



# Grosse Ile Downtown Development Authority

Downtown Development and TIF  
Plan Update

Request for Proposals (RFP)



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# SECTION 1 | INVITATION TO PARTICIPATE

## 1.1 PURPOSE

The Township of Grosse Ile (“the Township”) is seeking proposals from qualified consultants to lead the Downtown Development and Tax Increment Finance (TIF) Plan update for the Downtown Development Authority (DDA). This project is intended to extend the life of the current DDA TIF Plan, which was adopted in 2012 and is expected to end in 2032.

## 1.2 RFP POINT OF CONTACT

The RFP is issued for the Township. The DDA Director is the point of contact regarding this RFP from the date of distribution until the selection of the successful Respondent.

**Ross Querro**

DDA Director

Township of Grosse Ile

9601 Groh Road

Grosse Ile, MI 48138

rossq@grosseile.com

## 1.3 PRESNETATION AND CLARIFICATION OF THE TOWNSHIP’S INTENTIONS

As a result of this RFP, the Township intends to enter into a contract with the selected Respondent to supply the services described below in this RFP. However, this intent does not commit the Township to award a contract to any Respondent, or pay any costs incurred in the preparation of the proposal in response to this request, or to procure or contract for any services. The Township reserves the right, in its sole discretion, to accept or reject, in part or in its entirety, any proposal received if it is in the best interest of the Township. The Township also reserves the right to request additional information or clarification from any Respondent at any stage of the procurement process to ensure that proposals meet the Township’s requirements.

There will be no mandatory pre-bid meeting, however Respondents are expected to visit Grosse Ile to familiarize themselves with existing conditions.



# SECTION 1 | INVITATION TO PARTICIPATE

## 1.4 TIMELINE

EVENT	DATE
Release RFP	Friday, May 23rd, 2025
Request for Information Deadline	Friday, June 6th, 2025
RFP Deadline	Monday June 23rd, 2025
Public Bid Opening	Tuesday, June 24th, 2025
Staff Review	Tuesday, June 24th, 2025- Wednesday, June 25th, 2025
Present on Submissions/DDA Board Vote	Thursday, June 26th, 2025
Award Notification	Friday, June 27 <sup>th</sup> , 2025
Final Professional Services Agreement	Monday, June 30 <sup>th</sup> - Monday, July 7 <sup>th</sup> , 2025
Board Approval of Final Professional Services Agreement	Thursday, July 24 <sup>th</sup> , 2025
Notice to Proceed	Friday, July 25 <sup>th</sup> , 2025
Work Completion Deadline	TBD

## SECTION 2 | BACKGROUND & SCOPE OF WORK

### 2.1 BACKGROUND

The DDA District is located in the east-central portion of Grosse Ile Township, Michigan, generally encompassing the lands along Macomb Street between Meridian Road and East River Road. Grosse Ile Township encompasses the island of Grosse Ile, as well as other smaller islands, within the Detroit River, near the mouth of Lake Erie.

Grosse Ile Township is within Wayne County, the most populous county in the State of Michigan with more than 1.75 million residents. Wayne County, in Southeastern Michigan, includes the city of Detroit and numerous suburban communities to the west and south of Detroit.

Grosse Ile Township is considered part of metropolitan Detroit. However, as an island within the Detroit River, Grosse Ile Township is physically “separated” from the mainland portion of Wayne County. Vehicular access to Grosse Ile Township is may possible by two bridges: the toll bridge (northern-most) and the free bridge (southern-most). These bridges provide access to the neighboring communities of Gibraltar, Riverview, Trenton, Woodhaven and Wyandotte. Access to the remainder of metropolitan Detroit is provided by key transportation routes including Interstate 75 and Fort Street.

To learn more, visit [grosseilledda.com](http://grosseilledda.com)

### 2.2 SCOPE OF WORK

#### ***Gather Public & Key Stakeholder Input***

To inform the drafting of the Downtown Development Plan, consultant will gather input from the community and key stakeholders through various methods including but not limited to:

- Prepare and distribute surveys to businesses and stakeholders.
- One (1) workshop with the DDA .
- Meetings with DDA Director; one (1) Zoom meeting after the design/planning award, one (1) session the day after the design workshops to discuss information, one (1) session two days after the design workshops to consider conclusions, recommendations One(1) public workshop.
- One (1) final Plan presentation to the Township Board & DDA (joint session).
- A workable, digital copy of plan/five (5) hard copies.

## SECTION 2 | BACKGROUND & SCOPE OF WORK

### 2.2 SCOPE OF WORK

#### ***Prepare Downtown Development Plan***

In collaboration with the DDA, Township Board, Township staff and the community, consultant will create a 20-year Downtown Development Plan compliant with Act 197 of 1975, as amended, containing but not limited to the following:

- Specific projects based on community and stakeholder feedback, with reasonable timeline, estimated costs, potential funding sources and any other information relevant or requested.
- Designation of boundaries of the development area in relation to highways, streets, streams, or otherwise.
- The location and extent of existing streets and other public facilities within the area, designating the various land uses in the area, and a legal description of the development area.
- Incorporate existing plans, such as the 2012 Downtown Development and TIF Plan, 2020 DDA Master Plan & Economic Enhancement Strategy, as well as the 2025 Township Master Plan Update.
- Visual renderings of streetscape enhancements, including but not limited to:
  - Landscape treatments along Macomb Street right of ways.
  - Location of pedestrian facilities such as crosswalks, pedestrian plazas, pavement treatments, wayfinding signage and bike lanes in accordance to Complete Streets principles and Wayne County standards.
  - Gateway enhancements for East River & Macomb and Meridian & Macomb.
  - Location of future art installations.
  - Renderings of possible sidewalk expansions/street reconfigurations in accordance to existing right of ways.
- Provide a guideline on how to implement proposed streetscape improvements.
- Estimate of the cost of the development, a statement of the financing methods, and the Authority's ability to obtain financing.
- Designation of the persons to whom all or a portion of the development is to be leased, sold, or conveyed in any manner and for whose benefit the project is being undertaken.
- A requirement that amendments to the development or TIF plans must be submitted by the Authority to the Township Board.
- A schedule to periodically evaluate the effectiveness of the plans.
- Any other material that the Authority or Township Board considers pertinent and required by state law.

## SECTION 2 | BACKGROUND & SCOPE OF WORK

### 2.2 SCOPE OF WORK

#### ***Prepare Tax Increment Financing Plan***

In conjunction with the Downtown Development Plan, consultant will create a Tax Increment Financing (TIF) Plan compliant with Act 197 of 1975, as amended, containing but not limited to:

- Detailed explanation of the tax increment procedure and the maximum amount of bonded indebtedness to be incurred and the duration of the program.
- A statement of the estimated impact of the financing on the assessed values of all taxing jurisdictions within the development area.
- Estimated impact of tax increment financing on the assessed values of all taxing jurisdictions in which the development area is located.
- Provision for use of all or part of the captured assessed values.
- Methods of excluding inflation based on increases in property values from the tax capture.
- Include gap funding as an eligible expense for mixed-use developments.

#### ***Attend Public Hearing on TIF & Development Plan***

Consultant will attend the required public hearing to present the TIF and Development Plan and answer any questions from the community and Township Board.

### 2.3 REQUIREMENTS

Respondents should provide the following:

- Firm Overview: Background information, firm history, team composition and experience.
- Project Approach: Detailed methodology for project execution, timelines, project phases and major deliverables.
- Previous Work: Case studies or examples of similar projects completed by the firm.
- Project Team: Qualifications and roles of key team members. Include the team leader and primary contact for the project.
- Budget Estimate: Preliminary cost estimates for the design phase of the project. Include all staffing necessary to complete the project according to the Scope of Work, a standard rate sheet for your organizations and the costs of any additional recommendations submitted in the proposal. All reimbursable expenses should be identified and included.
- References: Contact information for at least three client references with similar project scopes within the last five years. Include name, phone number and email address for the primary contact. List services provided to each client.

## SECTION 2 | BACKGROUND & SCOPE OF WORK

### 2.4 EVALUATION CRITERIA

The following criteria will be applied to the proposal:

- Relevant Experience (25 Points): Demonstrated experience in streetscape design
- Reliability, Skill & Qualifications (30 Points): Quality of previous project examples and design approach.
- References (25 Points): Demonstrated good communication, compliance with bid requirements set forth in the specifications from previous clients.
- Cost (20 Points): Competitiveness of budget proposal relative to scope.



## **SECTION 3 | SUBMISSION REQUIREMENTS & GENERAL INFORMATION FOR RESPONDENTS**

### **3.1 SUBMISSION REQUIREMENTS**

Both electronic & physical response shall be submitted no later than 3:00 PM on Monday, June 23rd, 2025.

Electronic responses shall be emailed to Ross Querro, Community Development/Downtown Development Authority Director:

Email to: [rossq@grosseile.com](mailto:rossq@grosseile.com)

Subject: (Firm Name), Grosse Ile Downtown Development and TIF Plan Update RFQ

Please copy, bind and provide three (3) physical copies and mail to:

Township of Grosse Ile  
Attn: Ross Querro  
9601 Groh Road  
Grosse Ile, Mi, 48138

### **3.2 EXAMINATION AND PROCUREMENT OF DOCUMENTS**

The Downtown Development Director will open bids publicly and in the presence of the Township Clerk on Monday, June 24<sup>th</sup>, 2025 at 9:00 am. The public, as well as all respondents are invited to view the opening of bids at Township Hall located at 9601 Groh Road, Grosse Ile, MI 48138.

### **3.3 MODIFICATION OR WITHDRAWAL OF BID**

Once submitted, a bid may not be modified, withdrawn, or canceled for a period of one hundred twenty (120) calendar days following the designated time and date for the receipt of bids. This ensures the integrity and fairness of the bidding process, maintaining all bids as final and binding during this period.