

Kalamazoo County Land Bank Authority

Legal Services

REQUEST FOR QUOTES– LEGAL SERVICES

SUBMITTAL DUE DATE

Responses to this RFQ are due by 2:00 p.m. on Tuesday, February 19, 2019.

Responses should be emailed to Michelle.TombroTracy@kalamazoolandbank.org

INTRODUCTION

A. Overview

This Request for Quotes (“RFQ”) is being issued by the Kalamazoo County Land Bank (Land Bank). The Land Bank invites the submission of quotes from a firm with appropriate expertise who maintains an office in Kalamazoo, Michigan. Because of the varied nature of the services required, the Land Bank is seeking services from a qualified firm that will include access to varied expertise with a principal point of contact, ideally with real estate expertise and/or expertise in the Land Bank Fast Track Authority Act.

The Kalamazoo County Land Bank Authority’s primary work is related to property, its acquisition, maintenance, disposition, and repositioning. This work is completed via a number of partners and programs. The scope of work has a real estate focus. Responses are desired which include this expertise and ability to bring forth expertise in other areas as needed and required in a timely and efficient manner. Responses which have a single point of contact with a qualified state licensed attorney with significant real estate experience are desired. Respondents should demonstrate how other areas of expertise can be brought forth.

Nothing in this RFQ shall be construed to create any legal obligation on the part of the Land Bank, or any respondents. The Land Bank reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue this RFQ in whole or in part, at any stage. In no event shall the Land Bank be liable to respondents for any cost or damages incurred in connection with the RFQ process. No respondent shall be entitled to repayment from the Land Bank for any costs, expenses or fees related to this RFQ. All supporting documentation submitted in response to this RFQ will become the property of the Land Bank. Respondents may also withdraw their interest in the RFQ, in writing, at any point in time as more information becomes known.

Any agreement awarded pursuant to this RFQ solicitation shall be in accordance with the scope of work and compensation as outlined below, and, within a mutually agreed upon timeframe. Any contract awarded pursuant to this RFQ solicitation shall be for a contract period up to 18 months, with the possibility of two one year extensions.

PROFESSIONAL SERVICE REQUIREMENTS

A. Scope of Work

The Respondent shall be readily available to perform the following legal services, as needed and requested by the Executive Director or other designee.

1. Advise on real estate and other matters related to the powers granted to the Kalamazoo Land Bank Authority pursuant to the Land Bank Fast Track Authority
 - a. Review, draft, and advise on contracts, loan documents, real estate agreements, government grant documents and other instruments to further the Land Bank's goals as needed.
 - b. Analyze and advise on general powers, requirements and responsibilities pursuant to the Land Bank Act as needed
2. Analyze, assist and advise on governance and general management matters in compliance with the Land Bank Fast Track Act, and including any other applicable laws and best practices. These may include:
 - a. General governance, FOIA, the Open Meetings Act, Conduct of Meetings, By-laws, inter-governmental agreement, incorporating documents, conflict of interest, etc.
 - b. Labor and employment matters that arise from time to time
 - c. Corporate and tax-exempt organization legal issues, including matters related to Vibrant Kalamazoo, a 501(c)(3) supporting entity to the Kalamazoo County Land Bank
3. Attend Board of Directors and Committee meetings to provide counsel as requested
4. Advise on responses to subpoenas, court orders, and requests for information from third parties
5. Defend lawsuits, administrative claims, or other legal claims in cooperation with insurance provided legal counsel as needed.
6. Other legal services as needed and requested

B. Compensation

All billing shall be a pre-agreed upon hourly rate, broken down into increments of a quarter hour, and shall include summaries of all work performed.

SUBMITTAL REQUIREMENTS

A. Letter of Interest

Please submit a Cover Letter of Interest not to exceed two pages in length. The Letter of Interest must include the following information:

1. The principal place of business and the contact person, title, telephone/fax numbers and email address.
2. A brief summary of the qualifications of the Respondent and team.
3. Description of organization (i.e. Corporation, Limited Liability Company, or Joint Venture).

B. Main Proposal

Please provide the following information:

1. Brief narrative and history of the firm, size, structure and areas of practice
2. Attorney Qualifications. List Attorneys and relevant area of practice in response to the needs identified in this Request for Quotes. Bios of principle attorney and other expertise. Include only attorneys to be assigned or likely to be assigned given the needs outlined.
3. Experience advising clients similar in nature, administering similar programs and services.
4. Two references of clients of a similar nature or with similar needs
5. Pricing: Hourly rate of principle attorney and other attorneys in the firm that relate to the areas listed in item two.

RFQ responses must be submitted via email to Michelle Tombro Tracy at:

Michelle.TombroTracy@kalamazoolandbank.org

Respondents are advised to adhere to the Submittal Requirements. Failure to comply with the instructions of this RFQ will be cause for rejection of submittals.

The Land Bank reserves the right to seek additional information.

C. Threshold Requirements For Award

1. Copy of Respondent's Michigan Law License
2. Evidence of Insurance: Commercial General Liability with limits not less than \$2,000,000; Workers Compensation and Employers Liability with limits not less than \$500,000; Automobile Liability with limits not less than \$1,000,000 per occurrence; and, Professional Liability with limits not less than \$1,000,000.

EVALUATION CRITERIA AND SCORING

In evaluating responses to this Request for Quotes, the Land Bank will take into consideration the experience, capacity, and costs that are being proposed by the Respondent. The following Evaluation Criteria will be considered in reviewing submittals:

Experience and Capacity

The point system is to evaluate the experience and capacity of the Respondent.

1. Experience and Expertise in Real Estate Law and other areas as identified

One (1) to five (5) years of experience.	5 Points
Five (5) to ten (10) years of experience.	10 Points
Greater than ten (10) years of experience.	15 Points

2. Responses that demonstrate experience advising similar clients or clients on similar matters and programs

Bottom 1/3 of proposals	5 Points
Middle 1/3 of proposals	10 Points
Top 1/3 of proposals	15 Points

3. Pricing Proposal

Highest 1/3 of proposals	5 Points
Middle 1/3 of proposals	10 Points
Lowest 1/3 of proposals	15 Points

SELECTION PROCESS

A Selection Committee will review qualifications in accordance with the evaluation criteria set forth herein. Proposals that are submitted timely and comply with the mandatory requirements of the RFQ will be evaluated in accordance with the terms of the RFQ. Any contract resulting from this RFQ will not necessarily be awarded to the vendor with the lowest price. Instead, contract shall be awarded to vendor whose proposal received the most points in accordance with criteria set forth in RFQ.

QUESTIONS

Questions regarding this RFQ should be submitted in writing via email to Michelle Tombro Tracy at Michelle.TombroTracy@kalamazoolandbank.org.