



3024 Turner Street, Lansing MI 48906
517.267.5221
www.inghamlandbank.org



Ingham County Land Bank Fast Track Authority

REQUEST FOR QUALIFICATIONS FOR COMMERCIAL & INDUSTRIAL REAL ESTATE PROFESSIONALS

RFQ # Real Estate 11-2018

Introduction

The purpose of this Request for Qualification (RFQ) is to provide the Ingham County Land Bank Fast Track Authority (Land Bank) with information from qualified commercial and industrial Real Estate Professionals interested in listing and selling properties for Land Bank in Ingham County, especially in the City of Lansing area. Services may include listing properties with MLS, showing properties, submitting offers, closing sales, and producing Broker Price Opinions (BPOs).

General Qualifications

All work must be performed by State of Michigan-licensed commercial and industrial Real Estate Professional(s) in accordance with state recognized educational and skill requirements. The Land Bank reserves the right to restrict the assignment of any individual, for any reasonable cause, as a Real Estate Professional under the contract or any subcontracts. All Respondents and their Brokers, shall be screened through the federal System for Award Management (SAM), formerly known as Excluded Parties List System (EPLS), and Limited Denials of Participation list and, if listed, will not be eligible in accordance with their debarment stipulations.

Selection

Land Bank staff will select based upon qualifications submitted to the Land Bank; selection process may include interviews. The Land Bank intends to award contract(s) to the most qualified and responsible Respondent(s).

Release Date: Friday, October 26, 2018
Bid Due by: Friday, November 9, 2018, 10:00 am
Bid Opening: Friday, November 9, 2018, 10:00 am
At: Ingham County Land Bank Office, 3024 Turner St, Lansing, MI 48906

If you have any questions about this Request for Qualifications, please feel free to contact Roxanne Case, Grant Manager, rcase@ingham.org

Background

The Ingham County Land Bank Fast Track Authority is a local unit of government established in 2005 under Public Act 258 of 2003, the Land Bank Fast Track Act. The Ingham County Land Bank returns tax foreclosed, purchased, donated, and unclaimed properties to local tax rolls and beneficial use, using land banking tools. Land banking tools include title clearing, blight removal, commercial and commercial building renovation, new construction, and green infrastructure. As a local community and economic development organization, the Ingham County Land Bank's mission is building great places, strengthening communities and neighborhoods, and generating sustainable economic prosperity.

The Land Bank has seven full-time and one half-time employees. Its 2018 annual budget exceeds \$3 million. Revenue sources include federal, state, and local grants, county appropriations, and property sales.

The Land Bank has invested millions of dollars into more than 1800 residential and commercial land parcels, eliminating blight, restoring green space, building energy-efficient single family homes, and renovating homes and condominiums. Approximately \$56 million in federal, state, and local funds have been invested in demolitions, rehabs, and new construction to date. It has sold 650 vacant and improved properties. Many houses and condos have been sold to income-qualified households.

The Land Bank currently holds title to about 1150 vacant and improved land parcels. Over one hundred vacant parcels within the 100-year floodplain are targeted for flood hazard mitigation programs, including river corridor enhancements and (potentially) a new urban agriculture zoning designation. Almost two hundred vacant parcels are leased through its garden program. Three hundred and fifty small or limited-access vacant residential parcels will be sold as side yards to adjacent landowners. Both vacant and improved lots are offered to nonprofit housing partners. The Land Bank schedules a manageable volume of single-family new construction projects and single-family and condo renovations each year.

Occasionally prospective buyers are interested in acquiring parcels currently zoned residential with the intention of using the land for non-residential use. Often these parcels are located on or next to major corridors. See attached Planned Disposition map.

The Land Bank owns almost 30 vacant and improved parcels currently zoned commercial or industrial. These range in size and complexity from a former elementary school and a former bottling plant in Lansing and a former high school in Leslie to vacant lots zoned commercial. See document, *List of C&I parcels owned by Land Bank as of 2018 10 05*, on the Bid Opportunity section of the website, www.inghamlandbank.org.

Numerous clusters of land-banked, residential-zoned, vacant parcels scattered around Lansing; note the clusters of orange-coded parcels on the document, *Land Bank Planned Disposition Map*, on the Bid Opportunity section of the website, www.inghamlandbank.org. These clusters provide the foundation for launching a new era of community development, beyond the Land

Bank's traditional scope of individual rehab or new construction projects. The Land Bank looks forward to neighborhood engagement in visioning potential energy efficient housing (perhaps even passive solar and net zero energy), age-friendly/universal design, and appealing affordable and market-priced housing, green infrastructure, and community facilities, as funding and partnerships permit. Alternatively, the Land Bank will likely offer several clusters to private developers.

The Land Bank works cooperatively with the City of Lansing Economic Development and Planning Department, City of Lansing Neighborhood and Civic Engagement Department, Lansing Economic Assistance Partnership (LEAP), and Ingham County Brownfield Redevelopment Authority to move commercial and industrial property. The City of Lansing is a MEDC-certified Redevelopment Ready Community.

SCOPE OF SERVICES

Scope of Work

Commercial Real Estate Professional(s) shall provide all services necessary for selling commercial and industrial properties, and properties not currently zoned for a buyer's intended commercial or industrial use, as assigned. This includes necessary facilities, materials, supplies, equipment, supervision, and personnel and other items and services to perform responsibilities as defined in this RFQ. These services must be in accordance with applicable work practice standards and licensing laws in the state of Michigan or in accordance, where applicable, to the National Association of Realtor Standards. When more than one regulatory provision applies to a condition or activity, the most stringent shall be used. Real Estate Professional(s) could also be involved in producing Broker Price Opinions for properties being sold with renovations or updates, or for properties not receiving an independent appraisal.

Role of Real Estate Professional

The Real Estate Professional must have a minimum of three (3) years of experience in marketing commercial and/or industrial property and have a demonstrated track record in the City of Lansing. Services expected of contracted Real Estate Professional(s) include, but are not limited to:

- Providing market analysis of properties as requested which reflect real-market conditions based on actual sales, including market demographic studies, local statistics, environmental research, and financial analysis.
- Develop a written marketing plan for the sale of each property and follow through with that plan. Adjustments to the plan would need to be discussed with Land Bank.
- Participation in neighborhood and development community engagement activities, such as neighborhood information meetings and design charrettes.
- Sponsor regular open houses and showings independent of Land Bank-sponsored activities.
- Communicate regularly with Land Bank staff regarding showings, potential buyer comments, concerns and praises regarding specific properties, potential buyer demographics, potential offers, and any maintenance/repair/cleaning/security needs noted at the sale property. Monthly reports on the activity associated with each property listed will be expected.
- Present all offers to the Ingham County Land Bank staff with recommendations for acceptance or refusal.

Standards of Conduct

Real Estate Professional shall, at a minimum, meet the following standards of conduct:

1. Support the Land Bank in its mission of enhancing neighborhoods and communities by strategically returning properties to local tax rolls. This includes publicly and professionally supporting the efforts of the Land Bank to positively influence the local market in an upward trend by properly valuing the properties to both the public and other professionals.
2. Adherence to Land Bank priorities, policies, and procedures regarding sales of commercial and Industrial properties and properties intended for commercial or industrial use. See attached Priorities, Policies, and Procedures document.
3. Place signage on listed property within 24 hours of signed listing.
4. Be creative and positive in all marketing efforts and work well with the public.
5. Have a willingness to work with buyers seeking to invest in local community and economic development.
6. Provide prospective buyers with current information about technical and financial assistance programs, as they apply to Land Bank-offered commercial and/or industrial properties.
7. Seek qualifying information on all buyers submitting a purchase offer, pursuant to program guidelines.
8. Monitor progress of sale transactions, including the satisfaction of all contingencies and conditions during the entire transaction.
9. Timely and regular communication with Land Bank Executive Director and Real Estate Professional regarding listing statuses.

Compensation

Compensation to the Real Estate Professional will typically be a 10% commission. Land Bank reserves the right to adjust the commission percentage by mutual agreement with the Real Estate Professional prior to listing a particularly unique or challenging property. No fees or charges shall be paid beyond this amount by either Land Bank or the potential buyer/buyer of any Land Bank property.

INSTRUCTIONS TO RESPONDENTS

1. QUALIFICATION CONTENT

Qualification documents should include, but not limited to, the following:

- Principal place of business, business history, with years of experience.
- List of properties sold in the last year.
- Data showing number and location of sales for the previous three (3) years in both Ingham County and City of Lansing.
- Market analyses of properties which reflect real-market conditions based on proven sales.
- Sample marketing plan including, but not limited to, MLS internet, print media, social media, or other tools used to market previously sold or currently listed homes.
- Description of experience and knowledge of commercial and industrial real estate finance and local, state and federal project financing programs.
- Current professional vitae (1-2 pages) for the real estate professional providing services. At a minimum, this shall include a listing of the relevant certifications (with document numbers and effective dates), licenses, training, and experience for persons providing services; employed in the area of real estate; and non-profit affiliations associated with the housing industry and positions held (i.e. member, officer, volunteer, etc.) and dates these positions were held.
- Copies of applicable State of Michigan Real Estate Broker and Salesperson licenses.
- Copies of current and applicable certifications held and trainings completed.
- Copies of current and applicable (state and local) licenses, certifications, trainings completed, etc.
- Letter from supervising broker confirming willingness to enter into a contract for professional real estate services. Include a copy of Broker's License from the State of Michigan.
- Three references for which similar work has been performed. Please provide contact name, address, and phone number.
- Certifications and Authorized Signatures form, enclosed
- Local Vendor Certification (if applicable), enclosed
- Certificate of Compliance with Public Act 517 of 2012
- Contractor Application, found on the Land Bank website www.inghamlandbank.org (unless already on file with the Land Bank Office)
- Evidence of required insurance
- Minority Business Enterprise (MBE), Women Owned Business (WOB) certificates, if applicable
- Disclose if the Respondent is also a development firm. If so, describe how Respondent would avoid a conflict of interest.
- If interested in becoming the Land Bank's sole commercial and industrial real estate broker, a description of the Respondent's capacity to manage the listing volume described above.

2. BASIS OF QUALIFICATIONS

Qualifications are solicited for the completion of all work as described in the Scope of Services.

Qualifications may be withdrawn by Respondents prior to, but no later than, the time fixed for the opening of bids. Submit sealed bids, labeled as "RFQ # REAL ESTATE 11-2018" prior to the opening date, when the packets will be opened. If the Land Bank does not accept the qualifications within 45 days, after the opening date, Contractor may withdraw his/her packet.

3. EXAMINATION OF PREMISES

Respondent shall familiarize himself/herself with local conditions affecting the job. He/she shall take his/her own measurements and be responsible for the correctness of same. Any variance of Contract documents from legal requirements and/or field conditions shall be promptly reported to the Land Bank. Respondent shall be responsible for any examination and no allowances will be made in his/her behalf by reason of error and omission. If any part of the Respondent's work depends for proper results upon existing work or the work of another, Respondent shall notify the Land Bank before commencing work of any defects that will affect the results. Failure to so notify will constitute his/her acceptance of the conditions.

4. CONTRACT

Please review the draft Contract included with this Request for Qualifications (RFQ). By submitting a packet, Respondents indicate agreement with its contents. It will be signed in accordance with all documentation required with this RFQ. It is a three-year contract, subject to annual performance review and renewal within that term.

5. SIGNATURES

Respondents shall place on file with the Land Bank, a notarized statement indicating those individuals authorized to sign proposals on behalf of the Corporation, Partnership and/or Individual. (See attached form.) Said notarized statement may be placed on file prior to the submission of any Qualifications and updated as the status of the authorized individuals change, or may be submitted with each packet.

6. CERTIFICATE OF INSURANCE

All bidders shall have on file with the Land Bank certificates of all such insurance required under the Land Bank Vendor Insurance Policy located online at www.inghamlandbank.org within seven (7) calendar days after receipt of the notice of award, unless said certificates are already on file. Further insurance and certificates must include an endorsement providing for ten (10) days prior written notice to the Land Bank, of termination, expiration, or material change of terms.

7. LOCAL VENDOR PREFERENCE

Preference will be given to a vendor who operates a business within the legally defined boundaries of Ingham County. To be considered a local vendor, the Respondent must complete the "Local Vendor Certification Form" included in this bid packet.

8. CERTIFICATE OF COMPLIANCE WITH PUBLIC ACT 517 OF 2012

All Respondents must complete the attached Certificate of Compliance with Public Act 517 of 2012, by which the Respondent certifies that neither it nor any of its successors, parent companies, subsidiaries, or companies under common control, is an "Iran Linked Business" engaged in investment activities of \$20,000,000.00 or more with the energy sector of Iran, within the meaning of Michigan Public Act 517 of 2012. In the event it is awarded a Contract as a result of this solicitation, the Respondent will not become an "Iran Linked Business" during the course of performing the work under the Contract.

9. ACCEPTANCE AND REJECTION

A Contract shall be formed between the parties hereto by the Land Bank's acceptance of the Respondent's qualifications, and it will be effective on the date stated on the Qualification form. Upon acceptance by the Land Bank, a copy of the Contract (see draft attached) will be returned to the Respondent as his/her official notification of award. The Contract, however, shall not be in force until the Respondent has complied with all the requirements of insurance from the Land Bank set forth herein. By the execution of the Contract, the Respondent and the Land Bank hereby covenant in respect to any part of this Packet and Contract. The Land Bank reserves the right to waive irregularities and to reject bids.

CERTIFICATIONS AND AUTHORIZED SIGNATURES

Return with your Proposal Package

Upon notice of acceptance of this proposal packet, Respondent will execute a Contract and deliver properly executed insurance certificates to the Land Bank within seven (7) days.

This Proposal Package is submitted in the name of _____
(Vendor).

ADDRESS, LEGAL STATUS, AND SIGNATURE OF RESPONDENT

The undersigned does hereby designate the address, given below, as the legal address to which all notices, directions, or other communications may be served or mailed.

P.O. Box (if applicable)			
Street address			
City State ZIP			
Email			
Phone		Fax	

The undersigned does hereby declare that it has legal status checked below:

- Individual Limited Liability Corporation (LLC)
 Partnership Corporation, State of Incorporation: _____

The names and address of all persons indicated in this Bid Proposal are as follows:

NAME	ADDRESS
_____	_____
_____	_____

Respondent hereby certifies that the information provided in their submittal to the Land Bank is accurate and complete, and they are duly authorized to sign. Respondent hereby certifies that they have reviewed the RFQ in its entirety and accepts its terms and conditions.

Signed _____ Date _____

Print name _____

Title _____

LOCAL VENDOR CERTIFICATION

If applicable, return with your Proposal package.

To be considered for preference as operating a business within the legally defined boundaries of Ingham County, the vendor must register as a "registered local vendor" (RLV) by providing the Land Bank with the verifiable physical business address (not a P.O. Box) within Ingham County. This must be the site at which business operations take place. The Land Bank staff reserves the right to make a site visit to verify location and business activities.

Any person, firm, corporation or entity intentionally submitting false information to the Land Bank in an attempt to qualify for the local purchasing preference shall be barred from bidding on Land Bank contracts or a period of not less than three years.

If you believe you qualify as a local vendor, please provide the following information for verification. Please note that there are some exceptions to the local vendor rule. More information can be found at www.inghamlandbank.org.

Complete Legal Firm Name: _____

Company Physical Address: _____

Company Phone: _____

Company Website: _____

Name and Title of Person authorized to sign on behalf of your company:

Signature: _____

Date: _____

CERTIFICATE OF COMPLIANCE WITH PUBLIC ACT 517 OF 2012

I certify that neither _____ (Company), nor any of its successors, parent companies, subsidiaries, or companies under common control, are an "Iran Linked Business" engaged in investment activities of \$20,000,000.00 or more with the energy sector of Iran, within the meaning of Michigan Public Act 517 of 2012. In the event it is awarded a Contract as a result of this Request for Proposals, Company will not become an "Iran Linked Business" during the course of performing the work under the Contract.

NOTE: IF A PERSON OR ENTITY FALSELY CERTIFIES THAT IT IS NOT AN IRAN LINKED BUSINESS AS DEFINED BY PUBLIC ACT 517 OF 2012, IT WILL BE RESPONSIBLE FOR CIVIL PENALTIES OF NOT MORE THAN \$250,000.00 OR TWO TIMES THE AMOUNT OF THE CONTRACT FOR WHICH THE FALSE CERTIFICATION WAS MADE, WHICHEVER IS GREATER, PLUS COSTS AND REASONABLE ATTORNEY FEES INCURRED, AS MORE FULLY SET FORTH IN SECTION 5 OF ACT NO. 517, PUBLIC ACTS OF 2012.

(Name of Company)

By: _____

Date: _____

Title: _____

Subscribed to and sworn before me,
a Notary Public, on this _____ day of _____, 2018.

_____, Notary Public
_____ County, State of Michigan
Acting in _____ County, Michigan
My Commission Expires: _____