



REQUEST FOR PROPOSALS – LICENSED COMMERCIAL REAL ESTATE PROFESSIONALS

Kalamazoo County Land Bank Authority

One Year Proposal

Proposals Due June 22, 2023

INTRODUCTION

A. Overview

This Request for Proposals (“RFP”) is being issued by the Kalamazoo County Land Bank Authority (Land Bank). The Land Bank invites the submission of proposals from Licensed Real Estate Professionals to facilitate the execution of sales, specifically of Land Bank owned commercial real estate in the Kalamazoo County area.

Nothing in this RFP 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 RFP 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 RFP process, including but not limited to, any and all costs of preparing a response to this RFP or any other costs incurred in reliance on this RFP. No respondent shall be entitled to repayment from the Land Bank for any costs, expenses or fees related to this RFP. All supporting documentation submitted in response to this RFP will become the property of the Land Bank and may also be subject to FOIA. Respondents may also withdraw their interest in the RFP, in writing, at any point in time as more information becomes known.

B. Time of Completion

Any agreement awarded pursuant to this RFP solicitation shall be in accordance with the scope of work and compensation as outlined below, and, within a mutually agreed upon timeframe.

C. Term of Contract

Any contract awarded pursuant to this RFP solicitation shall be for a contract period of up to 12 months, with the possibility of two one-year extensions.

PROFESSIONAL SERVICE REQUIREMENTS

A. Scope of Work

The Land Bank is seeking sealed proposals from Licensed Real Estate Professionals to facilitate the following services requested of the Licensed Real Estate Professional under this RFP:

- Facilitate all the components of a real estate transaction;
- Prepare comparative market analysis for the properties
- Promote Land Bank owned properties throughout the community
- Prepare and place listings on both the MLS and the broker's website.
- Prepare and distribute marketing materials
- Take professional exterior and interior photos and develop a professional slide show easily accessible on the web
- Broadly advertise marketing materials throughout Kalamazoo county
- Ensure and coordinate access to the property for interested buyers, and coordinate open houses if deemed necessary
- Assist with showings when necessary
- Prepare a web based link with properties for sale, easily assessable to both partners.
- Work with Land Banks legal counsel on the purchase agreement and other transaction documents

B. Compensation

Compensation for the scope of work requested will be in the form of a percentage commission earned as the selling agent with a pre-agreed amount to be paid to buying agent and paid by the listing real estate broker. If there is no buying agent the selling agent shall not charge the entire commission.

In their proposals, respondents should clearly indicate:

1. The proposed commission for sales (entire proposed commission)
2. The percentage to be paid by selling agent to buyers agent

3. The percentage commission to be charged to the Land Bank in the event there is a sale with no buyer's agent.
4. Any other transaction fees associated with the purchase

EVALUATION CRITERIA AND SCORING

In evaluating responses to this Request for Proposal, 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:

A. Experience and Capacity

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

1. Experience in facilitating the execution of commercial real estate purchases, including apartment complexes.

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. Number of Commercial listings and sales by Respondent in the Kalamazoo County area.

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

3. Pricing Proposal

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

4. Respondents will be awarded up to 15 points each for items one, two and three. Respondents will also be awarded an additional 5 points if the respondent's office is located in Kalamazoo County.

SUBMITTAL REQUIREMENTS

RFP responses must be submitted via hard copy to Sidney Ellis at the Land Bank offices located at 1523 Riverview Drive, Suite A, Kalamazoo, MI 49004. Each respondent shall submit two (2) copies of the following documents in a clear, legible, 12-point font, and 8.5 by 11 inch format. Respondents are advised to adhere to the Submittal Requirements. Failure to comply with the instructions of this RFP will be cause for rejection of submittals.

The Land Bank reserves the right to seek additional information to clarify responses to this RFP. Land Bank may also choose to interview any or all of the respondents before making a decision.

Each response must include the following:

A. Letter of Interest

Please submit a Cover Letter of Interest signed by the Respondent, not to exceed two pages in length. The Letter of Interest must also 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. Name of the employing broker.

B. Threshold Requirements

These documents must be submitted and acceptable before the partners will review the Experience and Capacity proposal:

1. Copy of Respondent's Real Estate License
2. Copy of Respondent's Real Estate Broker's License
3. Evidence of Errors and Omissions Insurance
4. Three (3) references

C. Main Proposal

Please provide the following information:

1. Experience in facilitating the execution of commercial sales and leases.
2. Number of listings, sales, and leases by Respondent in Kalamazoo County in 2022 and location of office.
3. Outline of plan to promote properties (i.e. Include technology tools, databases, collaborating with community partners and other real estate professionals, marketing, etc.)
4. Pricing:
 - The proposed commission for sales (entire proposed commission)

- The percentage to be paid by selling agent to buyers agent
- The percentage commission to be charged to the Land Bank in the event there is a sale with no buyer's agent
- Any other transaction fees associated with the purchase

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 RFP will be evaluated in accordance with the terms of the RFP. Any contract resulting from this RFP will not necessarily be awarded to the vendor with the lowest commission or with the highest points. Land Bank reserves the right to decline to award the contract to any respondent. If Land Bank decides to award the contract to a respondent, Land Bank reserves the right to award the contract on any basis of its choosing. Once the contract is awarded to a respondent, the terms of the agreement with Land Bank will be memorialized in a listing agreement signed by Land Bank and respondent. The terms of the listing agreement must be acceptable to Land Bank and its legal counsel.

QUESTIONS

Questions regarding this RFP should be submitted in writing via email to Sidney Ellis at Sidney.ellis@kalamazoolandbank.org.

SUBMITTAL DUE DATE

Responses to this RFP are due June 22, 2023. Each Respondent is responsible for labeling the exterior of the sealed envelope containing the proposal response with the proposal number, proposal name, proposal due date and time, and your firm's name. Hard copies must be delivered to:

Sidney Ellis
Kalamazoo County Land Bank Authority
1523 Riverview Drive, Suite A
Kalamazoo, MI 49004

CERTIFICATION FORM NOTE

THIS PAGE MUST BE COMPLETED AND INCLUDED WITH THE SUBMITTAL
CERTIFICATION

The undersigned hereby certifies, on behalf of the Respondent named in this Certification (the "Respondent"), that the information provided in this RFP submittal to Sidney Ellis is accurate and complete, and I am duly authorized to submit same. I hereby certify that the Respondent has reviewed this RFP in its entirety and accepts its terms and conditions.

(Typed Name of Respondent)

(Signature of Respondent)

(Title)

(Company Name)

(Date)

RFP SUBMITTAL REQUIREMENTS CHECKLIST

Please provide Checklist with response to RFP

- Letter of Interest
- Real Estate License
- Evidence of Insurance
- State License and or Certification
 - Copy of Real Estate Broker's License
 - Copy of Real Estate Broker's Business License
- References
- Pricing Proposal