.

### Selection Process

The Township may appoint a selection committee to carefully review all proposals and may schedule various sessions (i.e. interviews, project visits, etc.) with qualified Respondents. This selection committee may include representatives of the Township Board of Trustees, Administration, DDA, or any other persons deemed appropriate in the sole discretion of the Board of Trustees. The selection committee may recommend one or more Respondents to the Township Board, or decline to recommend any Respondents. The Township Board of Trustees will make final selection of one or more Respondents or no Respondent.

### Proposed Schedule

Northfield Township and its partners will review and evaluate all responses to this RFP. Staff may seek additional information upon receipt of a development proposal.

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

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- Pre-proposal meeting: February 21, 2018. 2PM Northfield Township Hall, 8350 Main St., Whitmore Lake, MI
- Deadline for written questions, notice of intent to respond, and requests for additional information: March 21, 2018, 4:00 P.M.
  - By Email: Steve Aynes, Township Manager: [ayness@Northfieldmi.gov](mailto:ayness@Northfieldmi.gov)
  - By Mail:  
Steve Aynes  
Township Manager  
Northfield Township  
8350 Main St. Whitmore Lake, Michigan 48189
- Answers to questions received will be posted on the Township website and distributed via email on March 28, 2018.
- Proposals Submitted: June 20, 2018, 4:00 P.M.
- Steering Committee Evaluation Period: June 20, 2018 to July 18, 2018.
- Board Evaluation Period and Selection of Development Proposals: Through August 2018.

The Township may revise this schedule, which is provided solely as an estimate. Schedule updates will be posted to the Township website and distributed to respondents that attend the pre-proposal meeting, or submit questions or a notice of intent to respond.

## Additional Information

For proposal submission:

- Respondents shall submit 10 copies of the complete proposal package in addition to an electronic version of the proposal package (to the extent feasible) on CD.

Submit to:

Steve Aynes  
Township Manager  
Northfield Township  
8350 Main St.  
Whitmore Lake, Michigan 48189

## Anonymous Feedback

The Township will accept anonymous feedback regarding the Request for Proposal.

Submit to:

Steve Aynes  
[ayness@Northfieldmi.gov](mailto:ayness@Northfieldmi.gov)  
Township Manager  
Northfield Township  
8350 Main St.  
Whitmore Lake, Michigan 48189