



City of South Bend

Department of Community Investment

Former Singer Manufacturing Building Request for Proposals

PURPOSE & OVERVIEW

The South Bend Redevelopment Commission (the “Commission”) is soliciting proposals for the former Singer Manufacturing building located at 403 E Madison St., South Bend, IN 46617. The 3.39 acre site is improved with a 3-story 60,216 sq ft building that dates back to 1868. The Commission is primarily interested in a full rehabilitation of the existing building and will accept any proposals that are for uses allowable by the Downtown Zoning District.

Situated along the East Bank Trail and St. Joseph River, the site is ripe for redevelopment and investment. The parcel is located on the edge of downtown South Bend and is only a 7 minute drive from the University of Notre Dame.

This RFP does not commit the Commission to award a contract or pay costs incurred in preparation of a proposal responding to this request. Proposals will be due on October 8th. Questions can be sent to Erin Michaels at emichaels@southbendin.gov.



PROJECT REQUIREMENTS

- Meet zoning ordinance requirements;
- Plan for the full rehabilitation of the existing building;
- Properly address the St. Joseph River and East Bank Trail;
- Reflect the architectural character of surrounding properties and South Bend’s architectural history;
- Feature a variety of housing price points, if housing is included; and
- Incorporate existing building tenant, East Bank Learning Center.

AT A GLANCE

3.39 ACRES
60,216 USABLE SQ FT
ALONG ST. JOSEPH RIVER &
EAST BANK TRAIL

DEVELOPER REQUIREMENTS

- Applicants must be legally incorporated and in good standing or a validly formed not-for-profit organization capable of demonstrating proof of tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.
- Preference given to applicants with prior experience managing and completing all phases of construction for a project of this size and scope.
- Applicants must comply with City of South Bend ordinances and all other federal, state, and local laws and regulations.
- Applicants must agree to hold the South Bend Redevelopment Commission harmless and to indemnify it and the City of South Bend for any damages or costs related to any claim, suit, or demand related to any action occurring as a result of the Applicant’s proposal.
- The Commission reserves the right to reject proposals submitted by Applicants who are not current on property taxes or utility payments for any properties currently owned, or for any other reason deemed to be in the best interest of City.



SUBMISSION REQUIREMENTS

All proposals must be submitted using the legal name of the organization with whom a contract would be executed and must be signed by an authorized representative. An electronic copy of the submittal, in a single PDF document, shall be submitted to emichaels@southbendin.gov with subject line of “Proposal: Former Singer Manufacturing Building Redevelopment” and include each of the following:

COVER LETTER

Provide a brief cover letter including an overview of the Applicant’s organization, the proposed development, and proposed purchase price.

ORGANIZATIONAL INFORMATION

Detail the qualifications, skills, background, and relevant experience of the organization. Not-for-profit applicants must provide a copy of its tax-exempt nonprofit status under Section 501(c)(3) of the Internal Revenue Code.

CONCEPTUAL SITE PLAN

Provide a conceptual site plan that illustrates the layout and design of the proposed project.

NARRATIVE DESCRIPTION

- A description of how the proposed project meets the evaluation criteria and guiding principles.
- The purchase price for the parcel identified in this RFP.
- A description of proposed building/property use(s). This must include the number of units, approximate unit size and number of bedrooms / baths per unit, and planned price point (market rate vs. subsidized). Must address how the project will incorporate the existing tenant, East Bank Learning Center.
- Details about the project post-construction, such as proposed occupancy (i.e., rental, for-sale), overview of marketing plan for selling or renting unit(s), and overview of property maintenance and management plan (if maintaining ownership).

BUDGET

Provide a clear understanding of the overall project budget and funding source(s) and basic project pro forma, including the developer fee.

TIMELINE

Provide a start-to-finish timeline for the implementation of the project, including timeframes for completion of major milestones.

EVIDENCE OF FINANCIAL RESPONSIBILITY

Must demonstrate ability to execute proposed project (see form: Statement of Qualification and Financial Responsibility included in this document).

AFFIDAVIT OF NON-COLLUSION

Applicant shall complete the Affidavit of Non-Collusion on the form provided. The Affidavit is affirmation that the Applicant has not colluded, conspired, connived, or agreed with any other Applicant or person, firm, or corporation regarding any submittal to the Commission.

The Commission shall not be responsible for errors and/or omissions on the part of the Applicant, and the Commission will not be responsible for making interpretations or deleting or correcting errors in calculations. The Commission expressly reserves the right to accept or reject any or all proposals, and to waive any informalities, irregularities, or technical defects if such are deemed, in the Commission’s sole opinion, to be immaterial.

INCOROPORATION

Detail how the East Bank Learning Center will be incorporated into redevelopment plans. The East Bank Learning Center occupies approximately 6,000 sq ft of the north end of the first floor with their own separate entrance.

EVALUATION CRITERIA

RFP REQUIREMENTS

Proposal is complete and meets or exceeds the requirements of this request for proposals.

CONSISTENCY WITH CITY PLANS AND STUDIES

Proposal is consistent with the goals of River East Development Area Plan.

DESIGN

The size and character of the proposed development fits the general design principles for the site. Specifically, the design, site layout, number of units, materials, and similar considerations will be evaluated. Special attention should be given to highlighting the St. Joseph River.

EXPERIENCE

Applicant has sufficient experience and a successful track record of projects of similar type, size, and complexity.

FINANCIAL RESPONSIBILITY

The Applicant demonstrates the ability to finance and complete the Proposal in the timeframes stated.

SUSTAINABILITY

The degree to which sustainability features are incorporated beyond building code requirements.

PURCHASE PRICE

Proposed purchase price for the Commission-owned parcel.

PROJECT SCOPE

A competitive project, for example, would consist of a planned rehabilitation and reuse of the entire building—not just a partial reuse.

Any other factors which will assure the Commission that the proposal will best serve the interest of the community, both from the standpoint of human and economic welfare and public funds expended.



PROCESS FOR EVALUATION

The staff of the South Bend Redevelopment Commission will review all submittals to determine whether they are complete and responsive to this RFP. Only submittals that are complete, responsive, and meet all requirements of this RFP will be evaluated. Complete and responsive submittals from qualified applicants will be reviewed in detail as they are submitted. If warranted, the Commission reserves the right to request clarification or additional information from individual applicants. If a proposal is accepted, the proposal will be publicly recommended at a meeting of the South Bend Redevelopment Commission.

RESOURCES

[South Bend Zoning Ordinance](#)
[TIF Districts](#)
[River East Development Plan](#)

TOURS

For any and all tour requests, please contact Erin Michaels at emichaels@southbendin.gov by September 12th.

FORMER SINGER MANUFACTURING BUILDING RFP TIMELINE

RFP RELEASED

June 26th, 2025

PROPOSALS DUE

October 8th, 2025 at 12PM

REDEVELOPMENT COMMISSION PROPOSAL OPENING

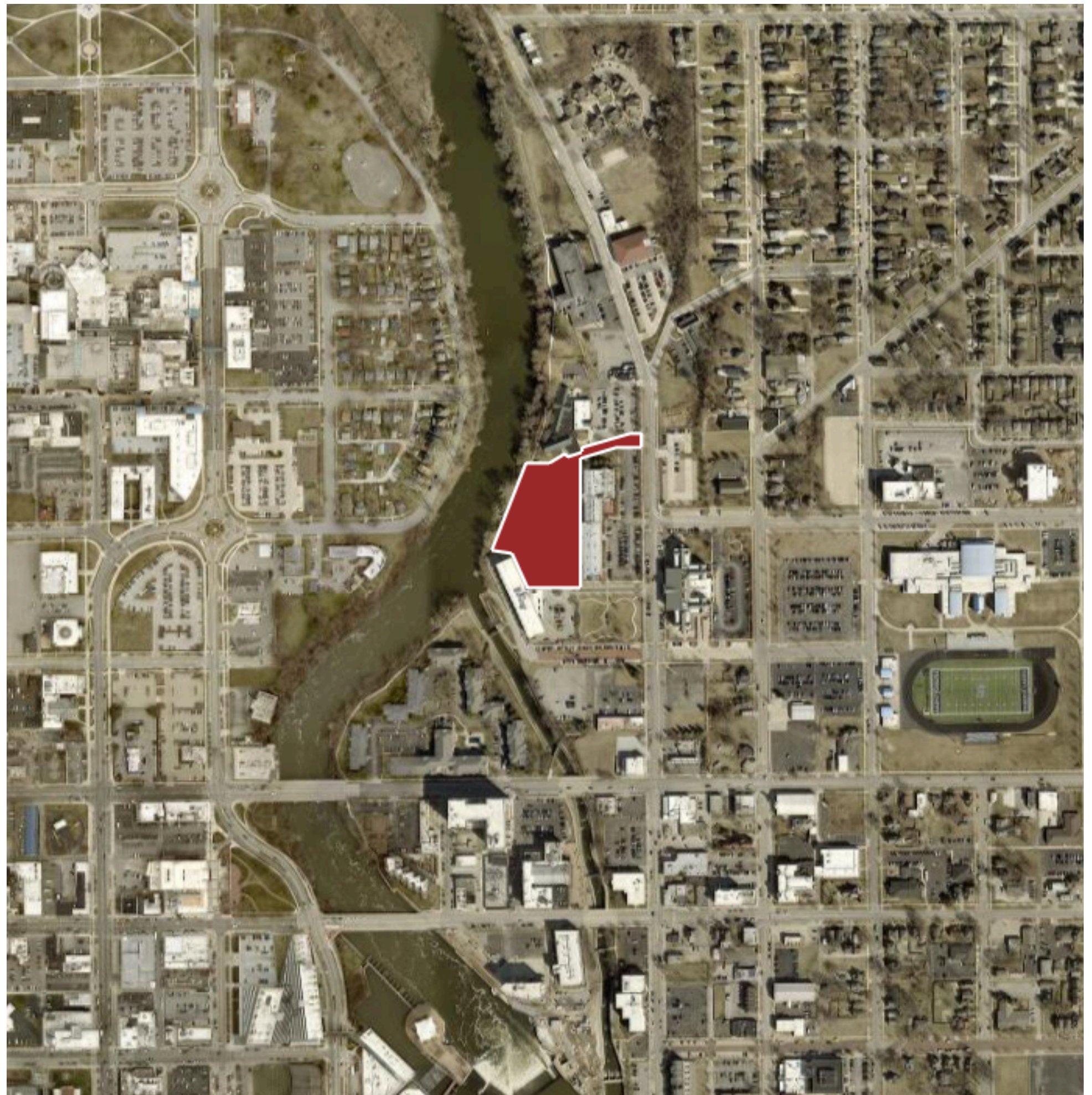
October 9th, 2025

INTERVIEWS/FOLLOW UP

October 10th — November 30th, 2025

STAFF RECOMMENDATION TO REDEVELOPMENT COMMISSION

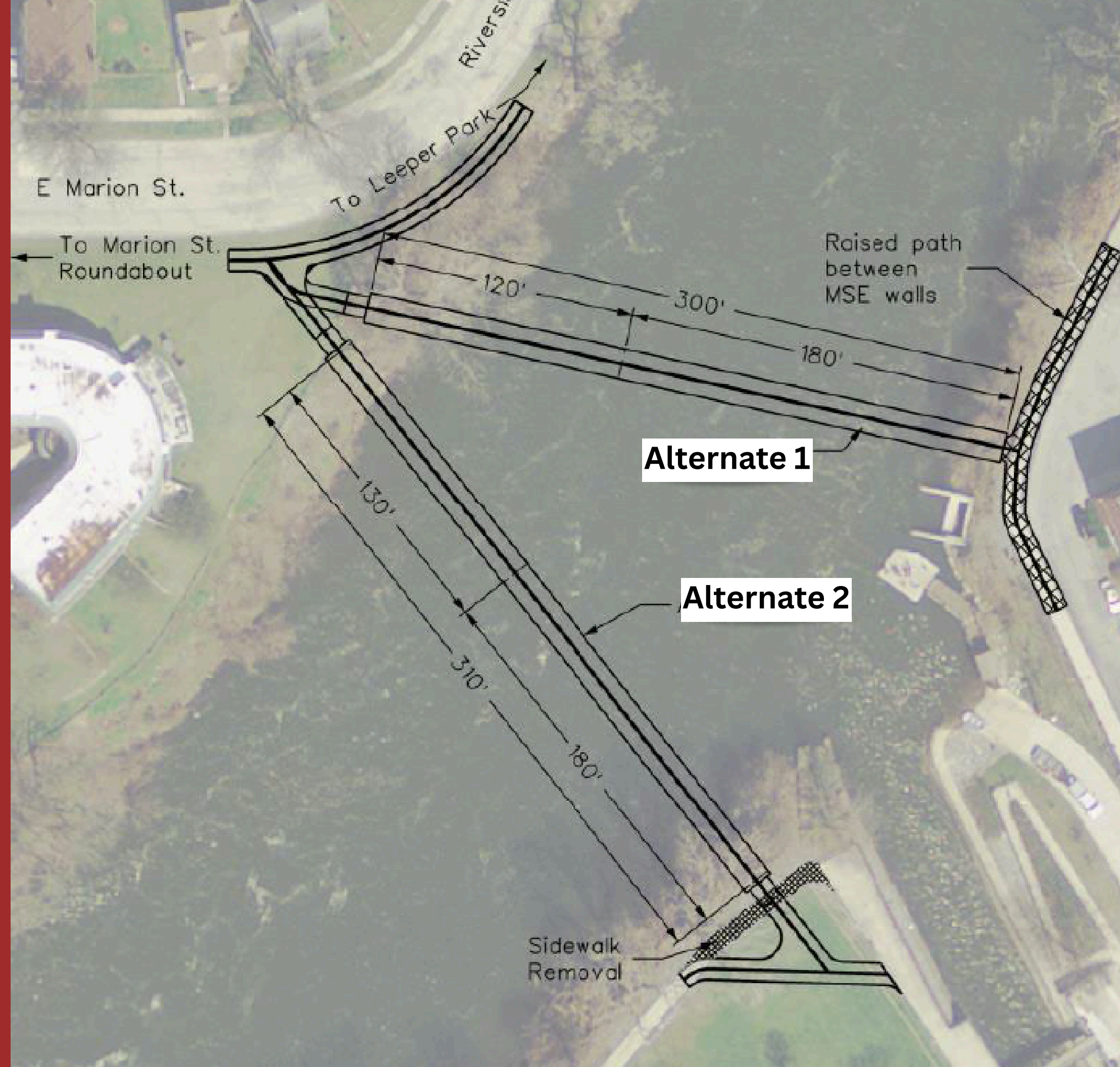
December 11th, 2025



NEW AMENITY

The City will be building a new pedestrian bridge, connecting residents from E Marion St. to the East Bank Trail and allowing for access to downtown amenities. Alternates 1 and 2 are shown on the right.

Exact design and location are subject to change.

















NEW PEDESTRIAN BRIDGE

The City will be building a new pedestrian bridge near Marion St. *Note, this is a draft plan and is subject to change at any time.*