

**CITY OF CARO**  
**REQUEST FOR QUALIFICATIONS**  
**HOUSING DEVELOPMENT – CITY-OWNED PLATTED PARCEL**

The City of Caro, Michigan hereby requests qualifications from interested individuals and/or firms to develop approximately 7.7 acres of city owned property into the platted residential housing development in compliance with City zoning.

The City of Caro will receive sealed qualifications at the City Clerk's Office, 317 S. State Street, Caro, MI 48723 for City of Caro until **Wednesday, April 1, 2026**.

**Electronic submissions via [carocity.net](http://carocity.net) must be complete by 10:00 a.m. for consideration. Paper submissions must be submitted in a sealed envelope and plainly marked "HOUSING DEVELOPMENT - CITY OF CARO" and received by the bid opening at 11:00 a.m.**

**LATE SUBMISSIONS WILL NOT BE OPENED OR CONSIDERED**

A complete Request for Qualifications specification may be obtained from:

City of Caro  
ATTN: City Clerk  
317 S. State Street  
Caro, MI 48723  
Phone 989-673-7671

Submissions will be publicly opened and read aloud at 11:00 AM. on Wednesday, April 1, 2026, in the Council Chambers of the Caro Municipal Building, 317 S. State Street, Caro, Michigan.

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**1. Introduction and Purpose**

The City of Caro (“City”) invites qualified developers, development teams, and entities (“Respondents”) to submit Statements of Qualifications (SOQs) to develop a **City-owned, approximately 7.7-acre parcel for housing development**. The parcel is **platted** and intended to support quality residential development that advances the City’s housing goals, economic vitality, and community character.

This RFQ is intended to identify Respondents with the experience, capacity, and vision to successfully plan, finance, construct, and potentially own and/or manage residential development. Following this RFQ, the City may invite one or more qualified Respondents to participate in a subsequent Request for Proposals (RFP) and/or enter into exclusive negotiations.

**2. Background**

The City of Caro is a Michigan municipal corporation operating under the laws of the State of Michigan. The City seeks to expand and diversify its housing stock to meet current and future community needs consistent with its adopted plans and policies, including applicable provisions of the Michigan Planning Enabling Act (Public Act 33 of 2008, as amended) and other relevant statutes. The City of Caro seeks to expand and diversify its housing stock to meet current and future community needs. The subject parcel is **publicly owned, platted**, and generally suitable for residential development, subject to applicable zoning, site plan approval, and other regulatory requirements. The City is open to a range of housing concepts that align with local needs and market conditions.

**3. Site Description**

- **Location:** City of Caro, Tuscola County, Michigan, Parcel #050-500-242-2000-00
- **Size:** Approximately 7.7 acres
- **Ownership:** City of Caro
- **Status:** Platted parcel in accordance with the Michigan Land Division Act (Public Act 288 of 1967, as amended)
- **Current Zoning:** RA-2, One-Family Residential
- **Utilities:** Public utilities are believed to be available to the site on Van Giesen Road; Respondents are responsible for verifying capacity, connections, and any off-site improvements.

Additional site information, including plats, maps, and available reports, may be provided upon request or via a data room.

#### **4. Development Objectives**

The City's objectives for the site include, but are not limited to:

- Creation of **high-quality housing** that complements surrounding development.
- Efficient use of land and infrastructure.
- Financial feasibility and long-term sustainability.
- Demonstrated ability to deliver projects on schedule and within budget.
- Compatibility with City plans, ordinances, and community character.

#### **5. Scope of Development**

The selected Respondent(s) would be expected to:

- Conduct due diligence, including environmental review and site feasibility, consistent with Michigan regulatory requirements.
- Prepare conceptual and final site plans subject to review and approval under the Michigan Planning Enabling Act.
- Obtain all required local, county, state, and federal permits and approvals.
- Secure financing and comply with any applicable Michigan State Housing Development Authority (MSHDA) or other funding program requirements, if utilized.
- Construct the project in accordance with approved plans, City ordinances, and the Michigan Building Code.
- Coordinate with City staff, consultants, and reviewing bodies throughout the development process.
- Potentially own, lease, sell, and/or manage the completed development, depending on the proposed model.

#### **6. Submission Requirements**

Respondents shall submit one (1) electronic PDF or 3 sealed hard copies of their Statement of Qualifications, organized as follows:

##### **A. Cover Letter**

- Introduce the Respondent and development team.
- Identify a primary point of contact.
- Acknowledge receipt of any addenda.

##### **B. Team Qualifications and Experience**

- Description of the Respondent and key team members.
- Relevant experience with comparable residential developments.
- Examples of projects completed within the last 5–10 years (include size, housing type, location, cost, and role).

##### **C. Financial Capacity**

- Evidence of financial capability to undertake the project.
- Description of financing approach and sources.
- References from lenders or financial partners, if available.

#### **D. Conceptual Approach**

- High-level description of the Respondent's preliminary vision for the site.
- Anticipated housing types, density range, and development approach.
- Understanding of local market conditions and community context.

#### **E. Project Schedule**

- Preliminary development timeline from entitlement through construction and completion.

#### **F. References**

- At least three (3) professional references relevant to similar projects.

#### **7. Evaluation Criteria**

SOQs will be evaluated based on, but not limited to, the following criteria:

- Demonstrated experience with similar housing developments.
- Qualifications and capacity of the development team.
- Financial strength and feasibility.
- Quality and appropriateness of conceptual approach.
- Ability to meet City objectives and work collaboratively.
- Past performance and references.

#### **8. Selection Process**

The City reserves the right to:

- Shortlist Respondents.
- Conduct interviews or request additional information.
- Issue a subsequent RFP to one or more Respondents.
- Negotiate exclusively with one or more Respondents.
- Reject any or all submissions.

Submission of an SOQ does not obligate the City to proceed with a development agreement.

#### **9. Terms and Conditions**

- All costs incurred in preparing a response are the sole responsibility of the Respondent.
- Submissions become the property of the City and are subject to disclosure under the Michigan Freedom of Information Act (Public Act 442 of 1976, as amended).
- Any conveyance, lease, or development agreement involving City-owned property will be subject to approval by the Caro City Council.
- The City reserves the right to modify, suspend, or cancel this RFQ at any time, to waive informalities, and to accept or reject any or all submissions in the best interest of the City.
- This RFQ does not constitute an offer to sell, lease, or otherwise dispose of City property.
- The City reserves the right to modify or cancel this RFQ at any time.

## **10. Submission Instructions**

The City of Caro will receive sealed qualifications at the City Clerk's Office, 317 S. State Street, Caro, MI 48723 for City of Caro until **Wednesday, April 1, 2026**.

**Electronic submissions via [carocity.net](http://carocity.net) must be complete by 10:00 a.m. for consideration. Paper submissions must be submitted in a sealed envelope and plainly marked "HOUSING DEVELOPMENT - CITY OF CARO" and received by the bid opening at 11:00 a.m.**

## **11. Questions and Addenda**

Questions regarding this RFQ shall be submitted in writing to the contact listed above no later than Friday, March 27, 2026. Responses and any addenda will be issued in writing.

## **I. GENERAL INFORMATION FOR SUBMISSIONS**

### **1.1 Program Administrator**

The Program Administrator is the primary point of contact for this submission. All communication between prospective bidders and the City of Caro upon receipt of this proposal shall be with the Program Administrator, as follows:

Scott R. Czasak  
City Manager  
317 South State Street  
Caro, MI 48723  
Telephone: (989) 673-7671  
E-mail: [sczasak@carocity.net](mailto:sczasak@carocity.net)

Prospective bidders are to rely only on written statements issued by the Program Administrator. Any other communication will be considered unofficial and non-binding on the City. Communication directed to parties other than the Program Administrator may result in disqualification of the prospective bidder.

Upon or after awarding the contract, the City Manager may designate another City staff member as a contact for the assignment and timing of work, and/or quality control.

### **1.2 Proprietary Information and Public Disclosure**

Materials submitted in response to this competitive proposal shall become the property of the City. All proposals received shall remain confidential until the deadline for submission of proposals has expired, as defined by Michigan statute (MCL 15.243(i), the Freedom of Information Act).

### **1.3 Revisions/Addenda to the Proposal**

In the event it becomes necessary to revise any part of this proposal, addenda will be put in writing and provided to all prospective bidders known to the City of Caro. For this purpose, the published

questions and answers and any other pertinent information will be considered an addendum to the proposal and will be provided to all known prospective bidders.

The City of Caro reserves the right to cancel or to reissue the request for proposals in whole or in part, prior to execution of a contract.

#### **1.4 Acceptance Period**

Proposals must provide 30 days for acceptance by the City of Caro from the due date for receipt of proposals.

#### **1.5 Responsiveness**

All proposals will be reviewed by the City Manager to determine compliance with administrative and operational requirements and instructions specified in this request for proposals. Failure to comply with any part of the request for proposals may result in rejection of the proposal as nonresponsive. The City of Caro also reserves the right, at its sole discretion, to waive irregularities.

#### **1.6 Most Favorable Terms**

The City of Caro reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms that the respondent could propose. There will be no “best and final offer” procedure. The City of Caro reserves the right to contact a respondent for clarification of its proposal.

This request for proposals specification shall be incorporated and is an integral component of a contract resulting from this request for proposals. It is understood that the proposal will become a part of the official procurement file on this matter without obligation to the City of Caro.

#### **1.7 Costs of Proposals**

The City of Caro will not be liable for any costs incurred by the bidder(s) in preparation of a proposal submitted in response to this invitation, in the conduct of a presentation, or any other activities related to responding to this request for proposals.

#### **1.8 No Obligation Contract**

The issuance of this request for proposals does not obligate the City of Caro to award a contract for services as specified herein.

#### **1.9 Decision on Proposals**

The City of Caro reserves the right, at its sole discretion, to accept, reject or modify any and/or all proposals, to waive irregularities or informalities, and/or not to issue a contract as a result of this request for proposals.

#### **1.10 Failure to Comply**

The Respondent is specifically notified that failure to comply with any part of the request for proposals may result in rejection of the proposal as non-responsive.

#### **1.11 Commitment of Funds**

The City of Caro or their delegates are the only individuals who may legally commit the City of Caro to the expenditure of funds for a contract resulting from this request for proposals. No costs chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

### **1.12 Evaluation Procedure**

Responsive proposals will be evaluated in accordance with the requirements stated in this request for proposals and any addenda issued. All proposals received by the stated deadline will be reviewed by the City Manager and staff to ensure that the Submissions meet the minimum requirements to perform the work requested and that proposals contain all of the required information requested in the request for qualifications. Only responsive proposals which meet the requirements will be considered for award. Any Contractor which does not meet the stated qualifications or any proposal which does not contain all of the required information will be rejected as non-responsive.