

REQUEST FOR QUALIFICATIONS

Mixed-Use Downtown Redevelopment Project

Issued by the

VILLAGE OF KINGSLEY DOWNTOWN DEVELOPMENT AUTHORITY

State of Michigan



Date Issued: July 13, 2026

Qualifications Due: July 29, 2026 no later than 5:00 P.M. Eastern Time

Submit To: Village of Kingsley DDA Development Opportunity c/o
OHM Advisors, Justin Sprague, Principal, justin.sprague@ohm-advisors.com

This Request for Qualifications ("RFQ") solicits experienced and interested firms through a selection process to shortlist those that will advance to the Authority's future Request for Proposal ("RFP") process.

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I. INTRODUCTION

The Village of Kingsley Downtown Development Authority (DDA) is seeking Developers with experience and capability building and implementing high quality developments to develop land that is owned or is under control in its downtown area. The DDA's objective is to select and enter into an agreement with a Developer to construct a mixed-use development in downtown Kingsley. The scope of the development is negotiable but should incorporate mixed-use elements such as ground-floor retail and upper-floor residential further described in this document.

The objective of this Request for Qualifications (RFQ) is to determine the level of interest and number of qualified developers available for the concept identified below. Responses to this RFQ should provide general ideas and strategies for the development of the downtown site, including resumes and relevant qualifications for the development team.

A subcommittee of the DDA and Village staff and stakeholders will review submitted RFQ packages from Developers. A shortlist of Developers will be recommended to the DDA by the reviewing subcommittee. Once the DDA approves the Developer shortlist, a formal Request for Proposal (RFP) will be issued to selected developers for response. The goal of the RFQ process is to select experienced and qualified Developers to advance to the RFP process and ultimately Developer selection. The RFP process will require a more detailed proposal, ultimately leading to the selection of a preferred Developer and the eventual disposition of the Phase 1 parcels and possibly the Phase 2 parcels through sale under mutually agreed-upon financial and other terms. The DDA will look favorably on respondents that possess the capacity and interest to carry their development from concept to implementation, aesthetically pleasing design concepts, access to capital, and management strategy.

The Village of Kingsley is a full-service community located in southern Grand Traverse County in northwest Lower Michigan, approximately 15 miles southeast of Traverse City. With a population of approximately 1,400 residents, Kingsley serves as a regional hub for nearby townships and rural households while maintaining the character and identity of a traditional small-town downtown. Its location along M-113 and proximity to US-131 provide convenient access to Traverse City, Cadillac, and the broader northern Michigan region, making Kingsley an accessible community for residents, visitors, and businesses alike. Kingsley benefits from its position within the economic orbit of the Traverse City region while offering a more affordable and small-scale setting for residential and commercial investment. The Village is home to a mix of local businesses, service providers, and small employers that support both residents and the surrounding area, while the broader regional economy continues to generate demand for housing, neighborhood-serving commercial services, and reinvestment in downtown spaces.

Downtown Kingsley is centered on the intersection of Main Street and Brownson Avenue and reflects the historic pattern of a traditional northern Michigan village

center. The downtown includes a mix of storefront commercial buildings, public spaces, and adjacent residential neighborhoods, creating an environment that is compact, visible, and well-positioned for reinvestment. The redevelopment area addressed in this RFP occupies a prominent location within the downtown and presents an opportunity to eliminate long-standing blight, strengthen the tax base, expand housing options, and create new commercial activity in the heart of the Village. The Village has recently adopted an updated Master Plan and completed a comprehensive update to its Zoning Ordinance, including standards intended to support compatible downtown redevelopment, mixed-use investment, and pedestrian-oriented design within the C-1 Commercial District. In addition, Kingsley recently achieved certification through the Michigan Economic Development Corporation's Redevelopment Ready Communities program, reflecting the Village's commitment to clear development processes, transparency, and proactive planning.

Below is a *step-by-step* breakdown of the developer selection and procurement process:

1. Request for Qualifications (RFQ) Issued

The RFQ is the initial market outreach. The goal is to assess a developer's capacity, rather than specific design ideas.

Details required from Developers: Track record with similar projects, financial stability, past project references, and team resumes.

Goal: Identify a pool of qualified, capable Developers.

2. RFQ Review & Shortlisting

The selection committee evaluates the RFQ responses against a predefined scoring matrix.

Vetting: Check references, financial audits, and visit completed projects.

Outcome: A shortlist of no more than three (3) highly qualified Developers are selected to advance to the next, more intensive stage.

3. Request for Proposals (RFP) Issued

The RFP packet will be a detailed packet provided only to the shortlisted Developers. It outlines the specific project goals, site parameters, and community or business requirements.

Details requested: Conceptual site plans, architectural designs, development timelines, preliminary financial pro formas, and proposed purchase price or lease terms.

4. Proposals Reviewed & Developer Interviews

The selection committee reviews the detailed proposals and conducts in-person or virtual interviews with each shortlisted developer.

The Interview: Allows the developer to present their vision and allows your team to ask critical questions regarding their methodology, community engagement, and problem-solving abilities.

Outcome: Clarifies ambiguities in the proposals and ranks the Developers based on their design, financial offer, and overall fit.

5. Developer Selection

The reviewing subcommittee officially recommends the preferred developer (and often an alternate) to proceed with negotiations.

Approval: This requires a vote or formal approval from the DDA and Village Council.

Outcome: Issuance of a formal "Notice of Selection" and initiation of an exclusivity period to negotiate final terms.

6. Purchase and Development Agreement (PDA) & Incentive Negotiations

This is the critical legal phase where the project parameters are finalized into binding contracts.

Purchase and Development Agreement (PDA): Defines the exact purchase price, project milestones, design standards, and remedies/penalties if the developer fails to perform.

Incentive Negotiations: If public or private subsidies (e.g., tax breaks, grants, infrastructure assistance) are required, the exact terms, claw-back provisions, and performance metrics are finalized here.

The Village has experienced recent growth and interest in development in all in its traditional downtown corridors including recent investments at Brownson Park and surrounding areas. The selected development team will successfully demonstrate how their concept will bring new and valuable offerings to this environment and what benefit their development will bring to the further redevelopment of the community.

The DDA will favorably review developments that satisfy the desired area of investment, which is described in detail in the following section. Depending on the number and quality of responses received, the Village reserves the right to request additional information from some or all respondents, or to issue additional requests to advance the review process. This process does not obligate the Village, DDA or any of its agents, assigns, or employees to select or negotiate with any development team or to accept offers that the DDA, in its sole judgment, determines not to be in the best interest of the Village and its residents. The DDA reserves all rights as the property owner and regulatory body under this development process.

Thank you for your interest in this development opportunity.

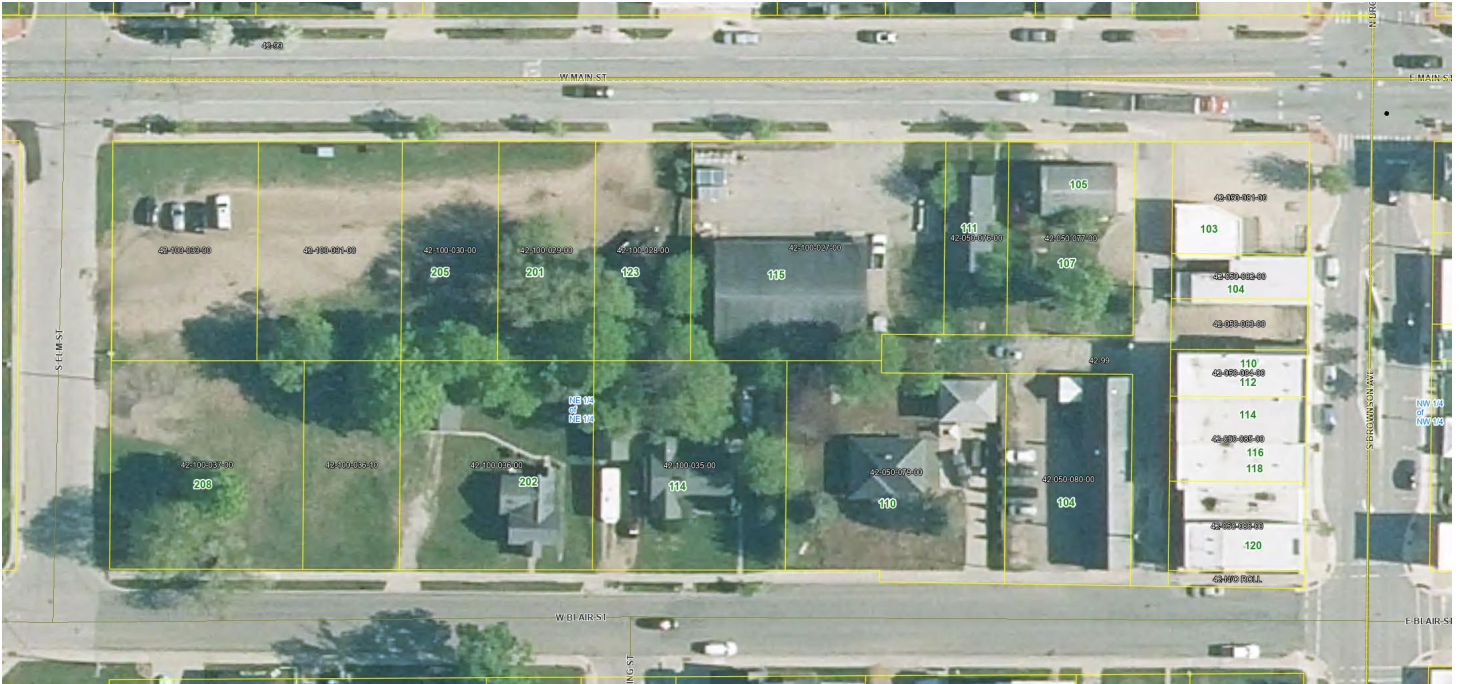
II. DEVELOPMENT OPPORTUNITY OVERVIEW

A. Redevelopment Site and Existing Building Conditions Description

The Redevelopment Site has frontage on East Main Street and Brownson Ave. The site is strategically located in the Village's vibrant downtown and represents a key element in the future vision plan for the Village. The Village prefers to see the site developed with owner-occupied and/or market rate multi-family residential units.

The redevelopment site encompasses several properties including the following parcel identification numbers broken down by priority phasing for redevelopment.

Address	Parcel Identification Number	Parcel Size (Approximate Acres)
PHASE 1 - PARCELS		
110 S. Brownson Ave.	42-050-083-00	0.04
104 S. Brownson Ave.	42-050-082-00	0.04
103 W. Main St.	42-050-081-00	0.10
Alley (to be vacated)	NA	0.05
105 W. Main St.	42-050-077-00	0.16
111 W. Main St.	42-050-076-00	0.08
115 W. Main St.	42-100-027-00	0.68
Phase 1 Total Size (Acres)		1.15
PHASE 2 - PARCELS		
123 W. Main St.	42-100-028-00	0.15
201 W. Main St.	42-100-029-00	0.30
205 W. Main St.	42-100-030-00	0.30
W. Main St.	42-100-031-00	0.45
215 W. Main St.	42-100-033-00	0.40
208 W. Blair St.	42-100-037-00	0.25
W. Blair St.	42-100-036-10	0.13
Phase 2 Total Size (Acres)		1.98
GRAND TOTAL PHASE 1 & 2 (Acres)		3.13



B. Environmental

Phase 1 parcels have previously been reviewed for environmental contamination and asbestos containing materials. Several environmental reports have been completed and can be downloaded from the following found at [Brownson & Main Development Opportunity - KINGSLEY DDA](#).

C. Existing Parcels Blight Elimination

Prior to developer selection (Step 5 in the developer selection process), the LBA will clear all existing buildings and as much of the existing site conditions. This ensures ready-to-build property, allowing the chosen developer to avoid the delays and costs associated with structural demolition, hazardous material abatement, and land clearing. The LBA is in the process of completing as much of this work as possible prior to September 30, 2026, under set aside funding it was awarded from the Michigan State Land Bank. Existing site conditions that the selected developer should assume will be removed by the LBA are all physical characteristics of a building, this includes structures, walls, systems, footers, foundations, and basements followed by engineered backfill and compaction of all voids created. If there is sufficient funding available, the LBA will remove as many of the existing site features (asphalt, concrete, septic tanks/fields, retaining walls, etc.) as possible.

D. Zoning/Development Standards and Master Plan

The Village has recently updated the Master Plan as well as the Zoning Ordinance which are both accommodating to the redevelopment of these properties which are currently zoned C-1.

- Zoning Ordinance: [kingsley zoning ordinance adopted 11-18-25.pdf](#)
- Master Plan: [kingsley master plan 2025 optimized.pdf](#)

E. Purchase Price

- Phase 1 Parcels: The properties under Phase 1 have been assembled and purchased by the Grand Traverse County Land Bank Authority (LBA). Acquisition of these Phase 1 parcels by the successful developer is necessary to reimburse the LBA. The County and State have invested over \$1.4 million in property assembly and preparation for the Phase 1 parcels. The primary goal is to have the selected developer purchase the site for an amount their project proforma can fully support, maximizing the financial return to make the County whole.

To incentivize alignment with local priorities, the County is prepared to offer structural flexibility on the final purchase terms for the Phase I parcels. If the selected developer's project robustly advances the Village's core redevelopment goals, the County will look beyond a traditional, single-payment transaction. Alternative financial structures—such as deferred payments, phased buyouts, or performance-based milestones—can be negotiated. This adaptive approach ensures that a high-impact, mission-driven proposal remains financially viable while still honoring the County's underlying objective to recover its Phase 1 parcels investment.

- Phase 2 Parcels: The properties under Phase 2 have been assembled and are under the control of the Village of Kingsley DDA. The DDA may assign their agreement to a successful developer in this selection process, but the DDA is under no obligation to do so under this RFQ. The selected developer will have the opportunity to acquire all or a portion of the parcels identified as Phase 2, however the cost to acquire all will be no less than \$525,000 or a prorated portion thereof.

F. Economic Development Incentives Available to Developer

- Brownfield Redevelopment Financing Act, PA 381 of 1996, as amended (BRA TIF).
- Possible other incentive offerings from the Michigan Economic Development Corporation (MEDC), which are project dependent.

The DDA will help facilitate for the Developer the adoption of a Brownfield Plan with the appropriate governing body and Act 381 Work Plan request to the appropriate State of Michigan agency(s) for the reimbursement of eligible activity costs to deal with any lead and asbestos abatement, demolition of existing remaining site and building conditions, addressing environmental contaminants to allow for the successful redevelopment of the site, and any workforce housing development eligible activities.

G. Residential and Commercial Market Study

An Analysis of the Market Potential for Mixed-Use Residential Development was completed by Tracy Cross & Associates, Inc. on April 26, 2026, and can be downloaded from the following link, [Microsoft Word - 2026.04.15 Final-Planning](#)

[Analysis-Kingsley Mixed-Use Apartments.docx](#). The Phase 1 and Phase 2 parcels analysis is referred to as the “East Main Street” or “Main Street Apartments” development in this study.

H. Redevelopment Objectives

This RFQ seeks and favors a creative developer of downtown commercial and housing projects to construct a development that meets the following goals and objectives. The DDA’s desired development of the site includes owner-occupied, workforce and/or market rate for-lease multi-family residential housing unit opportunities downtown. While the developer should propose some commercial fronting Main Street as part of its proposal, the residential development component for this site will be crucial to consideration and selection of any developer.

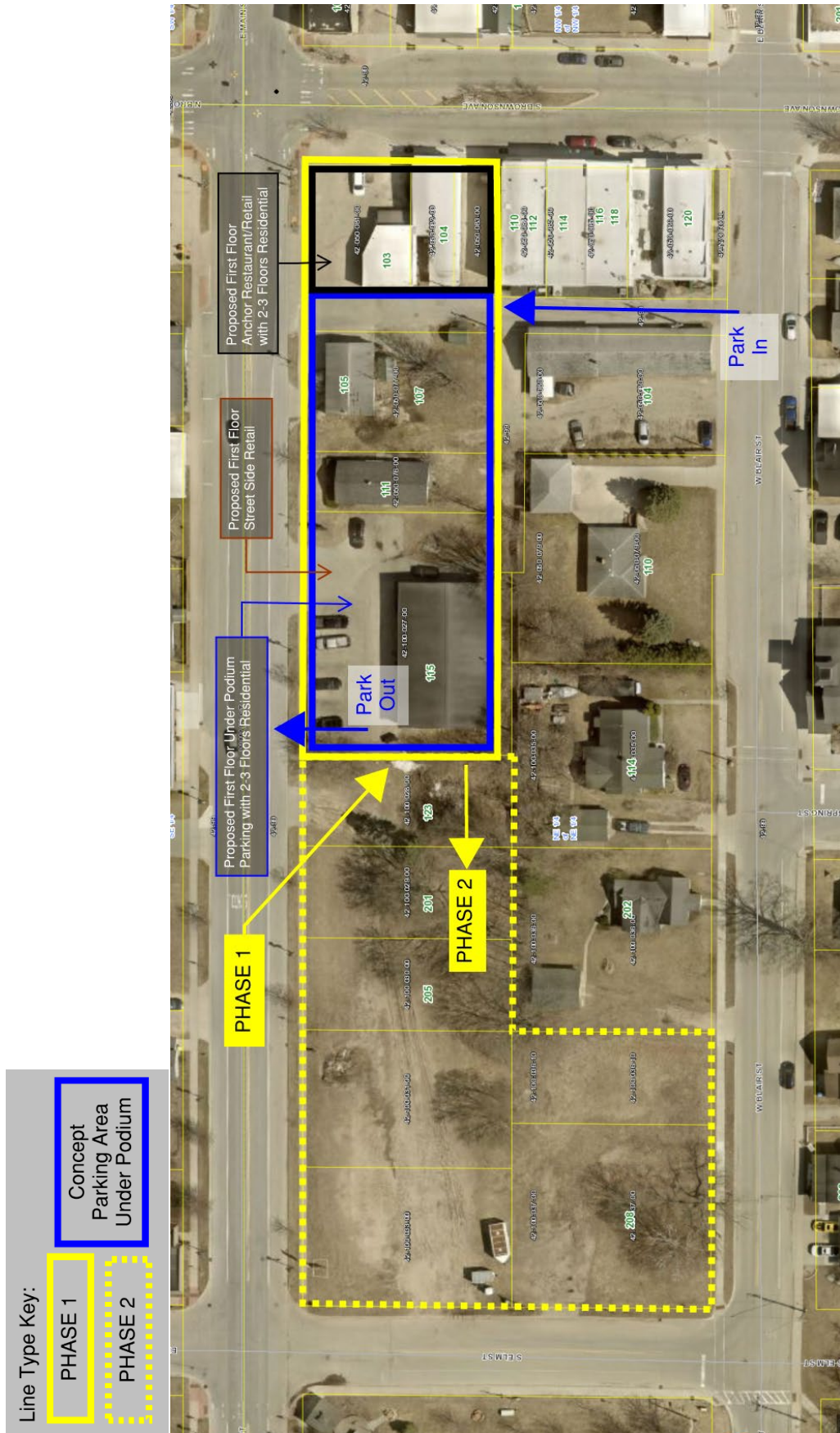
In addition to the Developer’s qualifications for these types of developments. The Developer shall describe its Concept Development Proposal (CDP) (as outlined in Section IVB) for Phase 1. The successful CDP will incorporate forward-thinking approaches to urban design, architecture, and the public realm. The Village values a development that will bring additional amenities and opportunities for working and living downtown, and as such the Developer’s CDP should:

- Contemplate either owner-occupied, workforce and/or market rate multi-family residential housing units’ opportunities at a competitive market rate to encourage downtown living.
- Detail how the development will contribute to a dynamic downtown destination that encourages commercial investments and considers the importance of the pedestrian environment.
- Discuss who the project will offer an aesthetically pleasing and unique gateway attraction for the Village’s main access point to downtown.
- Provide an overview which demonstrates how this project will result in a substantial positive economic value for the Village by increasing the consumer attraction potential for the downtown generally.
- The Developer may enter into a shared parking agreement in the development of public parking that may include Village controlled Phase 2 properties which will be required to be detailed by selected developers invited to respond to the formal development RFP.
- The Village has a strong interest in developing public parking in this area and could participate in a public private partnership arrangement to achieve this goal.
- Interact well with existing downtown businesses/institutions and events.

I. Specific Areas of Interest

The Village and DDA are specifically interested in a development that can activate this important gateway property in the downtown. The selected development should connect this section of the downtown area with additional residents. The desired development should be “a reflection” of the following site development concept. The preferred selected Developer will have flexibility with the final layout and final construction of the site. The below illustration is provided only to reflect

what the Village and DDA have in mind as a concept layout for the developments Phase 1.



III. DESIRED DEVELOPER QUALIFICATIONS

The DDA is seeking responses from Developers who are interested in undertaking the development concept described in this RFQ. In this context, the terms “Developer” and “Developer Qualifications” apply to the development entity itself and the respondent’s professional team assembled to execute and manage the project. It is the DDA’s expectation that the site be repurposed and developed into a mixed-use redevelopment project in the main downtown corridor. Although we reserve the right to select a development group with less experience, or non-traditional experience, the Village and DDA are seeking a Developer and supporting professional team that possesses a strong combination of the following qualifications and experience:

- Experience building, developing, and managing large-scale mixed-use buildings, owner-occupied units, workforce and/or market rate for-lease multi-family residential housing.
- Experience in the redevelopment property in a downtown or key commercial corridor.
- Experience operating and managing properties in an urban downtown setting including functions and services on land under easement or owned by a local municipality.
- Experience working with municipal government in business, community events, or other collaborative ventures.
- Experience working with local and state governmental agencies on the redevelopment of Brownfield contaminated property.
- Clearly defined qualifications regarding the design and buildout of unique commercial and housing sectors.

IV. SUBMISSION FORMATS AND CONTENT

Submittals must be made electronically in a PDF format. Every effort should be made to make proposals as concise as possible. Submissions must address the following sections to be considered complete and ensure consideration.

A– Qualifications and Experience

RFQ responses shall introduce the company and resumes of the respondent’s members and its professional team and the firm’s areas of expertise. The Developer’s lead contact person should be clearly identified. Respondent teams may be a joint venture. A narrative shall be provided that explains structure or relationship(s) proposed. The response should clearly show how the development team meets the minimum qualifications as outlined in SECTION III of the RFQ.

B – Concept Development Proposal (CDP)

Developers shall submit a Concept Development Proposal (CDP) outlining their overall vision and program approach for the downtown site Phase 1 parcels, including any necessary neighboring Phase 2 parcels if desired at this stage. Proposals must be presented through clear narratives and structured tables, categorized as follows:

- **Project Vision & Design Narrative:** A detailed description of the project's theme, architectural design type, intended scope, and buildout sequence.
- **Zoning & Master Plan Compliance:** A comparative matrix matching the proposed design parameters (e.g., density, setbacks, height, land use) against current zoning codes and the Village's master plan requirements.
- **Implementation & Phasing Matrix:** A timeline illustrating the Developer's requested milestones for project implementation.

Note: Concept renderings and elevations are optional for this CDP phase but will be required of shortlisted developers during the formal Request for Proposal (RFP) stage.

C – Conceptual Financial Structure/ Financial Stability

Responses must include the following for the CDP:

- **Private Financing:** A conceptual financial structure outlining all private sources of funding.
- **Real Estate Compensation:** A proposed strategy for compensating the LBA and DDA for its real estate (e.g., Phase 1 and 2 property purchases).
- **Public Financing:** If proposed, include justification for public fund contributions and outline the repayment mechanisms, as detailed in Section II-F. Economic Development Incentives Available to Developer.

Provide evidence of the Developer's financial capability to undertake the project. Evidence should cover the last three (3) years. If your proposal is submitted by a partnership of two or more entities, provide evidence for each firm or individual that would be a part to the project. Suitable documentation includes audited or reviewed financial statements, partnership or corporation tax returns, bank or financial institution support letters, or other verifiable information demonstrating financial stability necessary to support a project of this scope. The DDA will seek to protect such information from disclosure as and to the extent permitted by law. Submission of this RFQ provides consent to the DDA, Village or its assigns to confirm the information provided in response to this question.

All respondents shall submit its legal firm name or names, headquarters address, local office addresses, state of incorporation, and key firm contact names.

V. EVALUATION CRITERIA

The DDA is pleased to issue this RFQ to identify experienced and visionary development partners capable of transforming key municipal parcels into a landmark

destination. Our objective is to foster a vibrant, pedestrian-friendly downtown district that seamlessly blends commercial spaces with high-quality housing. By expanding our community's economic and residential footprint, this project will enhance the existing business corridor and set a baseline for future growth. The following sections outline the formal evaluation process, submission criteria, and legal terms governing this invitation.:

1. Vision and Objective

The Village and DDA seeks to foster a vibrant downtown mixed-use district that combines commercial and housing spaces to complement current and future local business enterprises.

2. Evaluation Criteria

A subcommittee of the DDA, LBA, Village staff and their consultants will evaluate all responses using the criteria outlined below. Given the unique nature of this development opportunity, Developer Qualifications and experience will hold the heaviest weight in the evaluation process. Submissions will be scored based on:

- Developer Qualifications & Experience: Proven track record in similar projects, as detailed in Section III of this RFQ.
- Concept Development Proposal (CDP): Creative and unique development visions, programs, and concepts, as detailed in Section IV of this RFQ.
- Conceptual Financial Structure: Viability of the proposed financial model, as detailed in Section IV of this RFQ.
- Financial History & Stability: Demonstrated financial strength and organizational stability, as detailed in Section IV of this RFQ.

3. Terms and Conditions

- Non-Binding Request: This RFQ is an invitation for qualifications only. It does not constitute a binding agreement or a commitment to contract.
- No Reimbursement: The Village is not liable for any costs incurred by respondents in preparing submissions, attending interviews, or participating in meetings.
- No Obligation to Sell: Issuing this RFQ does not obligate the Village to sell or transfer Phase 1 or Phase 2 parcels for any expressed or implied development.
- Notification: Submittals will be assessed strictly according to the evaluation criteria, and respondents will be notified of their selection status.

VI. RESPONSE DEADLINE

Responses to this Request for Qualifications must be in a PDF form and submitted by email no later than 5:00pm on July 29, 2026. Responses received after this date and time will not be considered.

Please send responses to:

Village of Kingsley DDA Development Opportunity c/o
OHM Advisors
Justin Sprague, Principal
justin.sprague@ohm-advisors.com
D (810) 354-7311 | O (810) 396-4015

VII. INQUIRES

Any inquiries regarding this RFQ must be submitted in writing via email. All such written inquiries must be submitted by 5:00pm on July 16, 2026, no further inquiries will be accepted after this date and time.

A pre-proposal conference will occur on Thursday, July 16th at 3:30pm EST. Attendance at the pre-proposal conference is optional but should be viewed as an opportunity for bidders to ask relevant questions about this request, the selection process, and the scope of services. Bidders intending to participate in the pre-proposal conference should register by emailing the Project Manager, Justin Sprague, at justin.sprague@ohm-advisors.com.

Note: If you are attending this meeting virtually, please mute your microphone unless you are asking a question/comment.

VIII. SELECTION PROCEDURE AND TIMELINE

After the submission deadline, responses to this RFQ will be reviewed by a subcommittee of the DDA, Village staff and its consultants. Those shortlisted for further consideration will be invited to answer any requests for additional information or clarification of their submittal by way of a formal RFP. A preferred Developer will then be selected and recommended to the DDA Board and Village council. Pending approval, all respondents will be notified of the outcome of the selection process. From this point, the preferred Developer will be asked to enter into negotiations for more specific terms and obligations on behalf of both parties, the Developer and the DDA. Upon successful completion of these terms, the DDA and the Developer will enter into a binding Purchase and Development Agreement following final review and approval by the DDA Board and Village Council.

The following is a preliminary schedule and general timeframe for the RFQ response and selection process. All these dates are subject to change at the discretion of the DDA.

July 13, 2026: Request for Qualifications (RFQ) Issued

July 16, 2026: Pre-bid conference call for registered attendees

July 16, 2026: Inquiries on RFQ due by 5:00pm to justin.sprague@ohm-advisors.com

July 29, 2026: Responses to RFQ due by 5:00pm to justin.sprague@ohm-advisors.com

August 10, 2026: RFQ Review & Shortlisting completed and recommended to DDA Board

August 21, 2026: Request for Proposals (RFP) Issued to shortlisted Developers approved by DDA Board

September 9, 2026: Proposals Reviewed & Developer Interviews completed

September 20, 2026: Purchase and Development Agreement (PDA) & Incentive Negotiations between preferred Developer and the DDA Board and Village Council

October 20, 2026 or within a short time after: PDA presented to the DDA Board and Village Council for final approval

Developers must understand that the DDA Board and Village Council will be the approving body for any development. Any agreement for the sale of the parcels will include an acknowledgment, in a form and manner acceptable to the DDA Board and Village Council, that the failure of the DDA Board and Village Council to ultimately approve a particular development under its land use regulations is not affected or limited in any way by the Purchase and Development Agreement, and will not be a cause of default or breach of such agreement and that the DDA Board and Village Council is not engaging in a proprietary function for purposes of this redevelopment process.