



CITY OF TIFFIN OHIO

Downtown Riverfront Development

Request for Proposals

Approximately 0.67 acres along the Sandusky River
Adjacent to City Lot 6 in Downtown Tiffin



The City seeks a qualified development partner to create a financially feasible riverfront project that strengthens downtown, complements its surroundings, and preserves the public parking provided within City Lot 6.

Issued by the City of Tiffin

Office of the City Administrator

51 East Market Street | Tiffin, Ohio 44883

Prepared with support from the Seneca County Collaborative.
Rolling solicitation with no fixed submission deadline. See Section 5.

1 Invitation and property overview

The City of Tiffin, Ohio (City), invites qualified developers, businesses, organizations, and development teams (Respondents) to submit proposals for development, redevelopment, reuse, acquisition, lease, or other beneficial use of approximately 0.67 acres of City-owned riverfront property adjacent to City Lot 6 (Property).

1.1 Authority and purpose

This solicitation (RFP) is prepared pursuant to Ordinance 2026-51, adopted September 8, 2026. Its purpose is to identify qualified parties and evaluate development concepts and proposed transaction terms. The City Administrator will administer the process with assistance from appropriate City officials, boards, consultants, and economic development partners.

Issuing this RFP, reviewing a proposal, or identifying a preferred Respondent does not authorize a conveyance, create a binding development agreement, or obligate the City to complete a transaction. Any disposition or agreement remains subject to approval by Tiffin City Council and other procedures, permits, or approvals required by the City Charter, Codified Ordinances, and applicable law.

Property characteristic	Description
Owner	City of Tiffin, Ohio
Planning area	East bank of the Sandusky River, adjacent to City Lot 6, near Madison Street and Front Street
Approximate land area	0.67 acres; final area and boundaries subject to survey and title verification
Permanent parcel number	Q53040365560000, as identified in Ordinance 2026-51
Potential arrangement	Sale preferred; lease proposals, development agreements, or other lawful arrangements may be considered
Public parking	Preserve the public parking currently provided within City Lot 6

1.2 Property scope

The parcel reference identifies the property described in the authorizing ordinance. Photographs show the surrounding area and do not establish legal boundaries or include adjacent private property in this solicitation. The final legal description, easements, public rights-of-way, and area available for development must be confirmed through survey, title review, and any definitive agreement.

1.3 Downtown setting

The site connects the Sandusky River corridor with Downtown Tiffin, near restaurants, shops, civic uses, entertainment, and public parking. The 2010 and 2016 downtown plans provide a planning framework for riverfront activity, housing, mixed uses, pedestrian connections, and public spaces. Those plans do not constitute approval of a particular development.

2 Development objectives and site considerations

2.1 Development flexibility

The City has not prescribed a building design, unit count, tenant mix, or transaction price. Sale of property is preferred, but lease proposals may be considered. Residential, commercial, hospitality, office, entertainment, recreational, and mixed-use concepts may be considered when consistent with applicable requirements and the City's objectives. Respondents should substantiate demand, financial feasibility, and a realistic delivery schedule.

2.2 Design and public benefit

Proposals should orient buildings and outdoor spaces toward the river; strengthen downtown activity; complement nearby buildings and neighborhoods through appropriate scale, materials, and site design; and describe measurable investment and public benefits. Where practical, incorporate active ground-floor uses, pedestrian connections, landscaping, patios, gathering areas, or other riverfront amenities. Describe long-term ownership, management, and maintenance responsibilities.

2.3 Public parking and access

Preserve the public parking currently provided within City Lot 6 and explain how the project will accommodate its own parking, loading, service, and accessibility needs. Existing public parking is not a promise of exclusive parking rights. Identify construction staging, temporary access impacts, emergency access, and measures to maintain downtown operations. Any proposed use of public land or rights-of-way requires separate City authorization.

2.4 Riverwall and floodplain

Respondents must evaluate floodplain and floodway requirements, riverwall condition, structural stability, setbacks, drainage, and safe maintenance access. Identify anticipated engineering studies, permits, approvals, construction methods, ownership, costs, and ongoing maintenance obligations. The City does not represent that any particular footprint or riverwall treatment is permitted or feasible.

2.5 Due diligence and approvals

Evaluate title, survey, geotechnical and environmental conditions, floodplain status, utility capacity, zoning, height, setbacks, parking, and access. Identify required planning, architectural review, building, fire, accessibility, stormwater, floodplain, and other approvals. Prior approvals associated with other projects are not granted or transferred by this RFP. Site entry or testing requires advance written City permission.

2.6 Illustrative concept

Exhibit B reproduces an engineering concept illustrating a possible mixed-use approach. Its building dimensions, unit arrangement, patios, and balconies are illustrative only. Alternative concepts are welcome. The drawing is not a construction document, certified survey, permit, or guarantee of development rights.

2.7 Community Reinvestment Area incentive

The Property is located in Tiffin Community Reinvestment Area No. 1 (CRA No. 1). Eligible new construction qualifies for a 15-year, 100% real property tax exemption on the assessed value of the new construction, subject to applicable program requirements, application, and required approvals. The exemption does not apply to the underlying land value. Coordinate with the City before construction to confirm the required process and timing. Submission or selection under this RFP does not itself grant the exemption.

3 Required proposal contents

Submit a clear, organized proposal using the following sequence. Distinguish committed resources from anticipated resources and identify material assumptions, contingencies, and exceptions. Include the signed Respondent Certification in Section 7.

3.1 Respondent and development team

Identify the legal entity, business address, authorized representative, principal owners, and proposed ownership structure. Identify development, design, construction, financing, and management partners, their roles, and whether participation is committed or anticipated.

3.2 Relevant experience and references

Describe up to three comparable projects, including location, uses, scale, cost, completion date, financing, the Respondent's role, and a reference with contact information. Disclose relevant unfinished projects, material defaults, insolvency proceedings, litigation, or other circumstances that could affect delivery.

3.3 Development concept and site plan

Explain uses, building area and height, residential unit count, commercial space, site coverage, and public amenities. Provide a conceptual site plan showing the footprint, river relationship, access, parking, loading, pedestrian routes, utilities, and requested easements. Include massing or renderings. Identify additional property needed and the status of site control.

3.4 Market and operating plan

Describe target users or tenants, market demand, absorption, rent or sales assumptions, and the ownership and management approach. Explain support for downtown activity and how ongoing operations and maintenance will be funded.

3.5 Investment and financial capacity

Provide a development budget, sources and uses, contingency, equity and debt amounts, and financing milestones. Include current evidence of available equity, such as a financial institution verification or investor commitment, and, if debt is proposed, a lender interest letter or preliminary financing term sheet. Identify amounts, conditions, funding gaps, and steps to secure remaining funds. Final loan commitments are not required with the initial proposal. Identify the CRA exemption assumed and any other requested assistance. The City may request further verification; final financing evidence must be acceptable to the City before conveyance or lease commencement, as required by the definitive agreement.

3.6 Proposed business terms

State purchase price, lease rent and term, or alternative consideration; due diligence period; closing schedule; and material conditions. Identify requested options, exclusivity, easements, cost sharing, or phased conveyance. Allocate responsibility for closing costs, site work, utilities, riverwall work, insurance, and maintenance.

3.7 Implementation and community benefits

Provide milestones for due diligence, design, approvals, financing, agreements, construction, phases, and completion. Describe anticipated investment, housing, commercial activity, jobs where applicable, and amenities. Explain key assumptions, risks, and how public parking and access will be preserved during construction and operation.

3.8 Disclosures and exceptions

Disclose actual or potential conflicts involving the Respondent, its principals, and the City or evaluators. List requested RFP exceptions. Identify any material claimed exempt from disclosure under Section 6.3 and acknowledge all written RFP updates (addenda) issued before submission.

4 Evaluation and potential selection

The City Administrator may review proposals with City officials, staff, consultants, boards, commissions, and economic development partners. The City may request clarifications, verify references and financial capacity, conduct interviews, seek revised proposals, and discuss terms with one or more Respondents, consistent with applicable law.

Evaluation will consider the following factors as a whole. No numerical weighting is established by this RFP:

Evaluation factor	Matters considered
Concept and public benefit	Fit with riverfront and downtown objectives; architectural quality; public experience; preservation of public parking
Experience and capacity	Comparable delivery experience; team qualifications; references; financial strength
Feasibility and execution	Market support; budget and financing credibility; infrastructure and regulatory approach; achievable milestones
Business terms and stewardship	Proposed consideration; requested City participation; risk allocation; long-term ownership, management, and maintenance

A preferred Respondent may be invited to negotiate. Preferred status does not confer an option, exclusivity, property interest, reimbursement right, or entitlement to a contract. If negotiations do not result in acceptable terms, the City may pursue another lawful course. Any transaction must follow the legally applicable disposition and approval process; this RFP does not replace any additional advertising, bidding, or legislative action required by law.

5 Rolling submissions and written updates

Proposals will be accepted on a rolling basis while this solicitation remains open. There is no fixed submission deadline. The City may evaluate proposals, conduct interviews, and begin negotiations as proposals are received, applying the factors in Section 4. Receipt order does not guarantee selection or priority. The City may suspend or close the solicitation by written notice, subject to applicable law.

Submit one searchable PDF, including the signed certification, by email to Nick Dutro, City Administrator, at ndutro@tiffinohio.gov, with the subject "Downtown Riverfront Development Proposal." Request acknowledgment of receipt. If transmission limits require another method, obtain written delivery instructions. Delivery to a partner or another City office does not constitute submission.

Submit questions in writing to the City Administrator at any time while the solicitation is open. Official written RFP updates or clarifications are called addenda. Only City-issued written addenda modify this RFP. Contact the Administrator for the current RFP, all addenda, and solicitation status, and register an email address to receive updates. The City will distribute material clarifications and changes to registered parties and provide a reasonable opportunity to respond.

Acknowledge all addenda issued before submission. The City will identify any additional acknowledgment or proposal revision needed for later changes. A Respondent may revise or withdraw its proposal by written notice before entering a binding agreement. Interviews, requests for information, and negotiation schedules will be communicated individually.

6 General terms and reservation of rights

6.1 No contractual obligation

This RFP is a solicitation of proposals and does not constitute an offer to sell, lease, or contract. No binding obligation arises from communications, interviews, evaluation, preferred status, or negotiations. A transaction requires a definitive written agreement, approval from Tiffin City Council, and execution by properly authorized parties. No employee, consultant, or partner may waive those requirements.

6.2 City discretion and proposal costs

To the extent permitted by law, the City may amend, suspend, cancel, or reissue the RFP; reject any or all proposals; request additional information; and waive nonmaterial irregularities that do not impair fairness or legal compliance. Material changes will be communicated through written addenda with a reasonable opportunity to respond. Respondents bear their own preparation, travel, design, investigation, and negotiation costs. The City will not reimburse those costs absent a separately authorized written agreement.

6.3 Public records

Submitted materials become City records and are subject to Ohio public records law, including Ohio Revised Code Section 149.43. A Respondent claiming an exemption must identify each specific portion, state the legal basis, and provide a separately redacted copy suitable for release. Blanket confidentiality labels do not establish an exemption. The City will determine disclosure obligations under applicable law and cannot promise confidentiality. Do not submit Social Security numbers, personal account numbers, or unnecessary personal information.

6.4 Independent investigation

Available photographs, concepts, maps, planning materials, and engineering observations are provided for evaluation. Respondents must independently verify information material to their proposals. No representation is made regarding development capacity, boundaries, title, soils, environmental conditions, flood status, utility availability, permits, or financial performance. Any representations, warranties, inspections, title requirements, and conveyance conditions must be established in the definitive agreement.

6.5 Compliance and ethical conduct

Respondents and any selected development team must comply with applicable federal, state, and local law, including applicable nondiscrimination, accessibility, ethics, and conflict-of-interest requirements. Proposals must be independently prepared without collusion. Disclose potential conflicts and material changes in team composition, ownership, capacity, or financing that arise during review. Selection does not excuse compliance with any permit or regulatory requirement.

6.6 Incentives and infrastructure

The CRA No. 1 incentive described in Section 2.7 is subject to applicable program requirements and required approvals; this RFP does not award an exemption. No additional tax incentive, land discount, grant, loan, public improvement, utility relocation, or other City contribution is promised. Additional assistance is subject to eligibility, separate authorization, available funding, and any required fiscal certification. Identify assistance assumptions and their effect on feasibility. Do not assume dedicated public parking, utility capacity, or access rights.

6.7 Definitive agreement

If negotiations proceed, the parties may address price or rent, final legal description, due diligence, financing evidence, milestones, permitted uses, easements, parking, public access, infrastructure and riverwall responsibilities, maintenance, insurance, security, assignment, default, remedies, and any lawful performance or reversion provisions. All terms remain subject to negotiation and require approval by Tiffin City Council. The City retains its independent legislative, permitting, and regulatory authority.

7 Respondent certification

Complete and sign this certification and include it with the proposal. Attach additional pages for disclosures or authorized signatory documentation if needed.

Legal name of Respondent

Entity type and state of organization

Business address

Authorized representative and title

Email and telephone

Written RFP updates acknowledged by number and date or None

By signing below, the undersigned certifies that they are authorized to submit this proposal; that the information provided is accurate to the best of their knowledge; that the proposal was independently prepared without collusion; and that material conflicts, contingencies, and exceptions are disclosed in the proposal.

The Respondent acknowledges responsibility for its proposal and due diligence costs, the public records provisions in Section 6.3, and the fact that submission or selection creates no contract, exclusive right, or interest in the Property. The Respondent understands that any transaction remains subject to a definitive written agreement and all required approvals.

Authorized signature _____

Printed name and title _____

Date _____

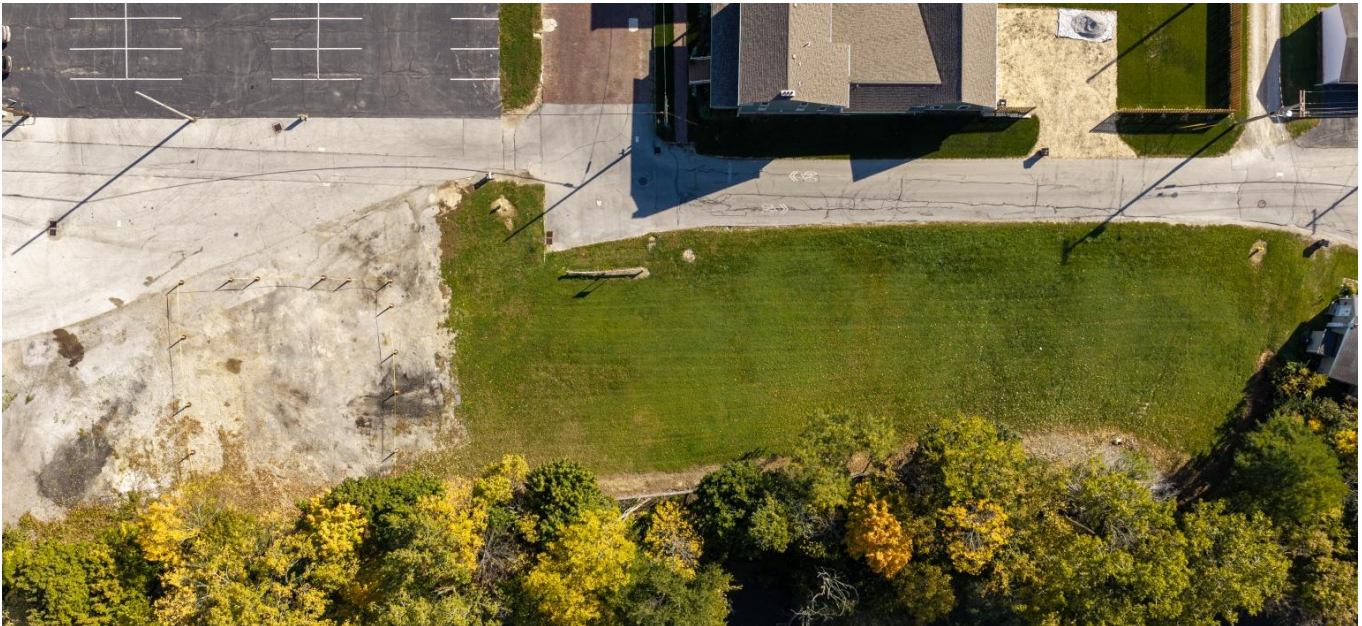
Disclosure attachments included _____

Exhibit A Site photographs

Existing riverfront setting and surrounding downtown context. Photographs depict a wider area than the property described in the RFP and are not boundary surveys.



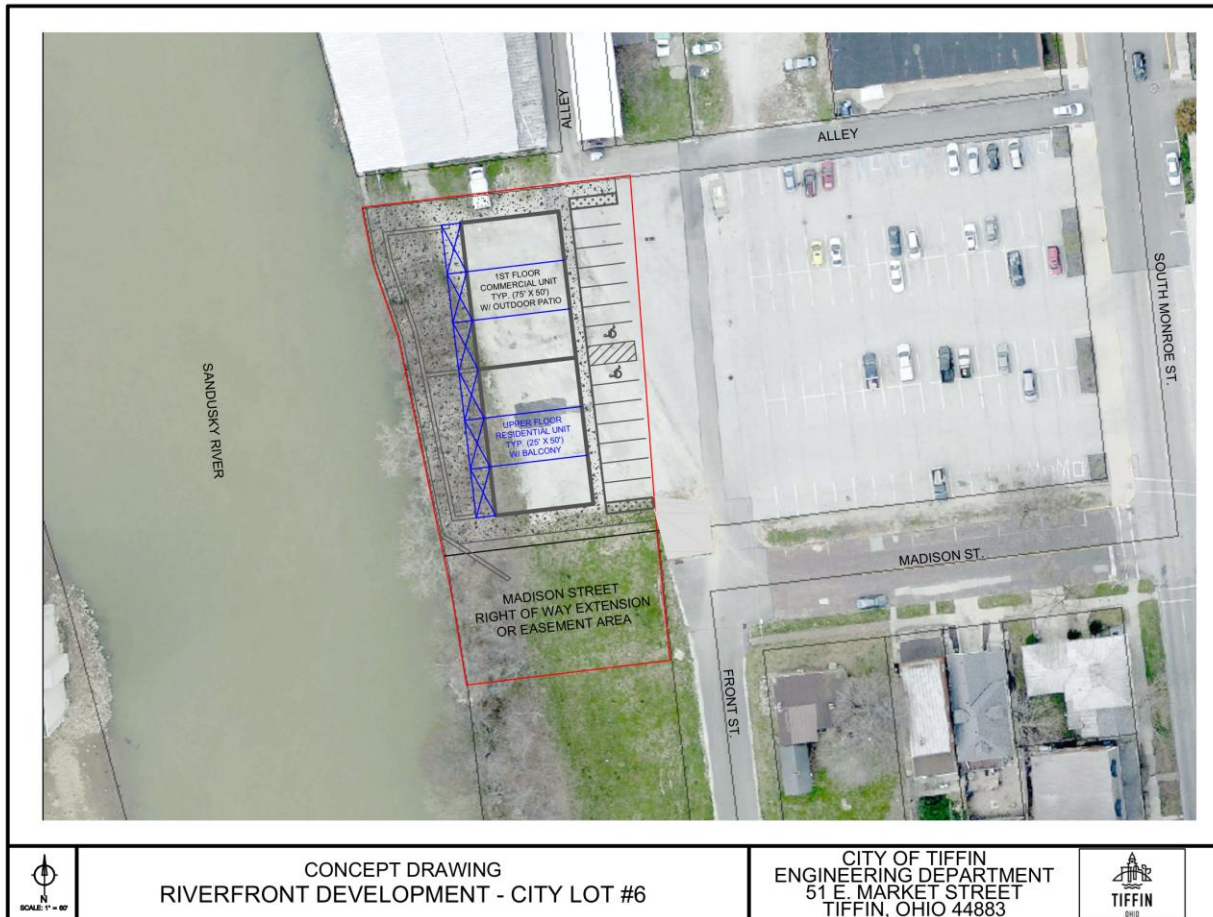
View of the riverfront area, adjacent public parking, and nearby buildings.



Overhead view of the riverfront area near Madison Street and Front Street. Adjacent land shown is not necessarily included in the offering.

Exhibit B Illustrative engineering concept

Prepared by the City of Tiffin Engineering Department and provided by the City Engineer on October 21, 2026. The source drawing identifies City Lot 6; the offered property is the approximately 0.67-acre riverfront area described in Section 1.



Illustrative concept only. Not a survey, approved site plan, or construction document. The printed scale on the source drawing is not valid at this reproduced size.

Concept elements

The concept shows ground-floor commercial units labeled 75 feet by 50 feet with outdoor patios and upper-floor residential units labeled 25 feet by 50 feet with balconies. It also identifies parking and a Madison Street right-of-way extension or easement area. These elements are illustrative and do not establish development requirements or property rights.

Items requiring verification

The final offered boundary and legal description, access, the Madison Street right-of-way or easement area, riverwall work, floodplain requirements, and preservation of public parking require project-specific review. Respondents should request available survey, title, utility, and engineering records from the City and independently determine their suitability.