

# Request for Proposals

City of Roosevelt Park, Michigan  
1367 W. Sherman Redevelopment Project



**Publication Date: January 16, 2023**

**Submittal Due Date: 12:00 pm (noon) on April 15, 2026**

**All Sealed Submittals to:  
City of Roosevelt Park  
C/O Ann Wisniewski, City Clerk  
900 Oak Ridge Road, Roosevelt Park, MI 49441**

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## **INTRODUCTION**

The City of Roosevelt Park is seeking developers with experience and capability building and implementing high quality commercial and industrial projects. The City's objective is to negotiate and enter into an agreement with the selected developer to construct an eligible active reuse at the subject property. The ideal proposal will include commercial uses that activate the redevelopment area in a manner consistent with the zoning and uses in the community. Uses such as commercial storage, light industrial, commercial office, and mid-size retail are all currently approved uses. Other proposed uses are encouraged but may face additional zoning or state/federal requirements outside of current zoning allowance.

The objective of this RFP is to determine the level of interest and number of qualified developers for the concept identified above. Responses to this RFP should provide general ideas and strategies for the development of the site including resumes and relevant qualifications for the development team. The City will review qualification packages to select experienced and qualified developers to advance to the final selection process which may include a more detailed proposal leading to the selection of a preferred developer, and the eventual disposition of the development site through sale or lease under mutually beneficial financial terms. The City will look favorably on respondents that possess the capacity and interest to carry their development from concept to implementation, including design/build capability, aesthetically pleasing design concepts, access to capital, and management strategy.

The City of Roosevelt Park has a longstanding track record of stability and favorable conditions for business development. The selected development team will successfully demonstrate how their concept will bring new and valuable offerings to this environment and what benefit their development will bring to the further growth of the community. The City will favorably review developments which satisfy the listed areas of interest, which are described in detail in the following section.

Depending on the number and quality of responses received, the City reserves the right to request additional information from some or all respondents, or to issue additional requests to advance the review process. This process does not obligate the City of Roosevelt Park or any of its agents, assigns, or employees to select or negotiate with any development team or to accept offers which the City, in its sole judgment, determines not to be in the best interest of the City and its residents. Thank you for your interest in this development opportunity.

## **II. OVERVIEW OF DEVELOPMENT OPPORTUNITY**

### **Site Description**

This roughly 7-acre site is located near the southeast corner of Sherman Boulevard and Glenside Boulevard in Roosevelt Park Michigan. As of the summer of 2022, the City of Roosevelt Park has taken possession of the site, with the intention of leading a process to redevelop it in a beneficial manner for the community. Over the last three years, the City has partnered with the Muskegon County Land Bank and Michigan Land Bank to execute a grant financed demolition and site preparation project which culminated in the removal of the previously existing 82,000 sq/ft industrial warehouse that occupied the northern half of the property. Currently, the entire site is lightly wooded with sporadic hardwoods and overgrowth while a grass and prairie regrowth remain within the previous structure footprint.

## **B. Zoning & Development Standards**

The development site is currently zoned light industrial, and the City would prefer proposals that feature a Planned Unit Development concept or fulfills current zoning ordinance requirements.

The following are generally appropriate form elements in this district:

- Light Manufacturing
- Shipping and Logistics
- Warehousing
- Commercial Storage Units
- Large Scale Boat/RV/Third Stall Condos
- Medium Density Retail
- Planned Unit Development Proposal (contract zoning) to meet other community needs.

A link to the full City of Roosevelt Park Zoning Ordinance is below:

[https://rooseveltpark.org/wp-content/uploads/a\\_full-ord.pdf](https://rooseveltpark.org/wp-content/uploads/a_full-ord.pdf)

## **C. Redevelopment Objectives**

This RFP seeks and favors a creative developer of urban commercial and housing projects to construct a development that meets the following goals and objectives. The City's desired development of the site focuses on blight elimination and productive reuse that will benefit the greater goal of rehabilitating the Glenside corridor:

- Submission of a development plan featuring productive reuse of the site incorporating allowable uses or strong PUD operations.
- Creation of new taxable value and jobs for the community.
- Development that interacts well with surrounding uses and can highlight or incorporate the recent Glenside Boulevard Streetscape developments into the proposed development.

## **III. DESIRED DEVELOPER QUALIFICATIONS**

The City is seeking responses from developers who are interested in undertaking the development concept described in this RFP. In this context, the terms "Developer" and "Developer Qualifications" apply to the development entity itself and the proposer's professional team assembled to execute and manage the project. It is the City's expectation that the site be repurposed and developed into a sustainable and viable commercial operation. Although the City reserves the right to select a development group with less experience, or non-traditional experience, the City is seeking a developer and supporting professional team that possesses a strong combination of the following qualifications and experience:

- Experience building, developing, and managing medium scale commercial projects in small urban communities similar to this.
- Experience in the demolition and remediation of vacant properties.
- Experience working with municipal government in business, community events, or other public/private collaborative ventures.
- Clearly defined qualifications regarding the design and buildout of unique commercial spaces, particularly in the storage, logistics, warehousing, or industrial sectors.

#### **IV. SUBMISSION FORMAT AND CONTENTS**

Submittals must include one (1) original of the response, two (2) unbound hard copies and one (1) electronic copy (PDF) of the response loaded on a **thumb drive/external hard drive** that is located in the sealed proposal. Every effort should be made to make proposals as concise as possible. Submissions must address the following sections in order to be considered complete and ensure consideration. Proposal package shall be in a sealed envelope/package and be clearly labelled with RFP title of “**1367 W. Sherman Redevelopment Project Proposal.**”

##### **Section I – Qualifications and Experience - Cover Letter**

RFP responses should include a cover letter providing an introduction to the company and resumes of the respondents’ professional team and the firm’s areas of expertise. The letter should clearly show how the development team meets the minimum qualifications as outlined in SECTION III of the RFP.

##### **Section II – Proposed Development Vision and Program**

Responses should describe the overall vision and a recommended development program to bring the concept to fruition. This section should include introductory plans regarding design, scope, buildout, theme, and other relevant details related to the proposed development. This section should also illustrate the desired timeline requested by the developer to implement the project.

##### **Section III – Conceptual Financial Structure/ Financial Stability**

Provide a conceptual financial structure, including private sources of funding and a proposed structure for providing compensation for the City owned real estate (e.g., real property purchase, ground lease, other proposed site control agreement etc.). The City has significant flexibility with respect to disposition options and methods for compensation and as a result encourages and welcomes financial proposals which maximize the value of the resulting developments and their positive economic and long-term community impacts to the commercial corridor. Justification for the use of public fund contributions and proposed repayment mechanisms should be provided if public financing is included as part of the proposal if so desired. The future developer of this site may decide that they will need no additional local/state/federal assistance and thus could substantially enhance the development timeline.

Provide evidence of the developer’s financial capability to undertake the project. Evidence should cover the last (5) years. If the proposal is submitted by a partnership of two or more entities, provide evidence for each firm or individual that would be a part to the project. Suitable documentation includes items such as audited or reviewed financial statements, partnership or corporation tax returns, bank or financial institution commitment letters, or other verifiable information demonstrating financial stability necessary to support a project of this scope. Submission of this RFP provides consent to the City or its assigns to confirm the information provided in response to this question.

All respondents may be required to allow the City to inspect and examine their company operating information and statements during the selection process. Each firm shall submit its legal firm name or names, legal representation, and contact information. While only a portion of the evaluation criteria, consideration will be given on each proposal proposed property purchase price. Purchase price should be highlighted, however it will be directly correlated to overall investment, timeline of development, and other stated community benefits.

## **V. EVALUATION CRITERIA**

The City of Roosevelt Park supports the further creation of a vibrant downtown and commercial/housing district to complement current and future downtown business enterprises. Accordingly, City staff will evaluate responses based on the criteria stated within this document. Given the uniqueness of the anticipated development, developer qualifications and experience will be assigned the greatest value including but not limited to the following:

- Developer qualifications and experience (as identified in Section III of this RFP).
- Creativity and unique concepts in proposed development vision and program (as identified in Section IV of this RFP).
- Conceptual financial structure (as identified in Section IV of this RFP).
- Financial history/stability (as identified in Section IV of this RFP).
- Initial Purchase Price Proposal and possible contingencies.

## **VI. RESPONSE DEADLINE.**

Sealed responses to this Request for Proposals must be submitted (one original, two unbound copies, and one electronic copy) by no later than 12:00 pm (noon) on April 15<sup>th</sup>, 2026. Responses received after this date and time will not be considered. Please address responses to:

**City of Roosevelt Park  
Attention: City Clerk  
900 Oak Ridge Road  
Roosevelt Park, Michigan 49441**

## **VII. INQUIRIES**

Any inquiries regarding this Request for Proposals or the desired project generally, including site walkthroughs, must be submitted in writing via email. Requests for documents, site reviews, and environmental records will be available if desired by proposed developer prior to inquiry deadline. All such written inquiries must be submitted by 5:00 pm on March 25<sup>th</sup>, 2026. No further inquiries will be accepted after this date and time. Inquiries should be submitted to:

**Jared Olson  
City Manager  
City of Roosevelt Park, Michigan  
[Jolson@rooseveltpark.org](mailto:Jolson@rooseveltpark.org)**

## **VIII. SELECTION PROCEDURE AND TIMELINE**

After the submission deadline, responses to this RFP will be reviewed by city staff. Those shortlisted for further consideration may be invited to answer any requests for additional information or clarification of their submittal. A preferred developer will then be selected and recommended to the City Council. Pending approval, all respondents will be notified of the outcome of the selection process. From this point the preferred developer will be asked to enter negotiations for more specific terms and obligations on behalf of both parties, the developer and the City. Upon successful completion of these terms, the City and the developer will enter into a binding Development Agreement following final review and approval by the City Council of the City of Roosevelt Park.

The following is a preliminary schedule and general timeframe for the RFP response and selection process. Any and all of these dates are subject to change at the discretion of the City.

**January 2026: RFP Issued.**

**March 25, 2026: Inquiries on RFP due by 5:00 pm.**

**April 15, 2026: Sealed and signed responses to RFP due by 12:00 pm (noon). A formal bid opening will be held at City Hall at 12:00 pm (noon) on April 15, 2026.**

**April 17-May 12, 2026: Following staff review and any needed clarifications, preferred Developer recommended to City Council.**

**May 2026: Negotiations between Preferred Developer and the City.**

**June 2026: Final Development Agreement presented to City Council for final approval.**

## Appendix A

### **CERTIFICATIONS AND ASSURANCES**

**THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL  
FAILURE TO SUBMIT THIS COMPLETED FORM MAY RESULT IN DISQUALIFICATION**

Firm Name: \_\_\_\_\_

I/we make the following statement of assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

1. The prices and/or data have been determined independently, without consultation, communication, or agreement with other proposers for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal or bid.

2. The attached proposal or bid is a firm offer for a period of 30 days following receipt, and it may be accepted by the City of Roosevelt Park without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 30-day period.

3. In preparing this proposal or bid, I/we have not been assisted by any current or former employee of City of Roosevelt Park whose duties relate (or did relate) to this proposal, bid, or prospective contract, and who was assisting in other than his or her official, public capacity. Neither does such a person nor any member of his or her immediate family have any financial interest in the outcome of proposal bid. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)

4. I/we understand that City of Roosevelt Park will not reimburse me/us for any costs incurred in the preparation of this proposal or bid. All proposals or bids become the property of City of Roosevelt Park, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this proposal.

5. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the proposer and will not knowingly be disclosed by him/her prior to opening, in the case of a proposal directly or indirectly to any other proposer or to any competitor.

6. No attempt has been made or will be made by the proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

7. I/we agree that submission of the attached proposal constitutes acceptance of the solicitation contents and the attached sample contract and general terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.

8. I/we acknowledge communication of any kind regarding my/our proposal directed to parties other than the Project Administrator may result in my/our disqualification.

9. I/we warrant that no conflict of interest knowingly exists for any member of the project team that contributed to this proposal or prospective contract.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

**PREPARED FOR:**  
 Rhoades McKee PC  
 Peter Veldkamp  
 55 Campau Avenue NW  
 Suite 300  
 Grand Rapids, MI 49503

**CREATED:**  
 Drawn: JV Date: 12-06-21

**REVISIONS:**

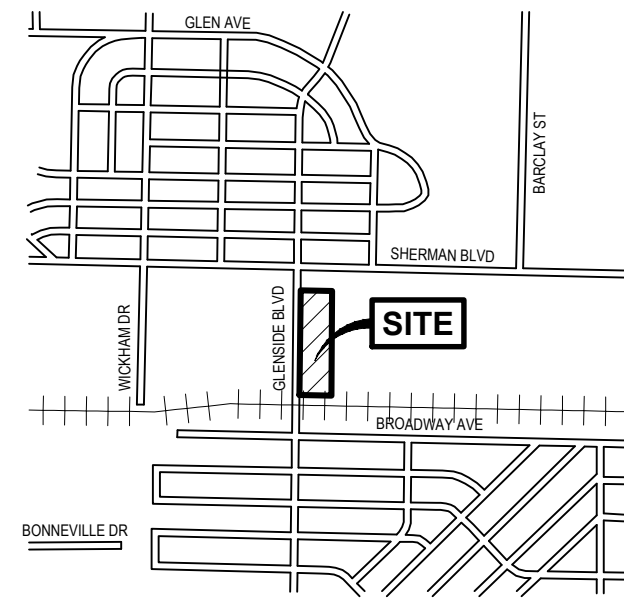
Rev.	Drawn:	Date:

**1367 W SHERMAN BOULEVARD**  
**ALTANS/SPS Land Title Survey**  
 PART OF THE NORTHWEST 1/4 OF SECTION 1, T9N, R17W,  
 CITY OF ROOSEVELT PARK, ALLEGAN COUNTY, MICHIGAN

**STAMP:**

**PROJECT NO:**  
 21202419

**SHEET NO:**  
**AL**  
**SHEET: 1 OF 1**



**LOCATION MAP**  
 NOT TO SCALE

**TITLE INFORMATION**

The Title Description and Schedule B Items hereon are from Transnation Title, Commitment No. 372549GRS, dated November 28, 2021.

**TITLE DESCRIPTION**

The Land is described as follows:  
 Located in the City of Roosevelt Park, County of Muskegon, State of Michigan.  
 The West 1/2 of the West 1/2 of the Northeast 1/4 of the Northwest 1/4, except the South 200 feet thereof. Also except the North 208 feet thereof. Section 1, Town 9 North, Range 17 West in the City of Roosevelt Park, Muskegon County, Michigan.

**SCHEDULE B - SECTION II NOTES**

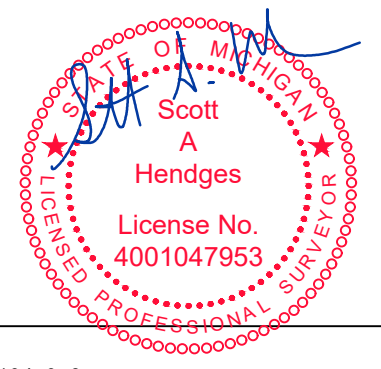
- 11 Terms, conditions and provisions which are recited in the document recorded in Liber 295, Page 470. (THE LOCATION OF THE EASEMENT CANNOT BE DETERMINED FROM THE RECORD DOCUMENT, AND IS NOT SHOWN ON THIS SURVEY.)
- 12 Terms, conditions and provisions which are recited in the Memorandum of Agreement recorded in Liber 34 Misc., Page 581. (THE LOCATION OF THE EASEMENT CANNOT BE DETERMINED FROM THE RECORD DOCUMENT, AND IS NOT SHOWN ON THIS SURVEY.)
- 13 Terms, conditions and provisions which are recited in the Agreement recorded in Liber 84, Page 91. (THE LOCATION OF THE EASEMENT CANNOT BE DETERMINED FROM THE RECORD DOCUMENT, AND IS NOT SHOWN ON THIS SURVEY.)
- 14 Easement for Sanitary Sewer in the instrument recorded in Liber 126, Page 491. (THE EASEMENT DESCRIBED IN THIS DOCUMENT IS SHOWN ON THIS SURVEY.)
- 16 Grant of Utility Easement as recorded in Liber 3786, Page 602. (THE EASEMENT DESCRIBED IN THIS DOCUMENT IS NOT ON, OR DOES NOT TOUCH, THE SURVEYED PROPERTY, AND IS NOT SHOWN ON THIS SURVEY.)

**SURVEYOR'S NOTES**

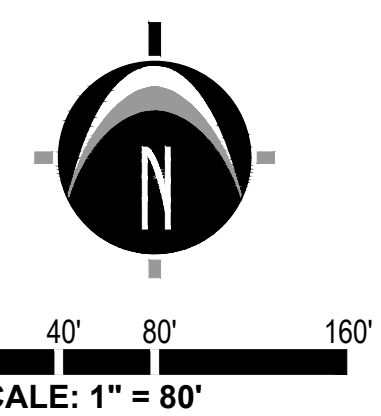
- 1) ALTA TABLE 'A' ITEM NO. 3 - Flood Zone Classification: An examination of the National Flood Insurance Program's Flood Insurance Rate Map for Map Number 261212C0259E, Community Number 261206, Panel Number 0259E, with a Revised Date of October 7, 2021, shows this parcel to be located in Zone X (subject to map scale uncertainty).
- 2) ALTA TABLE 'A' ITEM NO. 4 - Gross Land Area: 305,996 Square Feet / 7.02 Acres
- 3) ALTA TABLE 'A' ITEM NO. 18 - Field delineation of wetlands conducted by a qualified specialist hired by the client. No wetland delineation markers observed at time of survey.
- 4) Note to the client, insurer, and lender - With regard to Table A, item 11, information from the sources checked above will be combined with observed evidence of utilities pursuant to Section 5.E.iv. to develop a view of the underground utilities. However, lacking excavation, the exact location of underground features cannot be accurately, completely, and reliably depicted. In addition, in some jurisdictions, 811 or other similar utility locate requests from surveyors may be ignored or result in an incomplete response. Where additional or more detailed information is required, the client is advised that excavation may be necessary.
- 5) NOTE TO CONTRACTORS: 3 (THREE) WORKING DAYS BEFORE YOU DIG, CALL MISS DIG AT TOLL FREE 1-800-482-7171 FOR UTILITY LOCATIONS ON THE GROUND.

**SURVEYOR'S CERTIFICATION**

To Sherman Street Corporation: City of Roosevelt Park, & Transnation Title Agency:  
 This is to certify that this map or plat and the survey on which it is based were made in accordance with the 2021 Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys, jointly established and adopted by ALTA and NSPS, and includes Items 1, 2, 3, 4, 8, 13, 18, & 19 of Table A thereof. The fieldwork was completed on December 6, 2021.



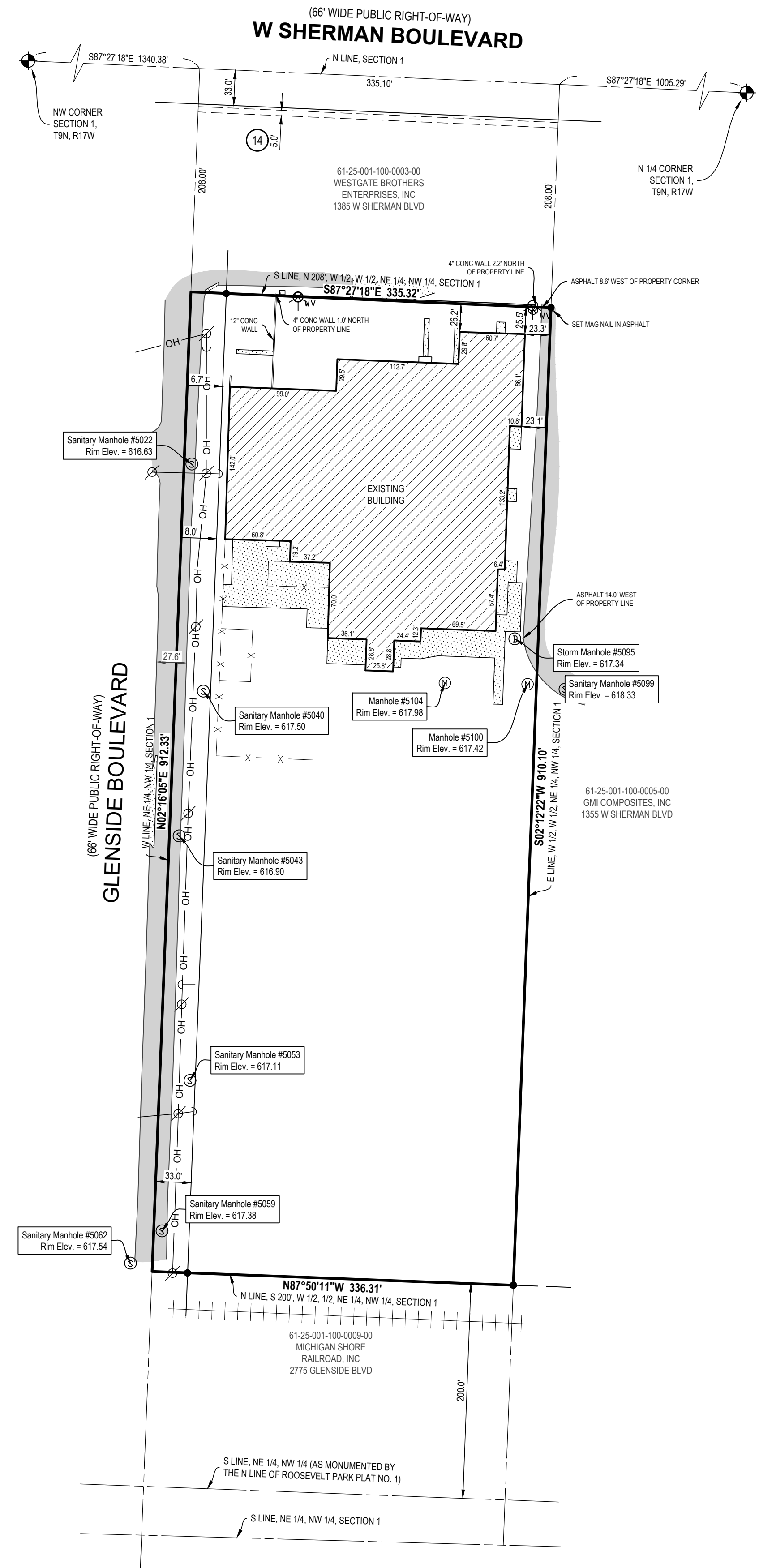
Scott A. Hendges  
 Professional Surveyor No. 4001047953  
 Nederveld, Inc.  
 shendges@nederveld.com



**811** Know what's below.  
 CALL before you dig.

UTILITY LOCATIONS ARE DERIVED FROM ACTUAL MEASUREMENTS OR AVAILABLE RECORDS. THEY SHOULD NOT BE INTERPRETED TO BE EXACT LOCATIONS NOR SHOULD IT BE ASSUMED THAT THEY ARE THE ONLY UTILITIES IN THIS AREA.

NOTE: EXISTING UTILITIES AND SERVICE LINES IDENTIFIED AS "PLAN" WERE OBTAINED FROM AVAILABLE CITY AS-BUILT RECORD DRAWINGS. THE CONTRACTOR SHALL VERIFY THE LOCATION, DEPTH AND STATUS OF ALL UTILITIES AND SERVICE LINES PRIOR TO NEW CONNECTIONS.



**LEGEND**

	Guy Anchor
	Hydrant
	Iron-Set
	Manhole
	Section Corner
	Sanitary Sewer Manhole
	Stormwater Manhole
	Utility Pole
	Water Valve
	Overhead Utility
	Fence
	Railroad
	Asphalt
	Concrete
	Existing Building