



January 9, 2018

To: PROSPECTIVE BIDDERS

RE: Brownfield Redevelopment Authority Support Services for the City of Allegan

The City of Allegan will receive sealed bids from prospective bidders to supply the labor and resources needed to support the Allegan Brownfield Redevelopment Authority. You are invited to submit a bid for the work described in the document below.

**Bids will be received at Allegan City Hall 112 Locust St, Allegan, MI 49010 until January 31, 2018 at 5:00pm.**

Questions concerning the project should be directed to Joel Dye, City Manager of Allegan, at 269-673-5511 ext 229 or [jdye@cityofallegan.org](mailto:jdye@cityofallegan.org).

Bids must be on the "BID FORM" provided and be submitted in a sealed envelope that is plainly marked "Brownfield Redevelopment Authority Support Services for the City of Allegan".

Bids are to be irrevocable for a period of thirty (30) days from the date of the bid opening and shall not be withdrawn, modified, or altered after the bid opening.

The City of Allegan reserves the right to reject any or all bids and to award the contract in the City's best interest, and the city may select a bidder other than the lowest bidder in accordance with the terms stated in the notice.

Project to commence within 4 weeks of City Council bid approval.

#### Scope of the Project

1. Create and establish procedural documents needed to operate the Allegan Brownfield Redevelopment Authority. This will include:
  - Brownfield TIF Project Applications
  - BRA By-Laws
  - Brownfield Plan Template
  - Reimbursement Agreement Template
2. Provide a two hour BRA Training for Allegan Brownfield Redevelopment Authority Board Members. This includes providing information regarding:
  - Brownfield Basics
  - Brownfield Economics and Financing
  - Understanding Act 381



- BRA Operations
3. Providing continual support to the Allegan Brownfield Redevelopment Authority. This will include:
    - Providing benchmarking information about how other BRAs operate and approach specific issues
    - Incorporating TIF financing opportunities into business attraction efforts
    - Reviewing Brownfield Plans and Act 381 Plans for consistency with requirements of the Allegan Brownfield Redevelopment Authority, Act 381, and published MDEQ and MEDC guidance.
    - Reviewing Brownfield Plans and Act 381 Work Plans for reasonableness of eligible activities, estimated costs, and technical feasibility.
    - Reviewing reimbursement (payment) requests for consistency with the associated Brownfield Plan and Act 381 Work Plans, eligibility of activities, and reasonableness and sufficient documentation of quantities and costs.

The City Manager shall present all bids to the City of Allegan Economic Development Corporation for their review and consideration. Upon receiving the bids, the City of Allegan Economic Development Corporation may decide to do one of the following actions:

1. Recommend to the Allegan City Council that the City contract with a selected firm to provide the aforementioned plans.
2. Schedule Interviews with some or all of the firms that submitted bids.
3. Reject all Bids.

No purchase order shall be released or voucher drawn until the City Council has approved the bid.



BID FORM  
CITY OF Allegan

Brownfield Redevelopment Authority Support Services for the City of Allegan

City of Allegan  
112 Locust St  
Allegan, MI 49010

\_\_\_\_\_  
Date of Bid

We, the undersigned, being familiar with specifications and conditions for bidding, propose to provide the services requested by the City of Allegan in their "Request for Brownfield Redevelopment Authority Support Services for the City of Allegan" document, in accordance with said specifications, and submit a bid therefore as follows:

1. Create and establish procedural documents needed to operate the Allegan Brownfield Redevelopment Authority.

Lump Sum Cost for Item # 1 listed above: \_\_\_\_\_

2. Provide a two hour BRA Training for Allegan Brownfield Redevelopment Authority Board Members.

Lump Sum Cost for Item # 2 listed above: \_\_\_\_\_

3. Providing continual support to the Allegan Brownfield Redevelopment Authority.

Per Hour Cost for Item # 3 listed above: \_\_\_\_\_

TOTAL NET BID FOR ITEMS #1 and #2 Listed Above: \$\_\_\_\_\_

This bid is firm for a period of thirty (30) days from date of the bid opening and will not be withdrawn, modified or altered after the bid opening.

Signature of Bidder \_\_\_\_\_

Company Represented \_\_\_\_\_

Company Mailing Address \_\_\_\_\_

Company Telephone Number \_\_\_\_\_