

**HASTINGS DOWNTOWN DEVELOPMENT AUTHORITY**  
*August 17, 2023 Meeting - Communication*

**To:** DDA Members and Staff  
**From:** Dan King  
**Date:** August 10, 2023  
**Subject:** Information Regarding August 17, 2023 Meeting of DDA

The next meeting of the Hastings DDA is scheduled for **8:00 a.m.** on **Thursday August 17th** in the Council Chambers, second floor of City Hall.

5. Financial Statement and Budget Review

Budget data has been updated through July 31, 2023. Fiscal year 2022/2023 is in the process of being closed-out. Historically there is little financial activity in the month of July and that is reflected in the July budget spreadsheet.

6. Façade and BEIG Update

The façade grant and BEIG loan spreadsheets have been updated through July 31, 2023.

8. Old Business

- A. Staff will present an update on the streetscape project.
- B. Staff will present an update on the Parking Lot 8 project.

9. New Business

- A. Review and consider a façade grant request from Norm and Carol Barlow at 109/111 W. State Street in the amount of \$2,100.00

Please let us know if you are unable to attend the meeting. See you on the 17th!

# HASTINGS DOWNTOWN DEVELOPMENT AUTHORITY AGENDA

Meeting Thursday August 17, 2023

## MEETING AT CITY HALL

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1. Call to Order/ Roll Call. (Meeting starts at 8:00 a.m.)
2. Pledge to the Flag
3. Approval/Additions/Deletions to Agenda
4. Approval of Minutes – Review Minutes from the July 20, 2023 Meeting
5. Receive Financial Statements & Budget Review
6. Façade and BEIG update
7. Open Public Discussion and Comments
8. Old Business:
  - A. Streetscape Update
  - B. Parking Lot 8 Update
9. New Business
  - A. Review Façade Grant Request for Norm and Carole Barlow at 109/111  
West State Street
10. DDA member comments
11. Open Public Discussion and Comments
12. Adjourn

**City of Hastings**  
**Downtown Development Authority**  
**DRAFT Meeting Minutes**  
**July 20, 2023**

**1. Meeting Call to Order and Roll Call—**

The meeting was called to order at 8:00 a.m. by Button

**Roll Call –**

Present: Albrecht, Baker, Button, Tossava, Wiswell, Ulberg

Absent: Bolthouse, Hatfield, Woods

City Staff and Appointees: King, Moyer-Cale, Tate

Others Present: None

**2. Pledge to the Flag**

**3. Approval/Additions/Deletions to Agenda –**

Button added 8 B. Billboards and 8 C. Parking Lot 8 to Old Business.

Motion by Tossava, second by Ulberg to approve the agenda as amended

All ayes, motion carried

**4. Approval of Minutes –**

Motion by Tossava, second by Ulberg, to approve the minutes from the June 15, 2023, DDA meeting as presented

All ayes, motion carried

**5. Financial Statements & Budget for Review –**

King said the budget data has been updated through June 30, 2023. King stated FY 22/23 has ended and as typical, adjustments will likely be made in preparation for the annual audit.

Motion by Tossava, second by Wiswell, to approve the financials as presented

All Ayes, motion carried

## **6. Façade and BEIG Update-**

King stated the information presented was updated through June 30, 2023.

## **7. Open Public Comment and Discussion – None**

## **8. Old Business-**

### **A. Streetscape Progress Update**

Moyer-Cale updated the board on the streetscape progress. Bid packets were sent to several contractors but only one bid was received. The bid packet received came from a highly respected company and was reflective of the market. Construction bid is \$500,000 over initial estimate but there are financial options that will allow the project to be funded and completed as designed.

Motion by Tossava, support by Baker, to approve bid and financing contingent upon City Council acceptance of same.

Roll Call:

Ayes: Albrecht, Baker, Button, Tossava, Ulberg, Wiswell

Nays: None

Absent: Bolthouse, Hatfield, Woods

Motion Carried 6-0

### **B. Billboards**

Button discussed the static billboards and informed the board that advertising banners can be added to the boards. Hatfield has agreed to solicit advertising from local merchants for the banners.

### **C. Parking Lot 8**

Tate stated that bids will be solicited within the coming two weeks for the reconstruction of parking Lot 8.

## **9. New Business**

### **A. Façade Reimbursement for Tim and Tracy Baker at 107 E State St**

King stated that the Baker's completed the door as part of the grant but were not able to complete the windows. A partial reimbursement of the grant was processed, and the grant was closed.

**10. DDA Member Comment –**

King thanked the board for approving the streetscape bid and stated that with the commencement of the project on the former Royal Coach site as well as the commencement of the Tyden Lofts, the City will experience progress towards housing and development not seen in the City of Hastings for decades.

**11. Open Public Comment and Discussion – None**

**12. Adjournment**

Motion by Tossava, second by Baker, to adjourn

All ayes, motion carried

Meeting adjourned at 8:45 a.m.

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Deb Button, Vice- Chair

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Dan King, Recording Secretary

Prepared by: Dan King, City of Hastings

| DDA Budget 2023/2024 August 9, 2023 Update (thru 07.31.23) |                                     |                    |              |             |                  |
|--|-------------------------------------|--------------------|--------------|-------------|------------------|
| Account Number   | Title                               | Budget             | Year to Date | Projected   | Budget 2024/2025 |
| 248.100.404.000  | Tax Capture                         | \$ 682,240         |              |             |                  |
| 248.100.573.000  | LCSA Appropriation                  | \$ 63,000          |              |             |                  |
| 248.100.642.000  | Sculpture Sales                     | \$ 5,000           |              |             |                  |
| 248.100.642.010  | Advertising Sales                   |                    |              |             |                  |
| 248.100.648.000  | Application Fees                    | \$ 1,000           |              |             |                  |
| 248.100.654.000  | Electrical Vehicle Station          | \$ 250             |              |             |                  |
| 248.100.665.000  | Interest Earned                     | \$ 12,000          |              |             |                  |
| 248.100.672.000  | Other Revenue                       | \$2,700,000        |              |             |                  |
| 248.100.674.000  | Private Contributions or Donations  |                    | \$ -         | \$ -        |                  |
| 248.100.675.000  | Sponsorships                        | \$ 500             |              |             |                  |
| <b>Total Revenue</b>                                       |                                     | <b>\$3,463,990</b> | <b>\$ -</b>  | <b>\$ -</b> | <b>\$ -</b>      |
| 248.728.756.000  | Repair and Maintenance Supplies     |                    |              |             |                  |
| 248.728.766.000  | Disposable Technology               |                    |              |             |                  |
| 248.728.772.000  | Promotion Supplies                  | \$ 500             |              |             |                  |
| 248.728.803.000  | Administrative Services             | \$ 35,000          |              |             |                  |
| 248.728.806.000  | Legal Services                      | \$ 500             |              |             |                  |
| 248.728.807.000  | Planning Services                   | \$ 5,000           |              |             |                  |
| 248.728.861.000  | <b>Transportation (Milage)</b>      | <b>\$ 100</b>      |              |             |                  |
| 248.728.872.000  | <b>Parking SAD</b>                  | <b>\$ 15,962</b>   |              |             |                  |
| 248.728.879.000  | <b>Website</b>                      | <b>\$ 500</b>      |              |             |                  |
| 248.728.882.000  | Advertising - Social Media          | \$ 13,000          |              |             |                  |
| 248.728.883.000  | Advertising - Print                 | \$ 5,000           |              |             |                  |
|  | Michigan Trails Magazine            | \$ 736             |              |             |                  |
|  | Hastings Reminder - Holiday         | \$ 2,000           |              |             |                  |
|  | Battle Creek Shopper - Holiday      | \$ 750             |              |             |                  |
|  | Lowell's Buyers Guide - Holiday     | \$ 130             |              |             |                  |
|  | J-Ad Summer Fun Guide               | \$ 475             |              |             |                  |
| 248.728.884.000  | Billboards                          | \$ 9,000           |              |             |                  |
| 248.728.885.000  | Advertising-Radio                   | \$ 2,000           | \$ 165       | \$ 2,000    |                  |
| 248.728.886.000  | Videography                         | \$ 2,000           |              |             |                  |
| 248.728.887.000  | Speakers/Performers                 | \$ 1,000           |              |             |                  |
| 248.728.891.000  | Licenses and Fees                   | \$ 250             |              |             |                  |
| 248.728.900.000  | <b>Printing and Publishing</b>      | <b>\$ 6,000</b>    |              |             |                  |
|  | J-Ad Dine and Shop Brochures        | \$ 700             |              |             |                  |
|  | J-Ad (Event Schedules)              | \$ 300             |              |             |                  |
|  | J-Ad (Roubaix Booklets)             | \$ 2,700           |              |             |                  |
|  | J-Ad (Farmers Market Brochures)     | \$ 1,300           |              | \$ -        |                  |
|  | Progressive Graphics Mag. Calendar  | \$ 650             |              |             |                  |
|  | Progressive Graphics Rack Cards     | \$ 500             |              |             |                  |
|  | J-Ad (Downtown Parking Brochures)   | \$ 250             |              |             |                  |
|  | J-Ad RFP-Snow, Bond, etc publishing |                    |              |             |                  |
| 248.728.902.000  | Newsletter                          | \$ -               |              |             | \$ -             |
| 248.728.906.000  | Promotions/Marketing                | \$ 1,000           |              |             |                  |
| 248.728.907.000  | Sponsorship and Donations           | \$ 14,500          |              |             |                  |
|  | Chamber of Commerce                 | \$ 2,000           |              |             |                  |
|  | Summerfest                          | \$ 1,000           |              |             |                  |

| Account Number            | Title                                  | Budget              | Year to Date  | Projected       | Approved 2023/2024  |
|---------------------------|--|---------------------|---------------|-----------------|---------------------|
|                           | Jingle and Mingle                      | \$ 2,900            |               |                 |                     |
|                           | Ball Drop                              | \$ 2,000            |               |                 |                     |
|                           | Farmer's Market                        | \$ 1,500            |               |                 |                     |
|                           | Gus Macker                             |                     |               |                 |                     |
|                           | Barry Roubaix                          | \$ 2,000            |               |                 |                     |
|                           | Barry Community Foundation             | \$ 3,000            |               |                 | \$ 3,000            |
| <b>248.728.911.000</b>    | <b>Conferences/Trainings</b>           | <b>\$ 1,000</b>     |               |                 | <b>\$ 1,000</b>     |
|                           | MFEA                                   | \$ 295              |               |                 | \$ 295              |
|                           | Boyne USA                              | \$ 333              |               |                 | \$ 333              |
|                           | Other Training                         | \$ 800              |               |                 | \$ 800              |
| <b>248.728.912.000</b>    | Meetings                               | \$ 100              |               |                 | \$ 100              |
| <b>248.728.915.000</b>    | <b>Membership Dues</b>                 | <b>\$ 600</b>       |               |                 | <b>\$ 600</b>       |
|                           | West Michigan Tourist Assoc.           | \$ 270              |               |                 | \$ 270              |
|                           | MI Festivals and Events                | \$ 250              |               |                 | \$ 250              |
| <b>248.728.918.000</b>    | Water/Sewer                            |                     |               |                 |                     |
| <b>248.728.920.000</b>    | Electric                               |                     |               |                 |                     |
| <b>248.728.926.000</b>    | Property Taxes                         | \$ -                |               |                 | \$ -                |
| <b>248.728.929.000</b>    | Ground Repair and Maintenance          |                     |               |                 |                     |
| <b>248.728.929.010</b>    | Snow Plowing and Removal               | \$ 5,000            |               |                 | \$ 5,000            |
| <b>248.728.930.000</b>    | Repair and Maintenance                 | \$ 100              |               |                 | \$ 100              |
| <b>248.728.940.000</b>    | Equipment Fund Rental                  | \$ 15,000           |               |                 | \$ 15,000           |
| <b>248.728.946.000</b>    | Engineering (SME) Light Pole Inspect.  |                     |               |                 |                     |
| <b>248.728.974.000</b>    | <b>Land Improvements (Depreciable)</b> | <b>\$ 3,000,000</b> |               |                 | <b>\$ 3,000,000</b> |
|                           | Doornbos - Signs -Plaza/Welcome        |                     |               |                 |                     |
|                           | Tree Grates/Vaults Repair              |                     |               |                 |                     |
|                           | Parking Lot Imp/Paving                 | \$ 174,450          |               |                 | \$ 174,450          |
|                           | Fencing/Screening                      |                     |               |                 |                     |
|                           | MC Smith Streetscape Design            | \$ 220,000          |               |                 | \$ 220,000          |
|                           | Streetscape Project                    |                     |               |                 | \$ 2,609,680        |
|                           | Downtown Street Short Pole Globes      |                     |               |                 |                     |
|                           | Street Light Painting                  |                     |               |                 |                     |
|                           | Consort 6 Banner Flags                 |                     |               |                 |                     |
| <b>248.728.974.010</b>    | <b>Land Improvements (Non-Dep)</b>     |                     |               |                 |                     |
|                           | Lighting and Bollards                  |                     |               |                 |                     |
|                           | Lighting- Paint                        |                     |               |                 |                     |
|                           | Sculpture Purchase                     |                     |               |                 |                     |
|                           | Spray Plaza Maintenance                |                     |               |                 |                     |
| <b>248.728.978.010</b>    | Technology - Non Depreciable           |                     |               |                 |                     |
| <b>248.728.986.000</b>    | Sculpture Rehab                        |                     |               |                 |                     |
| <b>248.728.991.000</b>    | <b>Façade Improvement Grants</b>       | <b>\$ 50,000</b>    |               |                 | <b>\$ 50,000</b>    |
| <b>248.728.992.000</b>    | <b>Interest Expense</b>                | <b>\$ 110,000</b>   |               |                 | <b>\$ 110,000</b>   |
| <b>Total Expenditures</b> |  | <b>\$ 3,293,112</b> | <b>\$ 165</b> | <b>\$ 2,000</b> | <b>\$ 3,181,800</b> |
| <b>248.728.905.000</b>    | <b>Transfer to Other Governments</b>   | <b>\$ 452,095</b>   |               |                 | <b>\$ 452,095</b>   |
|                           | Administration                         | \$ 197,225          |               |                 | \$ 197,225          |
|                           | Spray Plaza Security (EPS)             | \$ 1,400            |               |                 | \$ 1,400            |
|                           | MSI                                    | \$ 21,600           |               |                 | \$ 21,600           |
|                           | Speakers and Performers (Buskers)      | \$ 1,000            |               |                 | \$ 1,000            |
|                           | J-Ad - Hastings Live                   | \$ 5,000            |               |                 | \$ 5,000            |
|                           | J-Ad - Sculpture Tour Booklets         | \$ 1,500            |               |                 | \$ 1,500            |
|                           | J-Ad Park Booklets                     | \$ 700              |               |                 | \$ 700              |
|                           | TAC Sponsorship                        | \$ 5,925            |               |                 | \$ 5,925            |
|                           | Water and Sewer - Spray Plaza          | \$ 9,900            |               |                 | \$ 9,900            |

|                                 |                            |               |                     |                  |                           |
|---------------------------------|----------------------------|---------------|---------------------|------------------|---------------------------|
| Total Transfers                 |                            | \$ 452,095    | \$ -                | \$ -             | \$ 452,095                |
|                                 |                            |               |                     |                  |                           |
|                                 |                            |               |                     |                  |                           |
| <b>Account Number</b>           | <b>Title</b>               | <b>Budget</b> | <b>Year to Date</b> | <b>Projected</b> | <b>Approved 2023/2024</b> |
|                                 |                            |               |                     |                  |                           |
| Total                           | Expenditures and Transfers | \$3,745,207   | \$ 165              | \$ 2,000         | \$ 3,633,895              |
|                                 |                            |               |                     |                  |                           |
|                                 |                            |               |                     |                  |                           |
| Total Revenue                   |                            | \$3,463,990   | \$ -                | \$ -             | \$ -                      |
|                                 |                            |               |                     |                  |                           |
| Total Expenditure and Transfers |                            | \$3,745,207   | \$ 165              | \$ 2,000         | \$ 3,633,895              |
|                                 |                            |               |                     |                  |                           |
| Total Net Position              |                            | (\$281,217)   | (\$165)             | \$ (2,000)       | \$ (3,633,895)            |
|                                 |                            |               |                     |                  |                           |
| Beginning Fund Balance          |                            | \$ 760,986    | \$ 760,986          | \$ 760,986       | \$ 760,986                |
|                                 |                            |               |                     |                  |                           |
| Ending Fund Balance             |                            | \$ 479,769    | \$760,821           | \$ 758,986       | \$ (2,872,909)            |
|                                 |                            |               |                     |                  |                           |
|                                 |                            |               |                     |                  |                           |
|                                 |                            |               |                     |                  |                           |
|                                 |                            |               |                     |                  |                           |



**Façade Improvement Grant 2023/2024 Budget**

**\$50,000.00**

August 9, 2023

***Paid FY 2023/24 To Date (07/31)***

TOTAL DISBURSED **\$0.00**

***Façade Grants Pledged for the 2023/2024 FY Budget***

|  |           |                    |
|--|-----------|--------------------|
| 150/152 W. State Street (Phase II) - Seasonal Grille           | 1/20/2022 | <b>\$4,500.00</b>  |
| 112 E. Court Street - Donna and Dave Kensington - Razor's Edge | 2/16/2023 | <b>\$10,000.00</b> |
| 144 E. State Street - Kevin Anderson                           | 4/20/2023 | <b>\$10,000.00</b> |
| 148 E. State Street - Kevin Anderson                           | 4/20/2023 | <b>\$10,000.00</b> |

TOTAL PLEDGED **\$34,500.00**

***Architectural Renderings Pledged for the 2023/2024 FY Budget***

TOTAL PLEDGED FOR ARCHITECTURAL **\$0.00**

**Total Approved 2023/2024 Budget** **\$50,000.00**

**Total Approved and Disbursed 2023/2024 Projects** **\$34,500.00**

Available **\$15,500.00**

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|                               |                     |
|-------------------------------|---------------------|
| <b>BEIG LOAN TOTAL BUDGET</b> | <b>\$100,000.00</b> |
|-------------------------------|---------------------|

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|   |            |
|---|------------|
| 109 and 111 E. State Street - Barlow Florist #1 | \$1,338.99 |
| 109 and 111 E. State Street - Barlow Florist #2 | \$5,178.46 |
| 125 S. Jefferson Street - Jacinto               | \$6,309.45 |
| 124 E. State Street - Leonard                   | \$5,645.15 |

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|   |                    |
|---|--------------------|
| <b>Total BEIG Loans Outstanding as of June 30, 2023</b> | <b>\$18,472.05</b> |
|---|--------------------|

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***BEIG Loans Committed and Not Funded***

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|       |        |
|-------|--------|
| TOTAL | \$0.00 |
|-------|--------|

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|  |                     |
|--|---------------------|
| <b>Total Approved 2023/2024 Budget</b> | <b>\$100,000.00</b> |
|--|---------------------|

|   |                    |
|---|--------------------|
| <b>Total Outstanding and Approved Projects 2023/2024 Budget</b> | <b>\$18,472.05</b> |
|---|--------------------|

|                                |             |
|--------------------------------|-------------|
| Available for Loan Commitments | \$81,527.95 |
|--------------------------------|-------------|



**CITY OF HASTINGS, MICHIGAN**

**REQUEST FOR PROPOSALS (RFP)**

**FOR**

**2023 PROPOSED PARKING LOT 8 RECONSTRUCTION**

**PROCUREMENT NAME: 2023 Proposed Parking Lot 8 Reconstruction**

**RFP ISSUE DATE: July 31, 2023**

**PROPOSAL DUE DATE: Wednesday, August 16, 2023 at 4:00 p.m.**

**COMPLETION DATE: Friday, October 27<sup>th</sup>, 2023**

Requests for Proposals and related documents may be obtained during normal business hours from the City Clerk/Treasurer's office located in Hastings City Hall at 201 East State Street, Hastings, MI 49058.

**OVERVIEW OF THE PROCUREMENT PROCESS**

The City of Hastings is employing a formal proposal or bid process in this procurement. All General and Specific Terms and Conditions as described below apply. Potential vendors who receive copies of this RFP will be notified of any addendum to the RFP and provided an equal opportunity to comply with all specifications.

**CONTENTS OF THE REQUEST FOR PROPOSAL OR BIDS**

A. GENERAL TERMS AND CONDITIONS ..... Page 3

B. SPECIFIC TERMS AND CONDITIONS ..... Page 6

C. RESPONSE SUBMITTAL FORMS ..... Page 8

D. ATTACHMENTS AND EXHIBITS ..... Page 12

NOTE: The documents provided as attachments and exhibits are not exhaustive or presumed to be complete and are provided for reference only

**A. GENERAL TERMS AND CONDITIONS**

1. The City of Hastings assumes no responsibility of any kind or nature for any costs incurred by any potential vendor in the preparation of a response to this RFP. This applies to and includes any costs of delivery a Proposal timely.
2. The City of Hastings reserves the exclusive, unencumbered right to:
  - A. Cancel, revise, or amend the RFP;
  - B. Reject any proposal or bid or all proposals or bids submitted in response hereto in whole or in part;
  - C. To waive any irregularities in any proposal or bid;
  - D. To award the whole or part of the work or goods that are the subject of this RFP to that offeror whose proposal or bid is, as determined in the sole discretion of the City, to be in the best interest of the City considering such factors as it may deem pertinent.
3. Sealed proposals or bids must be received on or before **Wednesday, August 16, 2023 at 4:00 p.m.** at the office of the City Clerk/Treasurer. Date and time will be recorded on delivery. Deadline is for physical delivery to the specified location; postmarks or other indicators of sending or delivery will not be accepted.

Proposals or bids are to be delivered to:

City of Hastings  
Office of the City Clerk/Treasurer  
201 East State Street  
Hastings, MI 49058

4. Any questions regarding the RFP must be submitted before **Wednesday, August 9, 2023 at 5:00 p.m.** If necessary, an addendum to the RFP will be provided to all holders of the RFP of record.
5. No proposal or bid may be withdrawn for a period of sixty (60) days after the opening of the proposals or bids except as provided in the RFP.
6. Proposals must be submitted in accordance with the instructions and requirements contained in this RFP. Failure to do so may result in the proposal or bid being considered non-responsive and it may be rejected. An offeror must promptly notify the Office of the City Clerk/Treasurer of any ambiguity, inconsistency, or error, which may be discovered upon examination of the RFP. An offeror requesting clarification or interpretation of this RFP should contact **Travis J. Tate, P.E. Director of Public Services** at (269) 945-2468 or [ttate@hastingsmi.org](mailto:ttate@hastingsmi.org) .
7. Proposals should demonstrate the offeror's successful experience in providing the services and/or items requested by this RFP.

8. Proposals must state whether any of offeror's owners, officers, employees, or agents, or their immediate family members, is currently, or has been in the past year, an employee of the City of Hastings or has any responsibility or authority with the City that might affect the procurement transaction or any claim resulting there from. If so, the complete name and address of each such person and their connection to the City of Hastings must be disclosed in the response.
9. Any proposal submitted shall be deemed conclusive assurance that the proposer does not discriminate in any manner against any class of protected persons under federal or state law. This includes non-discrimination on the basis of gender, race, national origin, age, and other categories specified by law. Non-discrimination applies to consideration for employment and services.
10. Proposals must explicitly and completely describe and present all components of the price proposed for work or goods. The City of Hastings is exempt from State of Michigan Sales and Use Taxes.
11. Ownership of all data, materials, and documentation originated and prepared for the City pursuant to the RFP shall belong exclusively to the City and be subject to public inspection in accordance with the Michigan Freedom of Information Act.
12. No information regarding the contents of responses to the RFP will be released prior to award. Once an award has been made, all proposals will be open to public inspection subject to the provisions set forth above.
13. Any interpretation, correction, or change of the RFP will be made by an addendum. Interpretations, corrections, or changes to this RFP made in any other manner will not be binding and offerors must not rely upon such interpretations, corrections, or changes. The City Clerk/Treasurer will issue Addenda. Addenda will be emailed, faxed, or mailed to all known recipients of the RFP.
14. The City may make investigations to determine the ability of the offeror to perform or supply the services and/or items as described in this RFP.
15. The successful offeror must comply with all applicable City, State, and Federal laws, codes, provisions, and regulations.
16. Responses to this RFP must be in the prescribed format.
17. The City may request additional information, clarification, or presentations from any of the offerors after review of the proposals received.
18. The City has the right to use any or all ideas presented in reply to this RFP, subject only to the limitations regarding proprietary/confidential data of offeror.
19. Only the City will make news releases or other public announcements pertaining to this RFP or the proposed award of a contract.

**B. SPECIFIC TERMS AND CONDITIONS**

1. The City of Hastings is soliciting bids for its 2023 Parking Lot 8 Reconstruction.
2. A preconstruction meeting will be scheduled by contractor, 1 weeks prior to start of construction.
3. Construction start date will be no earlier than Tuesday, September 5, 2023
4. Project completion date will be Friday, October 27<sup>th</sup>, 2023.
5. Specific or Technical Requirements of the Work or Goods.

**PLEASE SEE ATTACHMENT A.**

4. Evaluation Criteria
  - A. The ability, capacity, and skill of the offeror to provide items described in this RFP in a prompt and timely manner without delay or interference.
  - B. The character, integrity, reputation, judgment, experience, efficiency, and effectiveness of the offeror.
  - C. The quality and timeliness of performance of previous contracts or services of the nature described in this RFP.
  - D. Compliance by the offeror with laws and ordinances regarding prior contracts, purchases, or services.
  - E. The conditions, if any, specified in offeror's proposal; i.e. what expectations or requirements the offeror might have of the City as a condition of, or related to the proposal.
  - F. Compliance by the offeror with the City's insurance requirements policy.
  - G. Price.
5. Selection Process
  - A. Sealed proposals will be publicly opened immediately after the deadline for submitting proposals.
  - B. Proposals will be opened at Hastings City Hall, 201 East State Street, Hastings.
  - C. Proposals not submitted timely will not be opened or considered.

- D. Compliance with submittal forms, insurance requirements, and price will be publicly announced at the proposal opening.
- E. City staff will evaluate proposals according to the evaluation criteria noted in the RFP and prepare a recommendation to the Hastings City Council.
- F. The City Council will make the final, binding decision as to the award of the contract or the rejection of any or all proposals.
- G. City staff or the City Council may request additional information or clarification from any offeror. Failure to supply requested additional information may result in proposal being rejected or not considered further.
- H. A Purchase Order or formal contractual agreement will be entered to effect the arrangements. Offerors should submit any requested contract terms as part of their proposal.



**C. RESPONSE SUBMITTAL FORMS**

Every valid response to the RFP will include the next six (6) pages completed in full and returned to the City by the stated deadline.

**CERTIFICATION**

In compliance with this request for proposal and subject to all terms and conditions imposed herein, which are incorporated in this proposal by reference, the undersigned offers and agrees to furnish the services and/or items requested in this solicitation if the undersigned is selected as the successful offeror.

**Legal Name of Entity Submitting Proposal:**

**Address:**

\_\_\_\_\_  
\_\_\_\_\_  
Street  
\_\_\_\_\_  
City, State Zip

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Authorized Official:**

\_\_\_\_\_  
Name Title  
\_\_\_\_\_  
Signature Date

**RELATED PARTIES DISCLOSURE (CHECK AND COMPLETE AS APPROPRIATE)**

**THIS PAGE MUST BE RETURNED SIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE OFFEROR**

**NONE** of offeror’s owners, officers, employees, or agents, or their immediate family members, is currently, or has been in the past year, an employee of the City of Hastings nor has any responsibility or authority with the City that might affect the procurement transaction or any claim resulting there from.

**EXCEPTIONS TO THE ABOVE STATED ARE AS FOLLOWS:**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Connection or Relationship to the City of Hastings:** \_\_\_\_\_

\_\_\_\_\_

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Connection or Relationship to the City of Hastings:** \_\_\_\_\_

\_\_\_\_\_

*USE ADDITONAL SHEETS IF NECESSARY*

**Authorized  
Official:**

\_\_\_\_\_

Name

Title

\_\_\_\_\_

Signature

Date

**REFERENCES**

Each offeror should provide the names, addresses, and telephone numbers of at least three (3) references in connection with supplying the services or items requested in this RFP. References of other similar local government operations are preferred.

**REFERENCE # 1**

**Entity Name:**

**Address:**

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Street

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City, State Zip

**Phone:**

**Contact:**

---

---

Name Title

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Email

**Brief Description of Relationship:**

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**REFERENCE # 2**

**Entity Name:**

**Address:**

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Street

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City, State

---

Zip

**Phone:**

---

**Contact:**

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Name Title

---

Email

**Brief Description of Relationship:**

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**REFERENCE # 3**

**Entity Name:**

**Address:**

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Street

---

City, State

---

Zip

**Phone:**

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**Contact:**

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Name Title

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Email

**Brief Description of Relationship:**

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**INSURANCE**

Attach certificates of required insurance.

**IRS W-9 FORM**

Complete and attach an IRS Form W-9.

**PRODUCT INFORMATION**

Attach complete description of the manufacture, features, and capabilities of materials and goods proposed to be provided.

**OTHER INFORMATION**

Attach other information necessary to describe the proposed vendor and the goods and services proposed to be provided.

**D. ATTACHMENTS AND EXHIBITS**

- 1. ATTACHMENT "A" - Bid Specifications.
- 2. ATTACHMENT "B" - Standard Form of Agreement.
- 3. ATTACHMENT "C" - City of Hastings Insurance Requirements.
- 4. ATTACHMENT "D" - Contractor's Checklist.
- 5. ATTACHMENT "E" - W-9 Form.

## Façade Improvement Grant Request

**Date:** August 10, 2023

**Business:** Barlow Florist

**Property Owner:** Norm and Carole Barlow

**Address:** 109/111 W State Street

**Request:** \$2,100.00

The applicant, Norm and Carole, are requesting a \$2,100.00 façade grant for flashing and repair of rear second story windows including mortar repair around windows and cover of existing plywood and awning with green metal roofing. The DDA may consider waiving the requirement of an architectural rendering due to 50% of the project is for window repair and maintenance and 50% is architectural in nature with project cost less than the \$2,500 threshold. Contractor's estimate and picture of the existing exterior have been provided below.

