

# Draft

**ISSUING OFFICE:** Community Services Area  
**RFP NUMBER:** 715  
**ISSUE DATE:** September [REDACTED], 2008  
**DUE DATE:** October [REDACTED], 2008  
**CONTACT:** Jayne Miller  
Community Services Area Administrator

## **SECTION 1 – PURPOSE AND BACKGROUND:**

### Purpose:

The City of Ann Arbor, Michigan seeks to purchase land or the purchase of development rights on land located within the Greenbelt District Boundary (see attached map), for the purpose of preserving active agricultural land and significant open space. In particular, the Greenbelt is seeking proposals to include cost per acre prices that the landowner is willing to sell either the property in fee title or sell the development rights. Specifically, the Greenbelt Program is seeking proposals from property owners with agricultural land located within the Greenbelt Strategic Plan focus areas, properties that match the goals of the Greenbelt Strategic Plan, properties with landowner donations, and properties that are eligible for other matching funds or partnership opportunities.

If you are interested in offering parcel(s) of land space described in this RFP, please provide a written response to this RFP, to include the following: 1.) Signed Proposal Submittal form (Appendix A), 2.) Signed Greenbelt application (attachment [REDACTED]), 3.) Additional information addressing all of the information requested in Section 3 below, and 4.) the asking price / acre based on other fee title sale or Purchase of Development Rights sale. Incomplete and unsigned responses will not be considered.

### Background:

In November 2003, City of Ann Arbor voters approved a ballot proposal commonly known as the Parks and Greenbelt Ballot Proposal. The purpose of the ballot proposal is to provide funds to preserve and protect open space, natural habitats, farmland, and the city's source waters inside and outside the city limits. The voters authorized a one-half mill tax for 30 years, to amend and extend the existing Land Acquisition Millage of .5 mill that expired in 2004. A portion of the funds levied are used for Greenbelt purchases within the Greenbelt District and a portion of the funds are used for purchases of parkland within the City limits. In August 2005, the City of Ann Arbor bonded for roughly \$20 million. The City has up to \$5 million for potential acquisitions through the bidding process. The City reserves the right to reject any or all bids received based on the criteria and priorities of the Greenbelt and City Council.

Website Address for Background Research:  
<http://www.a2gov.org/greenbelt/Pages/greenbelthome.aspx>

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## SECTION 2 – GENERAL REQUIREMENTS

### Issuing Office:

The City of Ann Arbor Community Services Area Administrator has issued this Request for Proposal.

All inquiries regarding this RFP are to be directed to:

Jayne Miller  
Community Services Area Administrator  
Community Services Area  
City of Ann Arbor  
100 N. Fifth Avenue  
Ann Arbor, MI 48104

Phone: (734) 994-2704  
Fax: (734) 994-8460  
Email: [jmiller@a2gov.org](mailto:jmiller@a2gov.org)

All proposal submissions to the RFP are to be directed to:

Dee Lumpkin  
Customer Service Procurement Assistant  
Financial Services Area  
City of Ann Arbor  
100 N. Fifth Avenue  
Ann Arbor, MI 48104

Phone: 734-994-2719  
Fax: 734-994-1795  
Email: [dlumpkin@a2gov.org](mailto:dlumpkin@a2gov.org)

### Anticipated Schedules:

If Grant Funds are needed for cost-sharing – Anticipated Schedule:

RFP Issued Date: September \_\_, 2008

Response Deadline: October \_\_, 2008

Evaluations Begin: October \_\_, 2008

Anticipated Recommendation by Greenbelt Advisory Commission: November 2008

Anticipated Initial Selection by City Council: December 2008

Appraisals on land or development rights: December 2008 – February 2009

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Application to US Department of Agriculture's Farm and Ranch Protection Program-Spring 2009

Notification of awards from Farm and Ranch Protection Program - Summer 2009

Anticipated Final Approval by City Council: Summer 2009

Closing with City-Fall to early winter 2009

If no grant funds needed for matching share – Anticipated Schedule:

RFP Issued Date: September \_\_, 2008

Response Deadline: October \_\_, 2008

Evaluations Begin: October \_\_, 2008

Anticipated Recommendation by Greenbelt Advisory Commission: November 2008

Anticipated Initial Selection by City Council: December 2008

Due Diligence (Appraisal, Survey and Phase I): December 2008 – March 2009

Closing with City-Spring 2009

**NOTE: the above schedule is subject to change.**

## **Proposal Submissions and Clarifications**

One original and 5 copies of the Proposal must be submitted. The information included therein should be as concise as possible. To be considered, each Submitter must submit a complete response to this RFP using the format found in \_\_\_\_\_ of this RFP. No other distribution of the proposals is to be made by the Submitter. An official authorized to bind the submitter to its proposal provisions must sign each proposal copy in ink.

Proposals must arrive no later than October \_\_, 2008. Proposals received after the deadline will be deemed unacceptable for further consideration. Regardless of the delivery method the Submitter is responsible for the actual delivery of the proposals to the Procurement Unit, Financial and Administrative Services Area office as of the deadline date and time indicated. Submitters agree to honor their proposal for a period of 18 months for those properties that additional matching dollars are needed and up to 12 months for those properties not seeking grant funds from the proposal due date. All proposals become the property of the City of Ann Arbor after the deadline, whether awarded or rejected.

All information in a Submitter's proposal is subject to disclosure under the provisions of Public Act No. 442 of 1976, as amended (known as the Freedom of Information Act). It should be noted that submission contents will not be deemed proprietary information, and individuals who submit proposals will be provided opportunities to review other proposals if requested.

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The City accepts no financial responsibility for costs incurred by any Submitter in responding to this RFP. By responding to this RFP, the Submitter agrees to hold the City harmless in connection with the release of any information contained in its proposal. Should any prospective Submitter be in doubt as to the true meaning of any portion of this RFP, or should the Submitter find any ambiguity, inconsistency, or omission therein, the Submitter shall make a written request for an official interpretation or correction. All questions concerning the solicitation shall be submitted in writing via e-mail or fax to the name above. You are encouraged to submit your questions via email. The City shall have no liability for expenses incurred by the Submitter in connection with this proposal or related negotiations. Land parcels will be evaluated as to conformance with the specifications contained herein. The City of Ann Arbor reserves the right to reject any and all offers and to cancel this solicitation at any time.

Should any prospective Submitter be in doubt as to the true meaning of any portion of this RFP, or should the Submitter find any ambiguity, inconsistency, or omission therein, the Submitter shall make a written request for an official interpretation or correction. All questions concerning the solicitation and specifications shall be submitted in writing via e-mail or fax to the name below. You are encouraged to submit your questions via e-mail.

Jayne Miller  
Community Services Area Administrator  
Community Services Area  
City of Ann Arbor  
100 N. Fifth Avenue  
Ann Arbor, MI 48104

Phone: (734) 994-2704  
Fax: (734) 994-8460  
Email: [jmiller@a2gov.org](mailto:jmiller@a2gov.org)

Questions must be submitted no later than \_\_\_\_\_, 5:00 p.m.

Any oral responses to any questions shall be unofficial and not binding on the City of Ann Arbor. The City's staff will make such interpretation or correction, as well as any additional RFP provisions that the City may decide to include, only as an RFP addendum. Staff will mail or deliver addendums to each prospective Submitter recorded as having received a copy of the RFP. Any addendum issued by the City shall become a part of the RFP. Submitters should consider issued addendums in preparing his or her proposal.

The burden is on the Submitter to deliver the proposal by the deadline. From the information provided through this solicitation, one or more parcels of land may be selected for negotiation with the owner(s).

One original and 5 copies of your sealed proposal, clearly marked RFP-715, must be received by the Purchasing Unit, City of Ann Arbor, 100 N. Fifth Ave., Ann Arbor, MI 48104, on or before 2:00 p. m. EST on **October \_\_\_\_, 2008.**

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## **Independent Sale Price Determination**

1. By submission of a proposal, the Submitter certifies in connection with this proposal:
  - (a) It has arrived at the costs in the proposal independently, without consultation, communication, or agreement, for the purpose of restricting competition as to any matter relating to such fees with any other proposal submitter or with any competitor;
  - (b) Unless otherwise required by law, the costs which have been quoted in the proposal have not been knowingly disclosed by the Submitter and will not knowingly be disclosed by the submitter prior to award directly or indirectly to any other prospective Submitter or to any competitor; and
  - (c) No attempt has been made or shall be made by the proposal Submitter to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.
  
2. Each person signing the proposal certifies that he/she is the person in the proposal responsible for the decision as to the acquisition cost proposal being offered in the proposal and has not participated (and will not participate) in any action contrary to 1(a)-(c) above.
  
3. A proposal will not be considered for award if the sense of the statement required in the Cost Analysis portion of the proposal has been altered so as to delete or modify 1(a)-(c) above. If 1(b) has been modified or deleted, the proposal will not be considered for award unless the Submitter furnishes with the proposal a signed statement, which sets forth in detail the circumstances of the disclosure, and the City determines that such disclosure was not made for the purpose of restricting competition.

## **Selection Criteria**

Responses to this RFP will be evaluated using the below criteria:

1. Scoring of Property based on established Greenbelt Scoring Criteria (See attachment     for details.)
2. Consistent with the priorities as outlined in the adopted Greenbelt Strategic Plan (See attachment     for details.)
3. Eligibility for grant dollars
4. Local Matching Funds Potential

Demonstrated ability to provide the City's minimum desired quality will be a factor in City's evaluation of a prospective Submitter's offer for consideration of City's award.

After evaluation of the cost bids, further negotiation with the selected submitter will be pursued leading to a recommendation to City Council for the purchase of land or land rights.

## **Selection Process**

A selection committee composed of staff from the City's Community Services Area will complete the initial evaluation for review by the Greenbelt Advisory Commission. The

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top proposals chosen by the Greenbelt Advisory Commission will be presented to City Council, who will have the final decision on which proposals, if any, to move forward with acquisition, or to reject.

The Greenbelt Advisory Commission will initially evaluate responses to the RFP to decide which Submitter(s), if any, they will consider for purchase. The fee proposal(s) of the Submitter(s) selected will be opened and reviewed. The selected Submitter(s) may be contacted to have the opportunity to discuss in more detail their specific property and details of land acquisition deal.

## **Reservation of Rights**

The City reserves the right to not consider any proposal that it determines to be unresponsive and deficient in any of the information requested for evaluation. A proposal with all the requested information does not guarantee the proposing landowner to be a candidate for acquisition. The Committee may contact landowners to verify material submitted by the proposers. The City will determine whether the final scope of the project to be negotiated will be entirely as described in this RFP, a portion of the scope, or a revised scope.

The City reserves the right to accept any Proposal, to reject any or all Proposals, to waive irregularities and/or informalities in any Proposal and to make the award in any manner the City believes to be in its best interest.

## **SECTION 3 – INFORMATION REQUIRED FROM ALL SUBMITTERS:**

### Section 1: Signed Appendix A: Proposal Submittal Form

### Section 2: Completed Greenbelt Application (see attachment ) , which must include:

- Legal name of owner
- Owner address
- Owner phone number, fax number and / or e-mail address
- Outline of the portion of the property to be nominated as part of this Submission, exclude area around house and / or farm buildings
- Tax key number of parcel(s)

### Section 3: Additional information required:

- Give a brief summary of the current uses on the property being nominated in the proposal and any unique characteristics of the property. Specifically, please state whether or not the property is currently in active agricultural use. If the property is in active agricultural use, please state whether or not you rent out the agricultural land or if you currently farm the land?
- Give a brief summary of any logging practices on the property, if there is a woodlot on the property.
- Provide descriptions of any other restrictions that you are aware of are on the property – easements, liens, etc.
- Indicate whether you are willing to sell the fee title to the property or development rights, or either option.

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## Section 4: Cost proposal

Please provide a statement with your asking price (based on a price / acre) and state whether or not the price / acre is based on selling the fee title to the land or development rights. Also, please let us if you intend to take a charitable tax deduction in conjunction with this sale?

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## APPENDIX A: PROPOSAL

The undersigned declares that this Proposal is made in good faith, without fraud or collusion with any person or persons submitting a proposal on the same Contract; that the undersigned has carefully read and examined the "Request for Proposal" documents, including Information and Instructions, Scope of Project, Information Required, all Addenda (if any), and understands them. The undersigned declares that it is fully informed as to the nature of and the conditions relating to the terms of sale of the property. The undersigned acknowledges that it has not received or relied upon any representations or warrants of any nature whatsoever from the City of Ann Arbor, its agents or employees, and that this Proposal is based solely upon the undersigned's own independent business judgment. In submitting this Proposal, it is understood that the right is reserved by the City to accept any Proposal, to reject any or all Proposals, to waive irregularities and/or informalities in any Proposal, and to make the award in any manner the City believes to be in its best interest.

COMPANY NAME \_\_\_\_\_

STREET/P. O. BOX: \_\_\_\_\_

CITY, STATE, AND ZIP CODE: \_\_\_\_\_

DATE: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

PRINTED NAME OF SIGNER: \_\_\_\_\_

TITLE OF SIGNER: \_\_\_\_\_ \*

NOTE: If the PROPOSER is a corporation, the legal name of the corporation shall be set forth above together with the signature of authorized officer or agents. If PROPOSER is a partnership, the true name of the firm shall be set forth with the signature of the partners authorized to sign contracts on behalf of the partnership. If PROPOSER is an individual, his signature shall be placed above.