

City of Allegan,
Michigan

REQUEST FOR PROPOSALS

REAL ESTATE BROKER SERVICES

1. Overview

The City of Allegan, Michigan is hereby requesting proposals from qualified, real estate brokers to assist with the leasing of certain unimproved areas at 231 Trowbridge Street Allegan, MI 49010. It is the intent of this Request for Proposals to have the successful broker enter into a professional services contract with the City to provide real estate services as outlined herein.

The City is seeking brokers with experience in marketing and leasing properties for owners with diverse portfolios of properties to lease 231 Trowbridge Street Allegan, MI 49010. The broker should have some familiarity with laws and practices applicable to municipal real estate matters, including relevant local land use and zoning controls for properties as governed by the City of Allegan Zoning Ordinance, which is available online at www.cityofallegan.org.

2. Scope of Work

The **Scope of Work** is attached to this document as **Exhibit A**.

3. Schedule of Work

The City of Allegan is prepared to issue a Notice to Proceed upon acceptance of the best-qualified proposal. The City desires to have 231 Trowbridge Street listed for lease by June 2019 with the hope to have the property leased no earlier than September 1, 2019.

Upon selection by the City Council, the City will enter into a listing agreement with the selected firm based on the rates set out in the proposal.

Award Criteria

Proposals will be evaluated on the following criteria:

Commission Structure: Competitiveness of pricing proposal.

Experience and Qualifications: Demonstrated prior experience with transactions of similar scope and complexity and the effectiveness of your proposed real estate transaction process in a municipal context.

Key Personnel and Resources: Demonstrated competence and experience of firm's personnel responsible for performing work and providing services.

A proposal review team will be assigned to evaluate all responsive proposals received by the City. The

review team will consider the information in the proposals as outlined above. It should be noted that the contract resulting from this RFP will be awarded to the respondent whose proposal is determined to be in the “best interest” of the City. Therefore, the proposal offering the lowest cost may not necessarily be the proposal that is selected for award. It is anticipated that the selection will be completed in April of 2019.

The City reserves the right to reject any or all proposals, to waive informalities in the process, provided the informalities do not affect the price, quality or performance, and to accept, modify or reject any item or combination of items. The award will be made to the respondent whose proposal, in the opinion of the City, best takes into consideration all aspects of the respondent’s proposal and represents the most beneficial procurement as determined by the City. The City reserves the right to contact any respondent, to conduct interviews or request additional information. In the event that the respondent to whom the award is made does not execute a contract within 30 days from the award, the City may give notice to such respondent of intent to award the contract to the next most qualified respondent, or to call for new proposals.

Proposals will be accepted from thoroughly competent, experienced and financially qualified individuals or firms as determined solely by the City. Respondents are responsible for submission of accurate, adequate and clear descriptions of the information requested. Omissions, vagueness or inaccurate descriptions or responses shall not be interpreted in favor of the respondent and shall be grounds for rejection.

This document is not an offer to contract, but is an RFP. Neither the issuance of the RFP, preparation and submission of a response, nor the subsequent receipt and evaluation of any response by the City, will commit the City to award a contract to any respondent even if all of the requirements in the RFP are met. The City may modify these requirements in whole or in part and/or seek additional respondents to submit quotations. Only the execution of a written contract will obligate the City in accordance with the terms and conditions contained in such contract.

Respondents may be required to make a presentation of their qualifications to the proposal review team.

4. Qualification Requirements/Proposal Format

The proposal should include the following clearly-labeled sections to coincide with this RFP:

- Description of your firm including size of firm, location, number and nature of the professional staff to be assigned to the City.
- Staff experience and training, including a brief resume for each key person listed. Describe experience (minimum five years previous experience with proven effectiveness) your firm or organization has in pertinent real estate experience.
- Experience in assisting similar entities, including any and all services for government agencies. List of at least three (3) references where and when your firm provided similar services. Please provide names and telephone numbers of contact persons for each reference.
- The City is interested in a real estate transaction process that is as publically accessible as possible. Please propose a process and anticipated timeline that includes a discussion of how you intend to market the property, inform and update City staff and how your proposed process

addresses potential issues, conflicts of interest or challenges the City may anticipate in selling municipal property.

- Additional services offered through your firm, if any that may be relevant to the sale or lease of property.
- The proposed term and fee schedule, including your commission rate and any other costs for leasing property and how the rate varies in the event there is another broker involved in the transaction.
- Please provide one (1) original copy of the proposal response.

5. City Contact Person

If there are any questions concerning this RFP, please contact Joel Dye, City Manager, City of Allegan at jdye@cityofallegan.org.

6. Proposal Due Date

Proposals will be accepted until **5:00 P.M. Friday March 29th**, at the Allegan City Hall, 231 Trowbridge Street Allegan, MI 49010 and should be mailed or delivered in person in a sealed envelope to the attention of Joel Dye, City Manager. **Please mark 231 TROWBRIDGE REALTOR RFP on the outside of your response package.**

7. Cancellation

Any violation of the terms, conditions, requirements and/or non-performance of the agreement resulting from this RFP shall result in immediate cancellation. The agreement may be cancelled by the City for any other reason(s) upon 30 days written notice.

8. Additional Terms and Conditions

- The successful respondent must comply with all federal, state and city of Allegan statues and codes as may be applicable to the scope of work detailed herein, including all labor laws.
- All respondents must quote their fees in the proposal response clearly.
- Proposals and prices must remain valid for three (3) months.

EXHIBIT A
REQUEST FOR PROPOSALS 231 Trowbridge Street

The selected firm will be responsible for assisting the City with commercial brokerage services, representing the City's interest in marketing and leasing 231 Trowbridge Street, and potentially providing other commercial real estate related services as requested.

The successful respondent shall agree to contract with the City to provide the following:

- Advice regarding building and property valuation for leasing purposes for 231 Trowbridge Street;
- Strategic planning for leasing 231 Trowbridge Street;
- Progress updates and maintain timely telephone and e-mail contact with assigned staff when there are active interests and transactions;

In addition, the successful respondent may also be required to:

- Make presentations at public meetings;
- Consult with City Corporation Counsel on real property deed restrictions and/or conditions (e.g., easements, covenants, etc.); and
- Handle all other customary activities and services associated with real estate transactions.

Deliverables may include valuation, marketing and strategic planning reports as specified in each task order that may be issued during the term of the agreement.