



Request for Proposal: Construction Loan to Mortgage Financing - Pivotal Project

Project Location: 677 E Main Street, Centreville, MI 49032

Issuing Agency: Pivotal

RFP Issue Date: February 7th, 2025
Proposal Due Date: March 14th, 2025 @ 4 pm.
Contact Person: Cameron Bullock, CEO
Email Address: cbullock@pivotalstjoe.org
Phone Number: 269-467-1000 x 308

1. Introduction:

Pivotal (hereinafter referred to as "the Agency") is issuing this Request for Proposal (RFP) to solicit proposals from qualified financial institutions (hereinafter referred to as "Lenders") for the provision of a construction loan to mortgage financing for the development of the Pivotal Addition Project, located at 677 E Main Street, Centreville, MI 49032. This project aims to renovate and add roughly 10,000 square feet to its existing building. This building will be two stories in height and will house the administrative offices, as well as the new Affinity Clubhouse.

2. Project Description:

The Pivotal Project involves two stories. The top story will be for administrative offices and will have a conference room, break room, and a small lobby. The main floor will be for Affinity Clubhouse and will house a kitchen, clerical unit, banking area, walk-in freezer/fridge, and a day room/cafeteria. As mentioned, the building will be roughly 10,000 sq feet in size. The total estimated project cost is under \$6,000,000.00

3. Scope of Services:

The selected Lender will be responsible for providing a comprehensive financing solution that includes:

- Construction Loan: Financing for the construction phase of the project, including disbursement schedules, interest rates (fixed or variable), and any associated fees.
- Permanent Mortgage: A long-term mortgage upon completion of construction, outlining terms, amortization schedule, interest rates (fixed or variable), and any associated fees.
- Appraisal and Due Diligence: Conducting necessary appraisals and due diligence to assess the project's feasibility and risk.
- Loan Documentation: Preparing all necessary loan documentation and ensuring compliance with all applicable regulations.



Main Office
677 E. Main Street
Centreville, MI 49032

Three Rivers Office
1020 Millard Street
Three Rivers, MI 49093

Sturgis Office
1555 E. Chicago Rd., Suite A
Sturgis, MI 49091

Phone: 269.467.1000 • Crisis Line: 1.800.622.3967 • www.PivotalStJoe.org



4. Proposal Requirements:

Lenders are requested to submit detailed proposals that include the following information:

- **Company Profile:** Overview of the Lender's experience in providing construction loan to mortgage financing, particularly for projects of similar size and complexity, and experience working with governmental entities.
- **Financing Proposal:** Detailed terms and conditions of the proposed financing, including:
 - **Construction Loan:** Loan amount, interest rate (fixed or variable), disbursement schedule, collateral requirements, and fees.
 - **Permanent Mortgage:** Loan amount, interest rate (fixed or variable), amortization schedule, loan term, and fees.
- **Financial Capacity:** Demonstration of the Lender's financial capacity to fund the project.
- **Project Understanding:** Demonstration of the Lender's understanding of the project and its objectives.
- **References:** List of at least three (3) references for similar projects.
- **Proposed Timeline:** Proposed timeline for loan closing and disbursement.
- **Compliance:** Statement of compliance with all applicable federal, state, and local regulations.

5. Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

- **Financial Terms:** Interest rates, fees, and overall cost of financing (40%)
- **Experience and Expertise:** Lender's experience in similar projects and working with governmental entities (30%)
- **Project Understanding:** Demonstrated understanding of the project and its objectives (20%)
- **Financial Capacity:** Lender's ability to fund the project (10%)

6. Submission Instructions:

Proposals must be submitted electronically in PDF format to cbullock@pivotalstjoe.org by March 14th, 2025, at 4 pm. Please label the proposal "Pivotal Project Financing Proposal – [Lender Name]."

7. Questions and Clarifications:

Any questions or requests for clarification regarding this RFP must be submitted in writing via email to cbullock@pivotalstjoe.org by February 28th, 2025, at 4 pm. Responses to questions will be provided to all prospective Lenders via our website at www.pivotalstjoe.org and by selecting the RFP tab.



8. Disclaimer:

The Agency reserves the right to reject any or all proposals received. The selection of a Lender is at the sole discretion of the Agency. This RFP does not constitute a commitment to award financing.

9. Governing Law:

This RFP and any resulting agreement shall be governed by and construed in accordance with the laws of the State of Michigan.



Main Office
677 E. Main Street
Centreville, MI 49032

Three Rivers Office
1020 Millard Street
Three Rivers, MI 49093

Sturgis Office
1555 E. Chicago Rd., Suite A
Sturgis, MI 49091

Phone: 269.467.1000 · Crisis Line: 1.800.622.3967 · www.PivotalStJoe.org

