

7/14/2017

City of Charlotte  
111 E. Lawrence Avenue  
Charlotte, MI 48813

Subject: Brief History of Revitalize, LLC

To the City of Charlotte,

On behalf of the Revitalize, LLC team, we are pleased to provide the enclosed information and appreciate the opportunity to be considered for your project. It was interesting and exciting to read about the Historic Beach Market and your plans for its renovation. Our team consists of Bruce Johnston (co-owner and main contact), Shanda Johnston (co-owner and quality control lead), Kim Carter (administrative assistant/compliance lead) and Mike Thompson (owner of Spectacular Specifications and construction management specialist), and Paul Schlattman (construction management, compliance assistant, and SHPO liaison). Bruce, Kim, Mike and Paul are all MEDC certified grant administrators. Resumes for all are included.

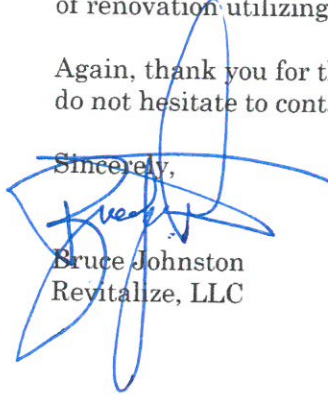
After 25 years of administering all of Ingham County's CDBG and related projects, Revitalize, LLC was formed in 2010 to assist Cities throughout Michigan with grant management and historical housing endeavors, utilizing MSHDA funding. Since then we have evolved into MEDC certified grant administrators and have experience with more than 83 separate historical buildings in 21 cities, creating more than 180 residential rental units, Historical façade renovations, and numerous commercial opportunities.

I personally want you to know that the renovation of historical buildings in small/medium sized Cities in Michigan is a passion of ours that goes back into the mid 1990's. The transformation of downtowns from the renovation of these buildings changed my career direction forever.

We pledge to provide the services needed to assist the City of Charlotte in the many facets of renovation utilizing federal funds.

Again, thank you for this opportunity, and if you need any additional information please do not hesitate to contact me at your convenience.

Sincerely,

  
Bruce Johnston  
Revitalize, LLC



REVITALIZE, LLC 706 SOUTH DIAMOND ROAD, MASON MI 48854 (517) 719-7512

# CITY OF CHARLOTTE REQUEST FOR PROPOSALS ADMINISTRATIVE CONSULTANT

## PART ONE: SCOPE

Information Required from Consultant (CGA)

### I. General Tasks

Total estimated time for General Tasks "A" through "T" as provided on RFP is:  
\_\_\_\_\_ 20 \_\_\_\_\_ hrs.

Comments: Revitalize has MEDC accepted sample policies that are required, which may be utilized and adopted as the City desires to help establish files for the GRANTEE'S office. To ensure that section 504 self-evaluation transition plan, (if applicable). Prepare one analysis of impediments to fair housing, ensure all Citizen Participation Requirements are met, and the Section 3 Policy is compliant and followed. Staff will review it with the selected Contractor in depth and without additional expense to the project. With the assistance of the GRANTEE, Revitalize will help conduct public hearings, notices and meetings to move project forward including file preparation, semi-annual reports, and preparing environmental review amendments for GRANTEE.

### II. Financial Management

Total estimated time for Financial Management tasks "A" through "D" as provided on RFP is:

\_\_\_\_\_ 40 \_\_\_\_\_ hrs.

Comments: Payment requests are typically submitted monthly and this project as described could begin in the Spring of 2018 and its estimated construction time is 4-5 months. Documentation for prevailing wage projects is in depth and time consuming. Progress reports, semi-annual reports, annual CDBG audits, and standard financial systems that conform to generally accepted municipal accounting principles etc. for city files and CDBG programs included. We would be on site a minimum of 3-4 times per month to stay on top of compliance and trouble shoot with City and Owner any issues that arise. Estimated time 10 hrs/month.



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### **III. Environmental Review**

Total estimated time for Environmental Review tasks "A" through "C" as provided on RFP is:

32 hrs.

Comments: Revitalize, LLC staff has extensive experience in MEDC required environmental assessments for projects like this. We will conduct the review, assess it with City representatives/MEDC and provide to City for publishing as required. Furthermore, we will expedite the process to save weeks in time for the project.

### **IV. Land Acquisition**

Total estimated time for Land Acquisition tasks "A" through "C" as provided on RFP is:

0 hrs.

Assist the City with all aspects of land acquisition including but not limited to: real property, easements, rights of ways, and donation of property. Assist GRANTEE with relocation with this project, there is no one for one replacement.

### **V. Procurement**

Total estimated time for Procurement tasks "A" through "G" as provided on RFP is:

24 hrs.

Comments: This is an area that can vary greatly depending on the capacity of the City and consultants hired to assist the project. According to the tasks in the RFP, there is considerable need for compliance from the Administrative Consultant. The time provided is the minimum, it could be considerably more. Revitalize, LLC accepts the needs and process regardless of the time.

### **VI. Construction and Labor Compliance**

Total estimated time for Construction and Labor Compliance tasks "A" through "T" as provided on RFP is:

40 hrs.

Comments: As an organization and compliance specialist, this is an area that is most important to be diligent and available. Included in this area is: contract preparation with all related federal language, on site employee interviews and then collection of all documentation pertaining to payroll, construction monitoring for labor compliance and City needs, assist project architect/engineer in obtaining necessary permits, inspections and construction closeout with City, utilizing MEDC requirements, Section 3 compliance and DBE and other contractor and sub-contractor reports. This area requires the most on site work. Our experience is to be there on a regular basis to keep up to date on all of the above mentioned requirements to ensure that the project will be CDBG compliant. We would be on site a minimum of 2/3 times per month to stay on top of compliance and trouble shoot with City any issues that arise. Estimated time 10 hrs/month.

## VII. Monitoring and Close Out

Total estimated time for Monitoring and Close out tasks "A" through "C" as provided on RFP is:

10 hrs.

Comments: File management, (dotting I's, crossing T's) which includes preparing of document close out, conduct and document Performance Public Hearings on an annual and/or project basis. Including advising GRANTEE in advance what activities are needed and assisting in their execution, and double check that everything is in the area of the file that is required. Assist GRANTEE in day long monitoring to assure all information is provided to allow for best possible end result. No Findings!!

## VIII. National Objective Compliance, Surveys, and Income Verification

Will assist GRANTEE with documenting all national objective compliance.

Total estimated time for National Objective Compliance, Surveys, and Income Verification as provided on RFP is:

0 hrs.

Comments: All compliance measures to achieve National Objective (Blight we assume) will be achieved as a team between Revitalize, LLC and City of Charlotte.

Total Estimated time for National Objective Compliance:

8 hrs.

Comments: The certification of "Blight" by the local building official can be set up early on so all parties are aware of the process needed to obtain the certification.

**Total** 174 hrs.

Comments: Please know that the above described hours is an estimate that we believe to be true and accurate based on our experience performing this work with MEDC and Federal requirements in mind. Regardless of the hours it will take, Revitalize, LLC will do what is necessary to confirm compliance and a successful end to your project. We pledge to provide the manpower to help with this endeavor.

Respectfully,

  
Bruce Johnston  
Revitalize, LLC

# CITY OF CHARLOTTE REQUEST FOR PROPOSALS ADMINISTRATIVE CONSULTANT

## PART TWO: PROPOSALS

Information Required from Consultant (CGA)

### Business Organization

Revitalize, LLC  
706 S. Diamond Road  
Mason, MI 48854

Revitalize, LLC operates as a Limited Liability Corporation and has additional office space in Mason City Hall. Kim Carter, Administrative Assistant, occupies this space M-F, 9am – 5pm to serve the needs of our clients. Additionally, all Revitalize, LLC team members are available 7 days a week to provide services as needed.

### Project Team

- Bruce Johnston, Owner, (MEDC Certified Grant Administrator) - Manage all activities, work with building owners/developers to assure their plans and desires are met, supervise all MEDC compliance requirements, direct contact for City, MEDC, owners and SHPO. Over 35 years' experience in the administration of federal funds and historical renovations.
- Shanda Johnston, Owner - Quality Control – review of contracts and documents to be utilized throughout project. Over 15 years working with historical projects that include CDBG, NSP, DEQ, and HUD funding.
- Mike Thompson (Spectacular Specifications, LLC owner) – construction oversight for compliance and Davis Bacon interviewer. More than 30 years collecting information and overseeing Davis Bacon projects.
- Kimberley Carter, Administrative Assistant, (MEDC Certified Grant Administrator) – Lead in all MEDC compliance issues, environmental reviews, project document preparer/keeper of the records for closeout/audit, reviewer of all Davis Bacon certified payrolls.
- Paul Schlattman, Administrative Assistant, (MEDC Certified Grant Administrator) assists in all MEDC compliance issues, construction oversight for compliance and Davis Bacon interviewer.

\*Resumes included

### Capacity to Perform Work

Four (4) members of the Revitalize, LLC team (Bruce, Kim, Mike, and Paul) all work full time on MEDC and CDBG projects (historical façades, whole building renovations, apartment and commercial creation, Brownfields, etc). We bring more than 70 years' experience in successful partnerships with Cities, Counties, private developers and Federal/State funders. We have successfully completed projects that are very similar to the Charlotte City project; Davis-Bacon and Section 3 requirements with full MEDC compliance throughout project. Please see reference letters from the City of Mason, City of Milan, (2017 Governors' award for historic preservation winner) and City of Marshall, along with a list of our past 4 calendar years work.



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## Prior Experience/Brief History:

Revitalize, LLC team members have vast experience in administering State and Federal programs. Attached, are projects that have been completed or are in progress in the past 4 years under our administration. All projects utilized State/Federal funding and private investment. Combined, we have over 85 years of combined experience administering federal funds for HUD, MSHDA, MEDC, the County of Ingham and the City of Lansing.

## Statement of Project

The City of Charlotte project, as we understand it will be to eliminate blight, for the historic preservation of the historic Beach Market open air farmer's market structure in downtown Charlotte Mi. The project is estimated to take 4-5 months in total construction time. The Project needs to be bid out, placed under contract and renovation work performed, all the while fulfilling the needs of the City of Charlotte and the MEDC. Prevailing wages must be paid to all contractors/sub-contractors doing work under MEDC approved contracts and certification of all Davis Bacon program requirements must be met.

## Management Summary and Work Plan

Team members will meet with City Officials, the MEDC, Architect/Engineer, Contractor and any other interested parties to help outline a plan to move from RFP to application phase and then into construction. *This time is essential to become familiar with project and prepare a timeline that is acceptable to all parties and move project forward as desired.* Revitalize, LLC will assist with project review alongside City personnel/designee and design a plan to secure proposals that will provide the best possible price while keeping quality of construction high. Our team will work with the MEDC to assure environmental compliance as well. All adopted policies from the City of Charlotte as required by the MEDC will be incorporated throughout. Revitalize, LLC will assist City of Charlotte in all required phases of MEDC program requirements included, but not limited to the following:

- Set up and maintenance of individual and City project files and follow required procurement process;
- Assist the City in the preparation of RFP's for any additional professional services required for this program, including the review of any said proposal;
- Environmental review process assistance that will allow MEDC to provide Release of Funding letter;
  - Assure that no project costs are incurred or contracts are entered into until this release of funding is secured.
- Assist in any Public Hearings required;
- Prepare any Section 504, Section 3, Fair Housing Plan and any other policies and procedures required and follow accepted plans;
- Assist the City in the maintenance of financial records to meet MEDC requirements;
- Maintain online systems and prepare all information required or requested by MEDC for successful program completion;
- Meet with City to assist them in construction process, quality contractor selection, and completion of all work under contract;
- Compliance with all State and Federal rules and regulations regarding the MEDC programs;
  - Including all Davis-Bacon requirements, IE: Wage Decision, employee interviews, certified payroll, etc.
  - Construction contract requirements, IE: Davis-Bacon language, Executive Order 11246, Section 3, etc.
    - Note: have all contacts approved by MEDC assigned personnel prior to any signatures being executed.
- Oversight of the construction process with City officials;
- Monitor and present any request for funds to City from the Contractor;
- Work with City officials, MEDC, etc. to ensure all phases of the program are in compliance, including construction permit requirements;

- Participate in any and all MEDC monitoring and Audits of the program through Grant closeout;
- Any duty or process that is required to assure compliance and successful project;
- Other duties as needed to assure compliance of project and needs of City.

### **Time in Charlotte**

It is our belief and approach to be on site as much as possible. Our experience is that if you are there and available, projects will have fewer issues and all parties involved will be happier. Revitalize, LLC plans to be on site once construction starts at a minimum 2/3 days per month (Davis Bacon interviews, Section 3 compliance, certified payroll review, etc), and more if necessary to meet the obligations of the project. Early on, we will be in Charlotte as needed to work on policy adoption/meetings with City officials, contractors, etc. If selected, Revitalize team members will schedule time for 2017 and then 2018 to be in Charlotte. No project will receive higher priority!

### **Prior Experience:**

The Revitalize team members have vast experience in administering State and Federal programs. Attached, are projects that have been completed or are in progress in the past 4 years, under the administration of the Revitalize, LLC team members utilizing MSHDA and MEDC program dollars. Although Revitalize, LLC has only been in business for a relatively short time (6+ years), Bruce, Shanda, Mike and Kim have over 80 years of combined experience administering federal funds for HUD, MSHDA, MEDC, the City of Ingham and the City of Lansing.

### **Hourly Rate/Cost Estimate**

Revitalize, LLC has billed at the rate of \$80/hr. for both MSHDA and MEDC projects for more than 3 years. This rate would be the rate billed for the City of Charlotte project as well. It includes mileage, materials and all applicable costs. In that this project will likely take 6 months to complete, and we have experience administering similar projects, our estimation of hours for the project is based upon actual experience. Estimated cost for entire project is **174 hrs @ \$80/hr. = \$13,920.**

### **Authorized Negotiators**

For the purpose of the endeavor, Bruce Johnston 517.719.7512 will be the authorized negotiator.

### **Additional Information**

Revitalize, LLC is available for an interview to discuss your project at the convenience of the City.

As is customary for the Revitalize team we will assist the City in any way we can. We are willing to spend time with the City, political leaders, property owners and community members to gain information that allows us to lend our expertise in any way possible. In addition, we will bring knowledge from many places throughout the state due to our vast affiliation with housing and community development resources. We believe in the good that projects like this one can do for a community.

Respectfully Submitted,

  
Bruce Johnston, Owner  
Revitalize, LLC





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## Revitalize, LLC Previous/Current Experience past 4 years

Below, please find the information requested in RFP. Letters of reference are available upon request.

- Marine City – Personal consultant to Tom and Kathy Vertin, helping secure funds from MEDC for a new Riverbank Hotel (Ribbon Cutting 10/25/16) 248-705-3425. Total project cost in the amount of \$3,915,000, with approved CRP Grant dollars in the amount of \$684,375. This project stems from various efforts with Federal, State and Local parties.
- Marshall – 15,000 sq. ft. historical building under renovation (75% complete) that will create 7 market rate units, 2 boutique hotel rooms and a new restaurant, utilizing MEDC/CDBG Blight Elimination and Job Creation funding. Also, seven (7) MSHDA rental rehab units are under construction in 3 buildings. Additionally, two (2) MSHDA RR units are complete and rented. All projects complete by 10/31/2017. The main contact for the City is Natalie Dean, Economic Development Director/Assistant City Manager, 323 W Michigan Ave., and Marshall MI 49068, 269-781-3985.
- Mason – The “Oracle” project (completed in 2015) renovated over 20,000 sq. ft. in two (2) blighted yet historical buildings in the downtown that created 8,000 sq. ft. of new commercial space for a thriving business and 10 market/affordable apartments. The “Vault” project created four (4) large market rate apartments above an existing cornerstone business downtown. The “Worman” project is under contract for 3 market rate units utilizing CDBG blight elimination funds. The main contact for the City is Deb Stuart, City Administrator, 201 W Ash St., Mason, MI 48854, 571-676-9155. (MSHDA and MEDC, utilizing CDBG RR and Blight Elimination funds).
- Tecumseh – 9 Completed affordable/market rate rental rehab units (MSHDA/CDBG). The main contact with the city is Paula Holtz, Economic Development Director, 309 E Chicago Blvd, Tecumseh, MI 49286, 517-424-6003.
- Milan – East Main Street Development (completed in 2016) was the renovation of nearly 30,000 sq. ft. of five (5) historical buildings that encompassed an entire city block. Seven (7) commercial spaces were renovated and 15 affordable/market rate rental rehab units created. The main contact for the City is Jade Smith, City Manager, 147 Wabash, Milan, MI 48160, 734-439-1501. (MSHDA and MEDC, utilizing CDBG RR and CRP funding). Additionally, this was a Historic Tax Credit project.
- Milan – Historical Façade Restoration Project complete as part of above mentioned project.
- Owosso – 7 Completed affordable/market rate units, 2 units under construction (MSHDA/CDBG RR). The contact for these projects is Susan Montenegro, assistant City Manager/Director of Community Development, 989-725-0544.
- Hillsdale – 2 Completed affordable/market rate rental rehab units completed in 2016 (MSHDA/CDBG RR). The main contact for the City is Mary Wolfram, Economic Development Consultant 97 N Broad St., Hillsdale, MI 49242, 517-437-6479.
- Carson City – 2 completed affordable/market rental rehab units in 2016 using (MSHDA/CDBG RR). The main contact for the City is Jean Southward, City Manager 123 E Main St., Carson City, MI 48811, 989-584-3515.



- Ionia – 4 affordable/market rate rental rehab units completed (MSHDA CDBG RR). The main contact for the City is Linda Curtis, DDA Director, 114 N Kidd St., Ionia, MI 48846, (616) 527-4170.
- Greenville - Historical Façade Restoration Project for 5 buildings in downtown Greenville. This project will start construction in Spring 2017. The main contact for the City is George Bosanic, 411 S Lafayette St., Greenville MI 48838, 616-754-5645. (MEDC/CDBG Façade funding).
- Alma – Maples Building - Historical renovation of 7,500 sq. ft. brick building that has created eight (8) units of affordable/market rate housing. Project received certificate of occupancy on December 28, 2016 and consists of MSHDA/CDBG RR funding. The main contact for the City is Aeris Ripley, Assistant City Manager, 525 Superior St. Alma, MI 48801, 989-463-8336.
- Howell – Historical Façade Restoration Project for 3 buildings in downtown Howell. This project was awarded to Revitalize, LLC in January 2017 and is starting in May 2017. The main contact for this project is Tim Schmidt, Community Development Director, 611 E. Grand River Ave. Howell, MI 48843, 517-546-3861.
- Three Rivers – Historical Restoration of 3 buildings to create new façade and commercial restaurant. This project was just awarded to Revitalize, LLC and will begin immediately. The main contact for this project is James Hissong, Community Development Coordinator, County of St. Joseph, 125 W. Main St., Centerville, MI 49032, 269-467-5663.
- Ionia County – Business Development project that will create 50 new jobs with a road expansion surrounding the Herbruck Poultry farm. This project will not start until the end of 2017 with the majority of the work starting in the spring of 2018. The main contact for this project is Stephanie Fox, County Administrator, Ionia County, 100 W. Main St. Ionia, MI 48846, 616-527-5300.
- Owosso - The “344 Building” set to begin construction in July 2017 is over 17,000 sq. ft. of blighted yet historical building in the downtown that will create 8,000 sq. ft. of new commercial space for a thriving business and 11 market rate apartments. The contact for this project is Susan Montenegro, assistant City Manager/Director of Community Development, 989-725-0544.
- Albion – The “Peabody Building” is set to begin construction in September 2017 and upon completion will create over 3,000 sq. ft. of commercial space and 4 market rate apartments on the 2<sup>nd</sup> and 3<sup>rd</sup> floor. It is also a Historical Tax Credit project that will preserve this 165 year old building. The contact for this project is Sheryl Mitchell, City Manager, City of Albion, 112 W. Cass St. 49224, 517-629-7172.

NOTE: For all projects that included MEDC funds or created more than 7 rental units, Davis-Bacon prevailing wage rate regulations were enforced. On all projects, Revitalize worked with the City, building owners, architects, code enforcement officials and other entities as required to assure the successful completion the project.

