



*Strong Schools, Stronger Communities*

MUSKEGON PUBLIC SCHOOLS REQUEST FOR PROPOSALS FOR:  
Purchase and renovation-reuse-repurpose the Steele building and/or site at

1150 Amity Ave  
Muskegon, MI 49442

PROPOSALS DUE:  
05-13-2024 at 1:00 pm

PROJECT WALK THROUGH:  
To be arranged with John Snyder  
[jsnyder@mpsk12.net](mailto:jsnyder@mpsk12.net)  
(231) 720-3175

Superintendent:  
Matthew Cortez  
[mcortez@mpsk12.net](mailto:mcortez@mpsk12.net)  
1458 Fifth Street  
Muskegon, MI 49441  
231-720-2004

Director of Operations:  
John Snyder  
1800 East Laketon Ave  
Muskegon, MI 49442  
Office 231-720-3175  
[jsnyder@mpsk12.net](mailto:jsnyder@mpsk12.net)

No oral, telephonic, telegraphic or facsimile proposals will be accepted.  
No proposals will be accepted after the time of closing of bids.

NOTICE IS HEREBY GIVEN THAT THE BOARD OF EDUCATION OF MUSKEGON PUBLIC SCHOOLS WILL RECEIVE SEALED BID PROPOSALS UNTIL 05/13/2024 at 1:00 pm AT THE OFFICE OF THE SUPERINTENDENT FOR MUSKEGON PUBLIC SCHOOLS, THE BOARD OR ITS DESIGNEE WILL OPEN AND READ EACH RECEIVED BID AT A PUBLIC MEETING AT 05/13/2024 at 1:00 pm AT:

POOLE ADMINISTRATION BUILDING  
Room C115C  
1458 Fifth Street  
Muskegon, MI 49441



THE PROPOSAL WILL BE FOR Purchase and renovation-reuse-repurpose the Steele building and/or site IN ACCORDANCE WITH BIDDING DOCUMENTS AND APPROVED SPECIFICATIONS

Muskegon Public Schools will not consider or accept a proposal received after the above-specified date and time for Proposal submission.

At the above specified time and place for receiving proposals, the Board of Education, acting by its designee, will publicly open and read all timely-received Proposals. The Board of Education reserves the rights to waive any irregularity or informality in its Request for Proposals to reject any or all Proposals, to award Program components by component, group of components, or total Program, and to accept the Proposal or Proposals which the Board determines will perform in the District's best interests and will be the most responsible bidder. Each and every bid shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the District or any employee of the firm submitting the bid and the Superintendent of Muskegon Public Schools or any member of the Board of Education. Proposals are to be presented in accordance with the specifications.

For a copy of the RFP or more information call.  
Cassidy Cisneros  
231-720-2004



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REQUEST FOR PROPOSAL Purchase and renovation-reuse-repurpose the Steele building and/or site GENERAL INSTRUCTIONS

**A. Instructions**

Qualified individuals are invited to submit proposals to Muskegon Public Schools ("District") for Purchase and renovation-reuse-repurpose the Steele building and/or site in accordance with the bidding documents and specifications. The District's objective in issuing this Request for Proposal is to obtain competitive projects from which it will select a winner.

The District reserves the right to reject any or all proposals, to award Project components by component, group of components, or total Project, to accept any or all alternatives, to accept any proposal in whole or in part, to waive any irregularities or informalities which are in the best interest of the District, and to weigh proposal elements as deemed beneficial to the District. Any award shall be to the bidder that the District considers the most responsible bidder.

**B. Proposal Submission**

To be considered by the District, two (2) copies of the complete proposal must be received no later than 05/13/2024 at 1:00 pm. Proposals must be addressed to:

Mr. Matthew Cortez, Superintendent  
Muskegon Public Schools  
Poole Administration Building  
1458 Fifth Street  
Muskegon, MI 49441

The lower left corner of the submittal envelope should be marked:

**PROPOSAL FOR "Purchase and renovation-reuse-repurpose the Steele building and/or site"**

Submitted proposals become the property of the District and will not be returned. Further, all submitted proposals become subject to the Freedom of Information Act.

**C. Late Proposals**

Any proposal received by the District after the time specified above will not be considered.

**D. Withdrawal of Proposals**

Proposals may be withdrawn by written notice received at any time prior to the submission deadline. Proposals may also be withdrawn in person, provided that the firm's representative signs a receipt for the proposal prior to the submission deadline. Proposals that are not so withdrawn shall constitute a firm offer for a period of ninety (90) days to perform the work contained therein and/or required by this RFP.

**E. Questions Concerning this RFP**

Inquiries may be made to Mr. John Snyder at the contact above. All such inquiries must be made no later than three (3) business days prior to the deadline for submission. Information about the District is available during business hours (8 a.m. - 4 p.m.)

**F. Economy of Preparation**

Proposals should be prepared simply, providing a concise description of the bidder's ability to meet the requirements of this RFP.

**G. Proposal Signature**

Proposal Summary, should be signed by the person responsible for the decision to make an offer. (In the case of a joint proposal, each party must certify those costs being offered by its own firm. Unless otherwise agreed by the District in writing, each party to a joint proposal will be jointly and severally responsible for all offers in the proposal, regardless of who produces them.)

**H. Prime Responsibilities**

The selected bidder will be required to assume responsibility for the bid offered in the proposal. The selected bidder shall be the sole point of contact with regard to contractual matters, including payment of offer resulting from the contract.

**I. Proposal Preparation Costs**

All costs incurred for proposal preparation, site visitation and investigations, initial engineering analyses, presentations, or contract negotiation, are the responsibility of each respective bidder and will not be reimbursed by the District.

**J. Acceptance of Proposal Contents**

The contents of the proposal of the selected bidder will become contractual obligations when a contract is issued, except with regard to particular contents that are rejected by the District. Failure of the successful firm to abide by such obligations will result in cancellation of the award.

**K. Proposed Project Schedule**

Bid period: 04/19/2024 – 05/13/2024

Review: 05/13/2024 for as long as needed

Award Contract: At a regular Board meeting once contract is finalized

Submittals and Approvals: 05/13/2024 at 1:00 pm

**L. Taxes**

The Proposal shall be deemed to include all applicable sales, use, excise and other taxes required by law. The District, upon request, will provide a properly executed tax exemption certificate, but the District makes no representation that a Bidder may utilize such information to avoid tax liability.

**M. Familial Disclosure Statement**

Each Proposal shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the Bidder and any member of the board or Superintendent. Bids not accompanied by a sworn and notarized statement will not be accepted by the board

**N. Iran Economic Sanctions Act Certification**

Each Proposal shall be accompanied by a certification required by the Iran Economic Sanctions Act that the bidder is not an Iran-linked business. Bids not accompanied by such a certification will not be accepted by the Board.

**O. Waiver of Claims**

The Bidder, by its submission of its proposal, releases the District and its Board members, administrators, employees and agents from any claims arising out of, and related to, the ECM process and the selection of a Bidder.



REQUEST FOR PROPOSAL FOR Purchase and renovation-reuse-repurpose the Steele building and/or site

PART 2 -- PROPOSAL REVIEW AND SELECTION PROCESS

**A. Time Frame for Bidder Selection**

It is the intent of the District to select a bidder according to the following schedule:

04/19/2024 RFP is released.

04/19/2024 - 05/03/2024 Site walk through Available by appointment

05/13/2024 at 1:00 pm, Proposals are due at Poole Administration Building

05/13/2024 as long as needed Administrators screening proposals

Award recommendation to Board at a subsequent regular 7:00 pm meeting.

The District may modify or eliminate any portion of the above schedule in its sole discretion and to the extent consistent with law.

**B. Review and Selection Process**

The District reserves the right to reject any or all proposals that are determined not to be in the best interests of the District. The District will not necessarily select the highest bid proposal, but will choose the most responsible bidder.

**C. Interviews**

Interviewing can be done based upon District determination of top bidders.

**D. Evaluation Criteria**

The District will evaluate Bidder's proposals based on cost and responsibility factors, including but not necessarily limited to the following:

**Offer:** The total offer for the building and repurposing of the property

**Relevant Experience:** Bidder's relevant experience. Provide documents and references

**Qualifications:** Qualifications and experience of the Bidder.

**Financial:** The finances of the company for the last two full years

**Investors:** The investors for the bidder and their commitment in writing to support the project.

**Timeliness:** The Bidder's ability to complete work specified in this RFP in a timely fashion.

**Responsiveness:** The ability to meet with District officials, bidders, etc. when necessary.

**Directness:** This will be the direct addressing of community wants and needs.

The District may consider a number of factors in determining a Bidder's "responsibility," and it is expressly understood that the District is not confined to the above-referenced list or any other information required or provided in response to this RFP.



**E. Awarding of the Contract**

All proposals may be reviewed and evaluated by District administration and consultants for the purpose of recommending a winning bidder. The ultimate determination to award a contract will be made by the District's Board of Education as required by law. The form of Contract shall be based on the district's preference. By submitting a proposal, each Bidder agrees to the terms of the Contract in its entirety, except and only to the extent the Bidder specifically objects in writing to any provision therein and attaches the objection(s) as a separate document to its response to this ECM, along with a proposed alternative.

Notwithstanding anything herein to the contrary, the District shall have the unilateral ability, in its sole discretion, to negotiate any term of the Contract (or any other form of contract considered by the parties). The award of a Contract shall be contingent upon the successful negotiation of the same, and the Bidder shall not be entitled to any remuneration unless and until a Contract is officially approved by the District's Board of Education.



**Muskegon Public Schools**

Purchase and renovation-reuse-repurpose the Steele building and/or site

**PART 3 – PROPOSAL DETAILS**

**I. BIDDER INFORMATION**

The following information will be considered by the District for the purpose of determining the Bidder's "responsibility" and present capability to perform the work. The District's determination is not limited to the information below or any other information required by this RFP.

Name of Bidder: \_\_\_\_\_

Year Established: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Facsimile Number: \_\_\_\_\_

Contact Person Email Address: \_\_\_\_\_

**A. Organization**

1. Individual \_\_\_\_\_ Partnership \_\_\_\_\_ Corporation \_\_\_\_\_ Other \_\_\_\_\_

2. Identify the number of years the firm has provided the type of improvements required herein, and provide a brief history of the firm's experience with the required work.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. List the firm's officers and the staff that will be dedicated to this project.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. List any sub-bidders, investors or sub-consultants you propose using to provide services.

	Firm Name	City/State	Specialty	# of years
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____



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5. Within the last 5 years have you had litigation, arbitration or a claim filed against or settled with your company by a client (in the educational market or otherwise) or have you filed the same against any other client? If yes, explain each in detail.

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6. Has your firm ever been terminated, for cause or for convenience, prior to completion of a project or has your firm ever terminated a contract, for cause or for convenience, prior to completion of a project? If yes, please explain.

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7. Financial statements for the past two (2) tax years shall be submitted. These will also include the investors financials and a written commitment to be a part of this project.





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## II. PROJECT DESCRIPTION

- A. Purchase and renovation-reuse-repurpose the Steele building and/or site for the property at 1050 Amity Ave, at a fair market value, from the District meeting the criteria below:
- i. Purchase price being paid for the building and property.
  - ii. Detailed design and explanation in writing of the property.
  - iii. Limits by the bidder of building and land use, regardless of project success.
  - iv. Description of how the project will aid the community, neighborhood, city and county.
  - v. Written responses to the neighborhood, community and district vision, wishes, and other cited feedback from the community.
  - vi. Clear list of bidder versus district responsibilities in this project.
  - vii. All costs, fees, and other items must be fully funded by the bidder and no cost shall be incurred by the district.
- B. Define your proposal in the points above including all costs that will be paid in meeting the criteria for the descriptions in part A. These details are very important to the Board and will aid in choosing the best public service and plan for determining the new owner of the site.
- C. District, neighborhood, community input that has been collected include the following points which must be addressed under provision A.v. above:
- i. What pieces of the building are being reused?
  - ii. What will the building be repurposed into, including the type, size, cost projection, and other descriptors for each section of the proposal.
  - iii. The district wishes to maintain a direct connection from Amity to the Ryerson trail on the East end of the property. (if city owned please cite)
  - iv. The neighborhood and the community have made a few points for guidance and consideration:
    1. No park in area, so that would be nice
    2. Like to make a community center of some type
    3. City mentioned a possible fire station
    4. Do not want all in-fill housing or all low income housing
    5. Ask for homes to have yards, like the rest of the subs homes
    6. Want to have a say in the outcome
    7. Social/emotional/mental services for kids possible?



**Muskegon Public Schools**

REQUEST FOR PROPOSAL FOR Purchase and renovation-reuse-repurpose the Steele building and/or site

**PART 4 – PROPOSAL SUMMARY**

This proposal has been prepared to provide the District with all the information requested in the RFP. The undersigned certifies that the RFP has been carefully examined and that the proposal contained herein meets or exceeds the scope of services as outlined herein and that any items that have been deleted from and/or added to the requested scope of services (including, but not limited to, the proposed contract language) are clearly noted as follows: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Signed this \_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

If a corporation, indicated State of incorporation and affix seal.

Attest: \_\_\_\_\_

By: \_\_\_\_\_



**ATTACHMENT "A"**  
**[Familial Disclosure Statement]**

AFFIDAVIT OF STATE OF MICHIGAN, COUNTY OF Muskegon by \_\_\_\_\_  
(Insert name of affiant)

\_\_\_\_\_ makes this Affidavit under oath and states as follows: (Insert name of affiant)

1. I am a/the:  
President / Vice-President / Chief Executive Officer / Member / Partner / Owner / Other (please specify)  
\_\_\_\_\_ of [insert name of bidder], a bidder for Muskegon Public Schools.

2. I have personal knowledge and/or I have personally verified that the following are all of the familial relationships existing between the owner(s) and the employee(s) of the aforementioned bidder and the school district's superintendent and/or board members: \_\_\_\_\_

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3. I have authority to bind the aforementioned bidder with the representations contained herein, and I am fully aware that the school district will rely on my representations in evaluating bids for the required services.

4. I declare the above information to be true to the best of my knowledge, information and belief. I could completely and accurately testify regarding the information contained in this affidavit if requested to do so.

\_\_\_\_\_ Dated: \_\_\_\_\_  
(signature of affiant)

Subscribed and sworn before me in \_\_\_\_\_ County, Michigan, on the \_\_\_ day of \_\_\_\_\_, 201\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (signature)  
\_\_\_\_\_ (printed) Notary public, State of Michigan, County of \_\_\_\_\_  
\_\_\_\_\_ My Commission expires on \_\_\_\_\_ Acting in the County of \_\_\_\_\_  
\_\_\_\_\_



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**ATTACHMENT "B"**

**[Iran Economic Sanctions Act Certification]**

I am the \_\_\_\_\_ of \_\_\_\_\_, or I am bidding in my  
Title Bidder  
individual capacity ("Bidder"), with authority to submit a binding bid for the Purchase and renovation-reuse-repurpose the Steele building and/or site for Muskegon Public Schools. I have personal knowledge of the matters described in this Certification, and I am familiar with the Iran Economic Sanctions Act, MCL 129.311, et seq. ("Act"). I am fully aware that the school district will rely on my representations in evaluating bids.

I certify that Bidder is not an Iran-linked business, as that term is defined in the Act. I understand that submission of a false certification may result in contract termination, ineligibility to bid for three (3) years, and a civil penalty of \$250,000 or twice the bid amount, whichever is greater, plus related investigation and legal costs.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(printed)

\_\_\_\_\_  
(date)



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**Attachment D**

**BID SHEET**

Purchase and renovation-reuse-repurpose the Steele building and/or site proposed sale date: \_\_\_\_\_

**II. Proposed Project Description:**

Please have all Volunteer Alternates, drawings, statements, and other evidence and paperwork attached to this proposal.