



ROSA PARKS TRANSIT CENTER, 360 MICHIGAN AVENUE
RETAIL COMMERCIAL LEASE SPACE
SECTION 1-- INVITATION TO PROPOSER

Detroit Department of Transportation

INVITATION TO SUBMIT PROPOSALS OF INTEREST (POI) AND QUALIFICATIONS

Qualifications and Proposals Due Date: November 11, 2011 mailed or delivered to: Detroit Department of Transportation (DDOT) located at 1301 East Warren Avenue, 3rd Floor in Detroit, Michigan 48207. Proposals received after the due date and time may be refused at the discretion of the DDOT.

Owner/Operator: The City of Detroit, Detroit Department of Transportation (DDOT)

Invitation: The City of Detroit Department of Transportation (DDOT) invites experienced and qualified commercial retailers with proven experience in any variety of retail uses, including but not limited to, News Stand, Souvenir Shop, Convenience Store, Coffee/Sandwich Shop and Fast Food establishments, to respond with a proposal of interest (POI).

Retail Space Description: There are (2) retail spaces available, ranging in size from 500-990 square feet that are located on the first floor and exterior areas of the Rosa Parks Transit Center (RPTC).

- Identify which of the two (2) retail spaces of interest
- Identify the type of proposed commercial business
- Specify years of experience at proposed commercial business
- Submit proof of financial stability

Proposer Qualifications: A Qualified Proposer is a firm, company, or established joint venture entity experienced in the successful completion of Commercial Businesses as described in the advertisement and must be able to render verification to the satisfaction of the Owner for the following:

- The Proposer, nor any officer or controlling interest holder of the Proposer is currently or has been previously, on any debarred Proposer's list maintained by the United States Government.
- The Proposer has completed business ventures similar to the level of quality and scope as outlined in the advertisement.
- The proposer is familiar with all City of Detroit requirements and specifications regarding infrastructure work, building construction and can demonstrate the Proposer's ability to complete any required work in a smooth and orderly manner.
- The Proposer has the demonstrated ability to provide the necessary capacity and skills required to conduct commercial businesses.
- The Proposer has submitted qualifications and financial statements.

The DDOT reserves the right, in the interest of assuring the receipt of a sufficient number of competitive Proposals, to directly contact and invite potential Proposers that have previously demonstrated the capacity and ability to provide the requested services.

The successful Proposers will be required to comply with all Federal, State and local Fair Employment Laws.

Proposers are advised to visit and inspect the retail spaces. Appointments are not necessary. All questions regarding this Bid Package are to be directed in writing to:

Ms. Ruby Dixon-Jordan, Project Manager
City of Detroit Department of Transportation
1301 East Warren Avenue, 3rd Floor
Detroit, Michigan 48207