

CITY OF OWOSSO

REQUEST FOR PROPOSAL

**UNOCCUPIED RENTAL REHABILITATION PROGRAM
COMMUNITY DEVELOPMENT BLOCK GRANT
ENVIRONMENTAL ASSESSMENT**

**For a
MIXED USE PROPERTY**

PROJECT NAME:

CITIZENS LOFT

123 N Washington Street, City of Owosso, Shiawassee County

RFP RELEASE DATE:

August 12, 2026

PROPOSALS DUE:

August 26, 2026, by 4:00 p.m. EST

Proposals shall be delivered via email to:

Tanya S. Buckelew, Community Development Director

tanya.buckelew@ci.owosso.mi.us

Request for Proposal
Community Development Block Grant
Environmental Assessment for a Mixed-Use Property
In the City of Owosso
123 N. Washington Street

The Community Development Director for the City of Owosso is seeking proposals for an Environmental Assessment for the Unoccupied Rental Rehabilitation Program through the Community Development Block Grant (HUD/MSHDA) for the three-story building located in downtown Owosso at 123 N. Washington Street.

The City of Owosso is the responsible entity and is administering the grant.

Tanya S. Buckelew, Community Development Director, is the Certifying Officer.

This three-story mixed-use building is commercial on the first floor – occupied by Fifth Third Bank. The second and third floors have been vacant for many years.

- ✚ The scope of the project consists of renovating the third floor, utilizing CDBG funds, to allow for 5 apartments. Once this project is completed, the owner will proceed with renovating the second floor, utilizing MEDC funds, to allow for 7 apartments. All sources of funding and aggregate data should be used as agreements are in place for both the CDBG funding as well as the MEDC funding.
- ✚ Environmental Review Standards – National Environmental Policy Act (NEPA)
- ✚ Environmental Type/Determination – requires an Environmental Assessment
- ✚ Number of units – five (5) units on the third floor
- ✚ RFP Timeframe – August 12 – August 26, 2026
- ✚ Expected completion date – This project is site ready, and construction will begin as soon as this Environmental Assessment is completed and MSHDA releases the funds. Completion of this assessment would ideally be completed within 45 days of contract signing.
- ✚ The RFP is not an offer of contract. Receipt of a proposal commits neither the City of Owosso to award a contract to any consultant, even if all requirements stated in this proposal are met, nor limits the City of Owosso's right to negotiate in its best interest. The City of Owosso reserves the right to contract with the lowest, responsive consultant.
- ✚ Expenses incurred in the preparation of proposals in response to this RFP are the consultant's responsibility.
- ✚ This is a grant-funded project, and the City of Owosso has received the approval to incur exempt costs for administrative and environmental review activities from MSHDA. The City of Owosso intends to pay the consultant's invoice within 30 days, provided all required documentation has been received.
- ✚ Questions regarding this RFP shall be submitted in writing by August 19, 2026 to tanya.buckelew@ci.owosso.mi.us

This Proposal Form and proof of insurance shall be submitted via email to Tanya Buckelew at tanya.buckelew@ci.owosso.mi.us. Please include the following words in the email subject line: "Citizens Loft Environmental Assessment."

To be considered, proposals must be received by August 26, 2026, at 4:00 p.m.

Proposals will be reviewed by the Community Development Director and will be presented to the Owosso City Council on September 8, 2026 for final approval.

Citizens Loft

123 N. Washington Street, Owosso, Michigan

The undersigned hereby declares that the instructions and specifications have been carefully examined, and that the Environmental Assessment at the property located at 123 N. Washington Street, Owosso, Michigan will be done for the price set forth in this proposal. It is understood and agreed that all proposal prices remain in effect for at least forty-five (45) days from the date of the proposal opening to allow for the award of the proposal and that if chosen the proposal price remains firm. The undersigned environmental consultant further agrees and understands that the City of Owosso reserves the right to reject all proposals and the right to waive irregularities in proposals if it determines such action to be in the best interest of the City of Owosso. The City of Owosso reserves the right to contract with the lowest, responsive consultant.

1. How long has your company been in business?

2. NEPA Environmental Review experience:

3. Give a brief summary of the history of the business. Include relevant experience of similar projects.

4. List any professional licenses/certifications:

5. Has your company had a similar contract terminated for cause within the last three years? If yes, please explain.

6. How many days will it take to complete the environmental review?

7. If chosen at the September 8, 2026 Council Meeting and subsequent contract signing, what is your completion date?

8. Environmental review cost:

Environmental Consulting Firm:

Address:

City, State, Zip:

Phone:

E-mail:

Authorized Representative/Title:

Signature:

Date:

INSURANCE AND HOLD HARMLESS - To the fullest extent permitted by law the Consultant agrees to defend, pay on behalf of, indemnify, and hold harmless the City of Owosso, its elected and appointed officials, employees, agents and volunteers, and others working on behalf of the City of Owosso against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from the City of Owosso, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, for all actions of the Consultant.

Consultants shall not commence work under this contract until they have obtained the insurance required under this paragraph and shall keep such insurance in force during the entire life of this contract. All coverages shall be with insurance companies licensed and admitted doing business in the State of Michigan and acceptable to the City of Owosso. The requirements below should not be interpreted to limit the liability of Consultant. All deductibles and SIR's are the responsibility of Consultant. Consultant shall procure and maintain the following insurance coverage:

- a. Worker's Compensation Insurance including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
- b. Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Consultants Coverage; (D) Broad Form General Liability Extensions or equivalent, if not already included. (E) Explosion, Collapse, and Underground (XCU) coverage, if applicable. Limits may be obtained by the use of primary and excess/umbrella liability policies.
- c. Automobile Liability including Michigan No-Fault Coverages, with limits of liability not less than \$1,000,000 per occurrence, combined single limit for Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
- d. Owners' and Consultant Protective Liability: The Consultant shall procure and maintain during the life of this contract, a separate Owners' and Consultant's Protective Liability Policy with limits of liability not less than \$1,000,000 per occurrence and aggregate for Personal Injury, Bodily Injury, and Property Damage. The City of Owosso shall be the "Named Insured" on said coverage.
- e. Additional Insured: Commercial General Liability and Automobile Liability as described above shall include an endorsement stating the City of Owosso shall be listed as additional insured. It is understood and agreed by naming the City of Owosso as additional insured, coverage afforded is considered primary and any other insurance the City of Owosso may have in effect shall be considered secondary and/or excess.
- f. Cancellation Notice: All policies, as described above, shall include an endorsement stating that it is understood and agreed Thirty (30) days, Ten (10) days for non-payment of premium, Advance Written Notice of Cancellation, shall be sent to: (The City of Owosso, Terri Sinn, Insurance Coordinator, 301 W. Main Street, Owosso, MI 48867).
- g. Proof of Insurance Coverage: Consultant shall provide the City of Owosso at the time that the contracts are returned by him/her for execution, a Certificate of Insurance as well as the required endorsements. In lieu of required endorsements, if applicable, a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable.
- h. If any of the above coverages expire during the term of this contract, the Consultant shall deliver renewal certificates and endorsements to the City of Owosso at least ten (10) days prior to the expiration date.