

Kalamazoo County Land Bank Authority

January 24, 2020

REQUEST FOR PROPOSALS – LICENSED REAL ESTATE PROFESSIONALS

**RESPONSES TO THIS RFP ARE DUE BY 10:00 A.M. ON FRIDAY
FEBRUARY 14, 2020.**

INTRODUCTION

Overview

This Request for Proposals (“RFP”) is being issued by the Kalamazoo County Land Bank (Land Bank). The Land Bank invites the submission of proposals from Licensed Real Estate Professionals to facilitate the execution of sales, of newly rehabilitated affordable homes and any other improved residential inventory held by the Land Bank.

The Land Bank is currently in the process of completing the rehab of a house located at 1114 Cobb. This home will be listed for sale with the successful respondent in early 2020. The Land Bank currently has 3 other homes in our inventory. The goal is to complete rehab of two additional homes in 2020 and list them for sale. The Land Bank has a goal to complete at least two rehabs per year and list them for sale.

Term of Contract

Any contract awarded pursuant to this RFP shall be for a contract period up to 3 years, with the possibility of two one-year extensions.

PROFESSIONAL SERVICE REQUIREMENTS

Scope of Work

The following services are requested of the Licensed Real Estate Professional under this RFP:

- Facilitate all the components of real estate transactions

- Cooperate fully with purchasing agents and educate them about Land Bank requirements and procedures
- Prepare brokers price opinion for homes
- Promote Land Bank homes throughout the real estate community, prepare MLS listing and place on brokers website and MLS
- Prepare and distribute marketing materials
- Take professional exterior and interior photos
- Broadly advertise marketing materials throughout Kalamazoo
- Provide a link to the listing that can be uploaded to the Land Bank website
- Ensure and coordinate access to the property for interested buyers, and coordinate open houses if deemed necessary

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
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

REQUIREMENTS

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 (If sponsored by a broker, provide copy of sponsoring broker's license)
3. Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Michigan Secretary of State (If Respondent is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable, must be submitted for each entity comprising the joint venture.)

4. Evidence of Insurance: Commercial General Liability with limits not less than \$1,000,000; 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.
5. Two (2) references, including date of representation, contact person and phone number

Main Proposal

Please provide the following information:

1. Experience in facilitating the execution of real estate purchases.
2. Number of listings and sales by Respondent in the City of Kalamazoo core neighborhoods as well as the surrounding townships within Kalamazoo County.
3. A short narrative (limited to two pages) identifying the target area(s) in which the Respondent works/has worked and, a history of community development activities and relationships established in the respective area(s). Please provide specific examples and be concise in your response.
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.

The Land Bank reserves the right to seek additional information to clarify responses to this RFP.

How to Submit

Responses may be delivered in person to:

Michelle Tombro Tracy
Kalamazoo County Land Bank
1523 Riverview Dr., Suite A
Kalamazoo, MI 49004

PLEASE NOTE OUR OFFICE IS CLOSED FOR
LUNCH FROM 12:00-1:30

Or via email to:

Michelle.tombrotracy@kalamazoolandbank.org

Responses must be submitted on or before the deadline in order to be considered. 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.

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 price. Instead, the contract will be awarded to the Respondent whose proposal received the most points in accordance with criteria set forth in RFP. The Land Bank reserves the right to award to more than one respondent. Award under this RFP is not a guarantee of listings as the needs of the Land Bank regularly change and the Land Bank can not guarantee inventory for rehabs.

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:

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

1. Experience in facilitating the execution of real estate purchases.

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 listings and sales by Respondent in the core neighborhoods, (Edison, Eastside, Northside, Douglas) of Kalamazoo as well as the surrounding ring townships (Cooper, Comstock, Kalamazoo Township).

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. Community Development experience and relationships in the core neighborhoods and surrounding ring townships.

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

QUESTIONS

Questions regarding this RFP should be submitted in writing via email to Michelle.tombrotracy@kalamazoolandbank.org

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, costs of preparing a response to this RFP. All supporting documentation submitted in response to this RFP will become the property of the Land Bank. Respondents may also withdraw their interest in the RFP, in writing, at any point in time as more information becomes known.