

3 E Main Street – Developer RFQ

RFQ Release Date: November 19, 2025

Due: Friday, February 27, 2026 at 10:00 AM (ET)

Submission Instructions

Submit one (1) PDF by email or one (1) hard copy:

- Email: nkleiner@cityofhart.org (Subject: “3 E Main RFQ – [Firm Name]”). Combine all items into one PDF.
- Hard Copy (optional): City of Hart, Attn: Nichole Kleiner, City Manager, 407 S State St, Hart, MI 49420
- Proposals must be received by 10:00 AM (ET). Emailed proposals will receive acknowledgment; if you do not receive one within 4 business hours, please contact us. Late proposals will not be accepted. The city assumes no responsibility for delivery issues.

Required Qualifications Package

- **Letter of Interest (up to 3 pages):** Vision and approach for 3 E Main St; parking plans, anticipated public/private partnership element (if any).
- **Concept Plans/Renderings:** site plan, preliminary elevations, conceptual drawings or documents are sufficient. **Timeline:** anticipated financing, construction start, substantial completion, and phasing (if applicable).
- **Experience:** relevant past projects of similar scope/scale.
- **Fiscal Capacity:**
 - Evidence of financial capacity; ie, verification letter from bank or financial institution (financials may be marked “confidential”)
 - Initial Pro Forma (summary) with rents/sales, operating expenses, contingencies, finance terms.
 - Sources indicating any requested incentives (TIF/Brownfield, MEDC, etc)
- **Team & Resume:** team overview/resumes of lead team members; identify key consultants.
- **Community & Design Commitments (1 page):** Proposed community impact and/or benefit (local hiring, storefront activation, sustainability, housing, parking, etc) and consistency with proposed design.
- **Existing Buildings-** describe intent (if any) to preserve existing buildings

Q&A / Site Access

- **Questions due:** by 10:00 AM (ET), Friday, January 20, 2026, to nkleiner@cityofhart.org
- **Responses:** posted on www.takemetohart.org/ceres by 5:00 PM on Friday, January 20, 2026.
- **Site Visit:** optional walkthroughs by appointment.

Evaluation Criteria

- Completeness of packet
- Development concept + downtown fit (housing, retail space, design quality, adequate parking, alignment with community's vision)
- Team experience & capacity
- Financial feasibility
- Schedule & deliverability (path to closing, construction, completion)
- Community benefits & sustainability

Review Process

The City may request clarifications, conduct interviews, or negotiate with one or more respondents for a period of two (2) weeks following the close of submissions at which time a recommendation will be presented to city council the March 24, 2026 meeting

Incentives (if applicable)

The City may consider support tools (e.g., **MEDC programs, Brownfield/TIF**) subject to separate approvals and statutory requirements. Any land sale terms will be negotiated during the negotiations period and require City Council approval.

Contact

- **Nichole Kleiner**, City Manager – nkleiner@cityofhart.org | (231) 873-3546

No-Lobbying: Except for the contacts listed above, respondents shall not contact City officials regarding this RFQ. Violations may result in disqualification.

Legal / Reserved Rights / Public Records

The City reserves the right to accept/reject any or all submissions; waive irregularities; request additional information; and cancel or reissue this RFQ. Submission costs are the sole responsibility of the respondent. Materials may be subject to FOIA; respondents should clearly mark proprietary financial data as CONFIDENTIAL. Selection does not obligate the City to any transaction until approved by the City Council and executed.

SUBMISSION COVER SHEET

Project: 3 E Main Street – Developer RFQ

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Respondent Information

- Legal Business Name (DBA (if applicable))
- Type of Entity (Corporation, LLC, Partnership, Sole Proprietorship, Joint Venture, Other (specify))
- Primary Contact Person & Title
- Phone
- Email
- Mailing Address
- Website

Checklist of Required Submission Criteria

Respondent must include the following items in one combined PDF (or one hard copy):

1. Letter of Interest (up to 3 pages)

- ☐ Description of proposed project
- ☐ Vision & approach to redevelopment
- ☐ Parking plan
- ☐ Anticipated public/private partnership elements

2. Concept Plans / Renderings (architectural/engineered drawings are not required)

- ☐ Basic site plan
- ☐ Preliminary elevations (if available)
- ☐ Conceptual drawings/renderings

3. Timeline

- ☐ Financing timeline
- ☐ Construction start
- ☐ Substantial completion
- ☐ Phasing, if applicable

4. Experience

- ☐ Description of portfolio of relevant past projects of similar scale and scope

5. Fiscal Capacity

- ☐ Letter from bank/financial institution verifying capacity (may be marked CONFIDENTIAL)
- ☐ Initial pro forma, including projected rents/sales, operating expenses, contingencies, financing terms
- ☐ Sources of financing, including requested incentives (TIF/Brownfield, MEDC programs, etc.)

6. Team & Resumes

- ☐ Summary of development team
- ☐ Resumes of lead members
- ☐ Identification of key consultants

7. Community & Design Commitments (1 page) include any of the following that are applicable

- ☐ Local hiring
- ☐ Storefront activation
- ☐ Sustainability elements
- ☐ Housing components
- ☐ Parking considerations
- ☐ Downtown compatibility

8. Existing Building Plans (if applicable)

- ☐ Describe intent to preserve or remove existing structures (if any – not required)