



3024 Turner Street, Lansing MI 48906

517.267.5221

[www.inghamlandbank.org](http://www.inghamlandbank.org)



**Ingham County Land Bank Fast Track Authority  
Request for Qualifications for Residential Real Estate Professionals**

**RFQ # Real Estate – Res 2025-28**

**Introduction:**

The Ingham County Land Bank Fast Track Authority (Land Bank) is requesting qualifications for Real Estate Professionals for various residential properties in Ingham County. The purpose of this Request for Qualification (RFQ) is to provide the Ingham County Land Bank (Land Bank) with information from qualified 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 on MLS, showing properties, attending open houses, submitting offers, closing sales, and production Broker Price Opinions (BPOs).

**General Qualifications:**

All work must be performed by State of Michigan licensed 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 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.

Vendor selection will be based upon qualifications submitted to the Land Bank by Land Bank staff. The Land Bank intends to award a contract to the most qualified and responsible Respondent(s).

Release Date: Wednesday, December 18, 2025

Packet Due by: Wednesday, January 22, 2025; 10:00 AM

Packet Opening: Wednesday, January 22, 2025; 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:

- David Burns, Real Estate Specialist, [dburns2@ingham.org](mailto:dburns2@ingham.org)
- Roxanne Case, Executive Director, [rcase@ingham.org](mailto:rcase@ingham.org)

## Instructions to Respondents

### 1. QUALIFICATION CONTENT

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

- Firm Background / Years in Business / History
- List of properties sold in the last year.
- 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; dates they have been employed; and non-profit affiliations associated with the housing industry and positions held (ie. Member, Officer, Volunteer, etc.) and dates these positions were held.
- Data showing number and location of sales for the previous three (3) years in both Ingham County and City of Lansing.
- Submit 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
- Share experience and knowledge of real estate finance and local, state and federal mortgage products and homebuyer incentive programs.
- Three references for which similar work has been performed. Please include contact name, address, and phone number.
- Copies of applicable licenses, including State of Michigan Real Estate Broker and Salesperson licenses
- Letter from supervising broker confirming willingness to enter into a contract for professional real estate services. Include a copy of Broker's License from State of Michigan.
- Copies of current and applicable certifications held and trainings completed.
- Certifications and Authorized Signatures form
- Local Vendor Certification, if applicable
- Certificate of Compliance with Public Act 517 of 2012
- Contractor Application, found on the Land Bank website [www.inghamlandbank.org](http://www.inghamlandbank.org), including a W-9, (unless already on file with the Land Bank Office)
- Evidence of required insurance
- Minority Business Enterprise (MBE), Women Owned Business (WOB) certificates, if applicable

## **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 packets. Submit packets, labeled as "RFQ# REAL ESTATE-RES 2025-28," 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 their packet.

## **3. EXAMINATION OF PREMISES**

Respondents shall familiarize themselves with local conditions affecting the job. They shall take their 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 their 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 their 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. A Contract Extension may be optional after a yearly appraisal of previously completed projects/work.

## **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 Respondents 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](http://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 qualification 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 packets.

## Ingham County Land Bank Fast Track Authority

### SCOPE OF SERVICES

#### Scope of Work:

The Professional(s) shall provide all services for selling residential properties including 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 could also be involved in producing Broker Price Opinions (BPOs) for properties being sold with renovations or updates, or for properties not receiving an independent appraisal.

#### Real Estate Professional:

Services that are expected of our contracted Real Estate Professional include, but are not limited to:

- Providing Market Analysis of properties as requested which reflect real-market conditions based on actual sales.
- 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.
- The Land Bank offers many opportunities beyond the typical seller's ability in the marketing of our properties. We expect every real estate professional to take full advantage of these opportunities and actively participate in them. Our internal staff will work closely to assist in both the marketing of a property and the closing process
- Actively participate in Land Bank sponsored Open House events.
- Sponsor regular open houses independent from 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 ICLB staff with recommendations for acceptance or refusal.
- Assist local housing-related non-profits achieve their missions by helping with activities such as homebuyer classes, seminars, and/or trainings.

**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 quality housing projects and commit to the intent of certain federal programs to increase market values. This includes publicly and professionally supporting the efforts of the Land Bank to positively influence the local market in an upward trend through properly valuing the homes to both the public and other professionals.
2. Abide by Land Bank policies, procedures, rules, and funder requirements regarding property sales.
3. Have a willingness to work with first-time homebuyers and low-income homebuyers seeking to pursue the American Dream of homeownership.
4. Provide prospective buyers with current information about local homebuyer assistance programs, as they apply to Land Bank-offered homes.
5. Be creative and positive in all marketing efforts and work well with the public.
6. Familiarize potential first-time homebuyers with various financing alternatives.
7. Place signage on listed property within 24 hours of signed listing.
8. Seek qualifying information on all buyers submitting a purchase offer, pursuant to program guidelines.
9. Monitor progress of sale transactions, including the satisfaction of all contingencies and conditions during the entire transaction.

**Compensation:**

Compensation to the Real Estate Professional shall be in the form of a not-to-exceed 6% commission based on the sale price at closing. No fees or charges shall be paid beyond this amount by either Land Bank or potential buyer.

## Certifications and Authorized Signatures

*Return with your Proposal package*

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

### 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: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

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 Proposal are as follows:

NAME	ADDRESS
_____	_____
_____	_____

This Proposal Packet is submitted in the name of

\_\_\_\_\_  
(Vendor)

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 RFP 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 a verifiable physical business address (not a P.O. Box) within Ingham County at which the business is conducted. This must be the site at which business operation 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](http://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 \_\_\_\_\_, 2025.

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