



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



Ingham County Land Bank Fast Track Authority
REQUEST FOR QUALIFICATIONS FOR
RESIDENTIAL REAL ESTATE PROFESSIONALS
RFQ # Real Estate 12-2021

Introduction

The purpose of this Request for Qualification (RFQ) is to provide the Ingham County Land Bank (Land Bank) with information from qualified residential 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 residential 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. The Land Bank intends to award up to 2 contracts to the most qualified and responsible Respondent(s).

Release Date: Wednesday, December 8, 2021
Bid Due by: Wednesday, December 22, 2021
Bid Opening: Wednesday, December 22, 2021, 10:00am
At: Ingham County Land Bank Office, 3024 Turner St, Lansing, MI 48906

If you have any questions about this Request for Qualifications, please contact:

- David Burns, Real Estate Specialist, dburns2@ingham.org
- 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, residential 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 five full-time. Its 2021 annual budget exceeds \$2 million. Revenue includes federal, state, and local grants and local appropriations, and property sales.

Through grants and local appropriations, the Land Bank has invested millions of dollars into 1000 parcels, eliminating blight, restoring green space, building energy-efficient single family homes, and renovating homes and condominiums. It has sold more than 900 vacant and improved properties. Many houses and condos have been sold to income-qualified households.

The Land Bank currently holds title to another 600 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 parcels are leased through its garden program. Over three hundred small or limited access vacant residential parcels will be sold as side yards to adjacent landowners. Both vacant and improved residential 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. Other residential properties are sold as is.

Several clusters of residential parcels in and around Lansing provide the foundation for launching a new era of community development. The Land Bank looks forward to neighborhood engagement in visioning the potential for energy efficient housing (perhaps even passive solar and net zero), age-friendly/universal design, and appealing affordable and market-priced housing, green infrastructure, and community facilities, as funding and partnerships permit.

As the local market recovers, the residential real estate current volume of annual listings is 20-40 residential properties. These properties represent a combination of single-family homes and condominiums, which includes renovations, new construction and as-is properties.

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 real estate finance and local, state and federal mortgage products and homebuyer incentive 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

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 11-2021" 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.

SCOPE OF SERVICES

Scope of Work

Residential Real Estate Professional(s) shall provide all services necessary 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(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 residential 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.
- 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 Ingham County Land Bank staff with recommendations for acceptance or refusal.
- Assist local housing-related non-profits achieve their mission 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 the potential buyer/buyer of any Land Bank property.

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 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 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: _____