Request for Proposal

#LB 10-001

For

COMMERCIAL REAL ESTATE BROKER SERVICES FOR THE GENESEE COUNTY LAND BANK

Genesee County Land Bank
452 S. Saginaw Street
Flint, Michigan 48502

The Genesee County Land Bank will receive submissions at the Land Bank Office, 452 S. Saginaw Street, Flint, MI 48502 for Request for Proposals (RFP) to provide Commercial Real Estate Broker Services for selected Land Bank Properties. Proposals will be received until 3:00 p.m. on December 4, 2009. Proposals submitted after the above time will not be accepted. For more information or questions please contact Doug Weiland at (810) 257-3088 ext. 521.

The Land Bank reserves the right to reject any or all Proposals and to waive irregularities or informalities as may be deemed in the Land Bank's interest. It is the Land Bank's intent to award the project to the most responsive and responsible proposer offering the best overall package of services including, but not limited to, the lowest price.

Each proposer must submit one copy of their 2009 CERTIFICATE TO DO BUSINESS WITH GENESEE COUNTY. The Land Bank follows Genesee County Office of Equity and Diversity policies and procedures for procurement process. For further information on this requirement, contact the Genesee County Office of Equity and Diversity, 1101 Beach Street, Room 343, Flint, Michigan 48502, phone (810) 257-3028; fax (810) 768-7943.

Each proposer 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. The proposal request number and due date for this Bid is:

DUE DATE: Friday, December 4, 2009 @ 3:00 PM

PROPOSAL REQUEST NUMBER:#LB 10-001

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I INTRODUCTION #LB 08-008

The Genesee County Land Bank is seeking proposals for the services of a Commercial Real Estate Broker (Broker) to provide Real Property Services for selected Land Bank properties that are available for sale or lease. The Broker must participate in the Commercial Property Information Exchange (CPIX). The Broker will list and market Land Bank properties as the listing Broker for The Land Bank through CPIX and other entities as appropriate.

- As the listing Broker, the Broker will receive a commission for each sale based on a percentage of the sale price or lease.

II. INSTRUCTIONS #LB 10-001

GENERAL INSTRUCTIONS

A. The Genesee County Land Bank invites Proposals for Commercial Real Estate Broker Services for selected Land Bank properties that are available for sale or lease.

B. Proposals will be received at place and time indicated in the RFP.

C. Seal envelope containing Bid label the envelope as follows: "#LB 10-001 "COMMERCIAL REAL ESTATE BROKER", Genesee County Land Bank, 452 S. Saginaw Street, Second Floor, Flint, Michigan 48502.

PREPARATION OF BID

A. Submit an original bid and two (2) copies of the proposal. Failure to submit an original and two (2) copies of the proposal will constitute a non-responsive proposal.

B. Make Proposal in name of principal and if co-partnership, give names of all parties. Give complete address

C. Proposals must be received prior to due date and time. No late proposals will be accepted.

III QUALIFICATIONS #LB 10-001

A. Proposers must have a minimum of 5 years experience working in the sale of Commercial Real Property.

B. Proposers must have a Broker's License.

C. Proposers must participate in the Commercial Property Infromation Exchange (CPIX)..

D. Proposers must demonstrate ability to sell Real Property in an Urban Area.

E. Proposer must have an active CERTIFICATE TO DO BUSINESS WITH GENESEE COUNTY.

IV SCOPE of SERVICES #LB 10-001

A. Provide market analysis and pricing guidance for selected Land Bank properties.

B. Establish a marketing strategy that employs multiply types of advertising including, but not limited to, internet exposure, yard signs, alternate trade publication strategies, etc.

C. Accurately list Land Bank property in CPIX.

D. Provide technical assistance on the presentation of Land Bank property for sale.

E. Show Land Bank Properties.

F. Forward offers to Land Bank staff for consideration of sale or lease.

G. Assist Land Bank with the close of accepted offers.

V REQUIRED PROPOSAL CONTENT

All proposals received must consist of the items referenced below.

A. A copy of RFP #LB 10-001 Consisting of the following:

   a. Signed Signature Page – Provide all of the required information as indicated. Additionally, at least one of the proposals submitted is to include an **original signature** of an official authorized to bind the proposer to the proposal response.

   b. Executed Proposer's Insurance Policy – To be properly executed, the document should be signed by an authorized representative of the proposer and a representative of the proposer's insurance carrier.

   c. 2009 Certificate to do Business with Genesee County (If you do not have a Certificate at the time of submission, include a letter indicating the date your company's equity & diversity plan was submitted to the Genesee County Office of Equity & Diversity for review.)

B. Evidence of Financial Stability – All proposers shall include their most recent financial statements with the proposal response. This information will assist and Land Bank in determining the proposer's financial condition. The Land Bank is seeking this information to ensure that the proposer's have the financial stability and wherewithal to assure good faith performance.

C. Work Plan -All proposers shall provide a **detailed** work plan explaining how services outlined in **SCOPE OF SERVICES** section of this proposal will be delivered to the Land Bank.

D. Commission - All proposals shall include a broker commission for each sale or lease based on a percentage of the sale or lease price.

E. Firm's History, Staff Experience & Resumes – All proposers shall provide a brief history of the firm including staff's experience and resumes and accomplishments that are relevant to the scope of work stated in this proposal.

F. References, etc. - All proposers shall include the name, address and telephone numbers of five clients for whom Commercial Real Estate services have been performed.

G. Conflict of Interest Statement & Supporting Documentation - Proposer shall disclose any professional or personal financial interests which could be a possible conflict of interest in representing the Land Bank. In addition, all proposers shall further disclose arrangement to derive additional compensation from various investment and reinvestment products, including financial contracts.

VI EVALUATION CRITERIA

It is the intent of The Land Bank to conduct a fair and comprehensive evaluation of all proposals received. The contract will be awarded to the proposer who submitted a proposal that is most advantageous to The Land Bank. All proposals will be evaluated based on the following criteria listed in order of importance:

A. Suitability of the proposers plan.

B. Demonstrated ability to satisfy SCOPE of SERVICES.

C. Demonstrated ability to sell Commercial Real Property in an Urban environment

D. Commission fee requested as listing Broker for each sale or lease based on a percentage of the sale price or lease.

E. Professional qualifications of individuals to be assigned to the project.

F. Financial Stability of Company

G. References.

H. Responsiveness of Proposal.

I. Previous experience with The Land Bank.

VII SELECTION PROCESS

Proposals will be reviewed by The Land Bank per the evaluation criteria stated above. Interviews will be scheduled with firms submitting proposals deemed to have a reasonably good chance of being selected for award. In addition, the Land Bank may decide to negotiate with short listed firms by soliciting Best and Final Offers. All proposers selected for interviews and possible Best and Final Offers, will be notified of selection as soon as possible.

The Evaluation Committee will recommend contract award/acceptance of a proposal to the Land Bank Board of Directors. Upon acceptance of a recommendation, selection of the successful proposal and contract awards will be made by the Land Bank Board of Directors.

VII. DOCUMENT – SIGNATURE FORM – #LB 10-001

SUBMITTED TO: Genesee County Land Bank
452 S. Saginaw Street
Flint, Michigan 48502

FOR: RFP #LB 10-001

DATE: _____

NAME OF PROPOSER: _____

ADDRESS _____

TELEPHONE: _____

TO: Genesee County Land Bank

ADDRESS, LEGAL STATUS, AND SIGNATURE OF PROPOSER

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.

PO Box _____

Street _____

City _____ ST _____ Zip Code _____

The undersigned does hereby declare that it has the legal status checked below.

_____ Individual

_____ Co-Partnership

_____ Corporation Incorporated under the laws and State

of_____