

3 E Main Street

SUBMISSION PROCESS

RFQ Release Date: April 2025

Qualification Submission: Please provide information for us to consider your proposal.

- Letter of Interest: Provide a letter (up to 3 pages) identifying the development team and providing a brief description of the team's vision for the site and timeline
- Concept plans or renderings
- Development Experience: Provide a short description of past projects of a relevant nature completed by the development team (up to 10 pages). Include a description of projects, cost, completion date, and references.
- Fiscal Capacity: Provide evidence of the development team's fiscal capacity to undertake the proposed project. Include an Initial Pro Forma, and Sources & Uses Worksheet
- Resume of firm and lead team members

Due Date: Qualifications are due to the City of Hart no later than 12:00 pm EST on **TUESDAY, AUGUST 12, 2025.**

Emailed or hard copy proposals must be received by noon and should be addressed to

Nichole Kleiner, Economic Development Director

407 S State St, Hart, MI 49420

nkleiner@cityofhart.org

Emailed proposals will be acknowledged. If you do not receive acknowledgment, assume we have not received your proposal and contact us. Late proposals will not be accepted. The City of Hart assumes no responsibility or liability for the timely receipt of a proposal.

Initial Review: Qualifications will be reviewed within 45 days by city stakeholders.

Contact Information: Please contact Daniel Leonard, Director - Redevelopment Services, with any questions or for more information. Daniel can be reached at leonardd6@michigan.org or (989) 387-4467.