

CITY OF ROMULUS

RFP 18/19-27 Request for Proposals - Downtown Development Authority - Development Partner for Site Description & Vision

The City of Romulus, Michigan, Downtown Development Authority (DDA) is seeking proposals from qualified developers for the development of residential housing on three, City-owned parcels of land near historic downtown Romulus. This request for proposals is issued by the City of Romulus DDA to choose an experienced and accomplished development partner to serve as Master Developer.

- (1) Qualified individuals and developers wishing to submit a proposal ***must use the forms provided by the City***. Proposal forms and specifications may be obtained from the MITN Purchasing Group Page of BidNet Direct at <http://www.mitn.info/>. Copies of documents obtained from any other source are not considered official copies. Proposals may be rejected unless made on the forms included with the bidding documents.
- (2) Any and all questions regarding the request for proposal documents, the project scope or the required submittals must be emailed to Purchasing@romulusgov.com and received no later than 12:00 P.M. local time, Tuesday, March 26, 2019.
- (3) Clarifications, modifications, or amendments may be made to this solicitation at the discretion of the City. Any and all addenda issued by the City will be posted on the MITN system. All interested parties are instructed to view the MITN website regularly for any issued addenda. It is the responsibility of the bidder to obtain all issued addenda and acknowledge receipt of said addenda by including a printed copy of each addendum as part of the required documents for this solicitation and to list the addendum and sign and date the "Acknowledgment of Receipt Addenda Form" supplied in the RFP documents.
- (4) The City reserves the right to postpone the opening without notification and also reserves the right to reject all proposals and to waive any minor informality or irregularity in proposals received.
- (5) A total of six (6) copies (One original and five marked "Copy") and 1 electronic copy in "PDF" form of the documents of the proposal must be submitted together in a sealed envelope or package and returned to the City Clerk's Office no later than 2:30 P.M., Tuesday, April 2, 2019. The original proposal may be clipped but should not be stapled or bound. Copies may be stapled or bound. The original and copies should be identical, excluding the obvious difference in labeling.
- (6) At approximately 2:45 p.m. local time following the deadline for submitting bids, receipt of all timely received proposals shall be acknowledged publicly and a cursory review of submittals shall be made for form and content.
- (7) The City and the DDA reserve the right to reject as non-responsive any proposals which are not organized and formatted as described in this RFP.
- (8) The DDA, during the course of the evaluation process, may request additional written information to supplement and clarify the information provided in this response.
- (9) The DDA, at the discretion of the proposal Evaluation Committee, may conduct interviews with some or all of the Developer's that submitted proposals for consideration.
- (10) Contracts may ultimately be awarded to the most responsive and responsible company, as determined in the sole discretion of the City of Romulus DDA or otherwise in a manner deemed by the DDA to be in its own best interest.
- (11) The City reserves the right to postpone the opening without notification and also reserves the right to reject all proposals and to waive any minor informality or irregularity in proposals received. Ultimately, a contract may be awarded to the most responsive and responsible company, as determined in the sole discretion of the City of Romulus Downtown Development Authority or otherwise in a manner deemed by the DDA to be in its own best interest.
- (12) For additional information contact Lynn A, Conway, City of Romulus, Purchasing Director, by calling (734) 955-4568 or by emailing purchasing@romulusgov.com.
- (13) The City of Romulus strictly prohibits the reproduction or publishing of any published document or solicitation without the express written consent of the City of Romulus. Unauthorized posting of any notice of these documents or reference to said documents or solicitations is strictly prohibited.