



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



Ingham County Land Bank Fast Track Authority
REQUEST FOR QUALIFICATIONS FOR
COMMERCIAL and INDUSTRIAL REAL ESTATE PROFESSIONALS
RFQ # Real Estate 01-2019

Introduction

The purpose of this Request for Qualification (RFQ) is to provide the Ingham County Land Bank (Land Bank) with information from qualified commercial and industrial Real Estate Professionals interested in listing and selling properties for the Land Bank in Ingham County, primarily in the City of Lansing area. Services may include listing properties with the web market, 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 a contractor based upon qualifications submitted to the Land Bank. The Land Bank intends to award one contract, to the most qualified and responsible Respondent.

Release Date: Wednesday, January 23, 2019
Packet Due by: Wednesday, February 6, 2019
Packet Opening: Wednesday, February 6, 2019, 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 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, 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 seven full-time and two half-time employees. Its 2018 annual budget exceeds \$3 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 1200 vacant and improved properties. Many houses and condos have been sold to income-qualified households.

The Land Bank currently holds title to another 1200 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 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.

As for commercial properties, the Land Bank owns more than two dozen. These range in size and complexity from an old elementary school and bottling plant to vacant lots zoned commercial.

Several clusters of parcels scattered around Lansing provide the foundation for launching a new era of community development. The Land Bank looks forward to neighborhood engagement in visioning potential 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.

INSTRUCTIONS TO RESPONDENTS

1. QUALIFICATION CONTENT CHECKLIST

Submit one Qualification Packet; documents should include, but not be 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.
- Sample market analyses and strategy plan including, but not limited to, web market, print media, social media, or other tools used to market previously sold or currently listed commercial and/or industrial properties.
- Description of experience and knowledge of real estate finance and local, state and federal programs.
- Current professional vitae (1-2 pages) for the real estate professional providing services. At a minimum, this shall include all levels of your team, 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 commercial and industrial real estate 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 licenses.
- Copies of current and applicable certifications held and trainings completed.
- Copies of current and applicable (state and local) licenses, certifications, trainings completed, etc.
- 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 the packets. Submit packets, labeled as "RFQ # REAL ESTATE 01-2019" 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 may take his/her own measurements and be responsible for the correctness of same. Any variance of marketing and sales documents from legal documents 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.

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 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 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 RFQ.

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. This RFQ and the Respondent's Proposal shall become part of and be incorporated by reference into Contract. The Land Bank reserves the right to reject any and all proposals, waive irregularities, and to reject packet qualifications.

SCOPE OF SERVICES

Scope of Work

Commercial and Industrial Real Estate Professional(s) shall provide all services necessary for selling commercial 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 commercial 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.
- 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 facilitate showings of properties.
- 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.
- Support the Michigan Land Bank/Ingham County Land Bank/Incremental Development Alliance's 2019 small developer training and technical assistance initiative.

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 local community and economic development and commit to the intent of certain federal programs to increase the same. This includes publicly and professionally supporting the efforts of the Land Bank to positively influence the local real estate market in an upward trend through properly estimating the value of commercial and industrial properties.
2. Provide prospective buyers with current information about development and redevelopment programs, as they apply to Land Bank-offered properties.
3. Be creative and positive in all marketing efforts and work well with the public.
4. Place signage on listed property.
5. Seek qualifying information on all buyers submitting a purchase offer, pursuant to program guidelines.
6. 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 commission between 8-10%, 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 Qualification Package

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

This Qualification Package is submitted in the name of

_____ (Vendor)

ADDRESS, LEGAL STATUS, AND SIGNATURE OF RESPONDENT

The undersigned designates 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 declares 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 packet are as follows:

NAME	ADDRESS
_____	_____
_____	_____

Respondent certifies that the information provided in their submittal to the Land Bank is accurate and complete, and they are duly authorized to sign. Respondent 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 Qualification 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 or qualifying on Land Bank contracts for 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 Qualifications, 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 _____, 20____.

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