



Request for Proposals for Sale by the Village Holly of Real Property

Property commonly known as
105 Railroad
Holly, MI 48442

Proposal Submission Deadline: 4:00 PM, September 30 2020

I. Introduction and Overview

The Village of Holly is exploring the potential sale and development of the real property owned by the Village of Holly (the “Village”) located at 105 Railroad, Holly, MI (the “Property”). The Property can be generally described as a .76-acre parcel located near the Village of Holly’s downtown district. It contains a two-story, 1673 square foot home that has been used by the Holly Fire Department for training. The home is connected to municipal water and sewer.

At this time, the Village Council is considering the possibility of selling the Property to assist the Village in meeting the goal of “creating a hospitable environment in this district.” To that end, the Village Council is seeking prospective bidders (“Bidders”) to make proposals for the purchase and development of the Property in accordance with the requirements set forth herein (“Proposals”). Proposals will be evaluated on a number of factors (outlined below) including, but not limited to: (i) purchase price offered; (ii) final use of property; and (iii) if the final use adds to the Village’s downtown vibrancy and character.

The Village will accept sealed Proposals until 4:00 pm, Wednesday, September 30, 2020 (the “Due Date”). Information relevant to this Request for Proposals (the “RFP) and potential sale will be posted here: <http://www.hollyvillage.org/>. It is the intention of the Village to notify Bidders with Proposals which satisfy the requirements set forth in the Instructions to Bidders below, if any, on October 6, 2020 in advance of review and discussion of such Proposals by the Village Council at their October 13, 2020 regular meeting.

The Village reserves the right to waive any irregularity or defect in any submission, request clarification or additional information regarding Proposals, to cancel this RFP, and to reject any and all Proposals at its sole discretion. The Village shall assume no liability for expense incurred by a Bidder in replying to this RFP.

A. The following documents are available at the Village's website
<http://www.hollyvillage.org/>:

1. Request for Proposal (RFP)
2. Link to the Village Charter
3. Link to the Village's Zoning and Subdivision Regulations both current and proposed

B. RFP Timeline

- Wednesday, August 18 – RFP Release Date
- Week of August 24, 2020 – Optional property visits. Contact Building Official Steve McGee to schedule visits at:

(248) 531-6010

smcgee@hollyvillage.org

- Monday, August 31, 2020 – Questions regarding property and/or proposal due by 1:00 p.m. All questions must be submitted in writing to Building Official Steve McGee.
- Wednesday, September 30, 2020 – Proposals Due by 4:00 p.m.
- Anticipated: October 6, 2020 – Bidders under consideration will be notified
- Anticipated: October 13, 2020 – Village Council to consider a recommendation for sale. Note: If the Village Council decides to proceed with a Proposal, such decision shall be subject to: (i) the negotiation and execution of a mutually satisfactory Purchase and Sale Agreement; and (ii) satisfaction of the pertinent terms and provisions of the Village Charter and the Policy.
- Anticipated: October – Early November – Negotiate Purchase & Sale Agreement
- Anticipated: December, 2020 – New owner takes title

II. Instructions to Bidders

A. Proposal Submission Procedures

1. Sealed Proposals must be received on or before the Due Date (Wednesday, September 30, 2020 at 4:00 p.m.) Proposals received after the Due Date will not be considered.
2. Bidders shall submit one (1) clearly marked original, two (2) photocopies, and one (1) electronic version (either via email or on a flash drive) of their Proposal Package. Proposals must be received in one envelope or box marked "PROPOSAL – 105 Railroad" and addressed to:

Deborah J. Bigger
Clerk/Treasurer
300 East Street
Holly, MI 48442
dbigger@hollyvillage.org

3. Proposal Packages must include:
- A letter of introduction
 - A proposed development plan outlining the proposed use of the Property.
 - A proposed timeline for taking occupancy of the Property under the development plan
 - An offer of payment for the Property
 - A statement indicating how your Proposal represents the highest price and/or highest value to the Village in terms of direct or indirect financial, economic, or community benefits.

Please review the evaluation criteria when responding.

Failure to provide any of the above requested information may result in disqualification of Proposal. The Village reserves the right to request additional information pertaining to the Proposal Package, or any other matters related to the Request for Proposal. Proposal documents, including the Offer of Payment, must be signed by persons authorized to contractually bind the Bidder.

B. Official Contact Information:

Jerry L. Walker
Manager of the Village of Holly
300 East Street
Holly, MI
jwalker@hollyvillage.org
(248) 634-9571

III. Method of Award and Selection Criteria

Complete responses to this RFP will be evaluated by Village staff and will be reviewed by the Village Council. Decisions to sell the Property are at the sole discretion of the Village Council. This RFP process shall not create a binding obligation on the part of the Village Council to sell the Property unless and until a Purchase and Sale Agreement has been executed and the pertinent Village Charter and Policy requirements have been satisfied.

The selection criteria shall include, but not be limited to, the following:

- Completeness of the Proposal Packet
- Proposal recognizes the highest price and/or highest value to the Village of Holly
- Development Proposal meets the Village Council's goal of economic development
- Development Proposal demonstrates readiness and proof that site can be operational within 12 months
- Development Proposal satisfies requirements of current and proposed zoning regulations

IV. Terms and Conditions

All information contained within this RFP and all supporting documents are based upon information from a variety of sources. Additional information may be made available via written

addenda throughout the RFP process. Bidders shall be responsible for their own due diligence in preparing a Proposal. No representation or warranty is made by the Village with respect to the condition of the Property, the suitability of the Property for a Bidder's potential use or the information provided herein.

- A. This is not a typical bid solicitation. Other factors besides highest monetary bid will be considered
- B. Bidders shall be responsible for the accuracy of the information they provide to the Village in connection with this RFP.
- C. The Village Council reserves the right to reject any and all Proposals, to waive minor irregularities in any Proposal, to issue additional RFPs, and to either substantially modify or terminate the proposed sale at any time prior to final execution of a Purchase and Sale Agreement.
- D. The Village shall not be responsible for any costs incurred by a Bidder in connection with the preparation, submission, or presentation of its Proposal.
- E. Nothing contained herein shall require the Village to enter into exclusive negotiations with any Bidder and the Village reserves the right to amend, alter and revise its own criteria in the selection of a Bidder without notice.
- F. The Village reserves the right to request clarification of information submitted in a Proposal and to request additional information from any Bidder.
- G. The Village may not accept any Proposal after the time and date specified in the RFP.
- H. The Village Council retains the sole discretion in the selection of a successful Proposal, if any.
- I. Upon selection of a Proposal, the Village shall enter into negotiations with the successful Bidder for a Purchase and Sale Agreement with terms and conditions acceptable to the Village. Until the execution of a contract, the Village is under no obligation to sell the Property and it reserves the right to cease negotiations at any time and retain title to the Property. Except with respect to matters of title, the Property shall be conveyed to the party acquiring the same "AS IS" and without warranty as to quality, physical condition or environmental condition.
- J. **CONFIDENTIALITY:** The successful response will become part of the contract file and will become a matter of public record subject to public disclosure, as will all other responses received. If the response includes material that is considered by the bidder to be proprietary and confidential, the bidder shall clearly designate the material as such, explaining why such material should be considered confidential. The bidder must identify each page or section of the response that it believes is proprietary and confidential with sufficient grounds to justify each exemption from release, including the prospective harm to the competitive position of the bidder if the identified material were to be released. Under no circumstances can the entire response or price information be marked confidential. Responses so marked may not be considered.

The RFP process shall in all respects be governed by, and construed in accordance with, the laws of the State of Michigan.

Thank you for your interest in doing business in the Village of Holly.