

# ALBION BUILDING AUTHORITY

## City of Albion, MI

### **Request for Qualifications: Real Estate Professional Services for Albion Building Authority**

BID NUMBER: #01-ABA-2020

DATE ISSUED: September 30, 2020

DATE DUE: October 28, 2020, 3:00PM (LOCAL TIME)  
Bid will be opened publicly at this time at,  
Albion City Hall, 112 W. Cass Street, Albion, MI

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## BACKGROUND

This Request for Qualifications (“RFQ”) is being issued by the Albion Building Authority (ABA). The ABA invites the submission of proposals for Real Estate Professional Services to facilitate the sale of commercial property for the ABA, located at 112 E. Erie Street, Albion, MI 49224. The successful respondent will review the scope of services and provide requested documentation demonstrating their qualifications in the area of real estate sales and high commitment to the real estate market in the City of Albion and Calhoun County. Respondents that provide this service with demonstrated experience and an interest in making their services available to the ABA are invited to respond to this RFQ. “Respondents” means the companies or individuals that submit proposals in response to this RFQ.

## IMPORTANT DATES

**RFQ Issue Date:** September 30, 2020

**Questions Due:** October 21, 2020 at 5:00pm

**Proposal Due Date:** October 28, 2020 at 3:00pm

**Award Date:** November 17, 2020

## SCOPE OF WORK/DELIVERABLES

The ABA is looking for qualified commercial real estate agent and/or broker that have a proven capacity to list, market, show, and sell a commercial property located at 112 E. Erie Street, Albion, MI 49224.

### 1. General Realtor Services that are required include, but are not limited to:

- a. Providing market analysis of properties as requested which reflect real-market conditions based on similar comps or sales.
- b. Developing written marketing plans for property sales and follow through with that plan, adjustments to the plan would need to be discussed with ABA.
- c. Holding regular open houses.
- d. Participating in ABA sponsored activities to promote property sales.
- e. Coordinating the title insurance process with title agency.
- f. Taking photos of property for marketing materials and website.
- g. Communicating regularly with ABA’s Chairperson and Albion City Manager regarding showings, buyers, comments, and concerns regarding specific properties, potential buyer demographics, potential offers, and any maintenance/repair/cleaning/security needs noted at the sale property.
- h. Presenting all offers to the ABA staff with recommendations for acceptance or refusal.

## THRESHOLD REQUIREMENTS/REQUIRED FOR SUBMITTAL

1. Submissions must be submitted in the format outlined below and be a **maximum of five (5) pages**:
  - a. **Executive Summary:** Summarize the Respondent's strong points and how experience, particularly with similar responsibilities, will assist property sales.
  - b. **Business Organization:** State the full name and address of the organization and, if applicable, the branch office, consultants, or other subordinate elements that will provide or assist in providing the service. Include phone number(s), email address(s) and Respondent's website address.

Indicate whether Respondent operates as an individual, broker, partnership, or corporation; if as a corporation, include the state in which Respondent is incorporated. State the names of the principals of the Respondent who are licensed to practice in the State of Michigan.

- c. **Statement and Management Summary:** Explain in succinct terms the major issues related to this request, specifically, the Respondent's intended process and responsibilities. Identify important steps that will be taken to meet ABA's expectations. Address experience in the following:
  - Familiarity and success with commercial properties;
  - Relationships with banking and mortgage lenders; and

### 2. Document Requirements

1. These documents must be submitted along with your proposal:
  - a. **Certificate of Good Standing** for Corporations Companies issued by the Michigan Secretary of State; or
  - b. **Certificate of Existence for Limited Liability Companies** issued by the Michigan Secretary of State; or
  - c. **Certificate of Good Standing or Certificate of Existence for Joint Ventures; or**
  - d. **"Doing Business As" documentation and certificates for all other types of businesses.**
2. **Evidence of Insurance:** Commercial General Liability with limits not less than \$500,000; Workers Compensation and Employers Liability with limits not less than \$500,000; and Automobile Liability with limits not less than \$500,000 per occurrence. The selected Contractor shall agree to indemnify and hold harmless the ABA, the City of Albion, and their respective officers, agents, and employees from any and all claims, causes, or actions, and damages of any kind, for injury to or death of any person and damages to property arising out of or in connection with the work done by the Contractor under this contract, and including acts or omissions of the ABA, the City of Albion or their respective officer, agents, or employees in connection with said contact.
3. **Copy of State of Michigan Real Estate License and/or Brokers License:** for all employees committed to this service.

4. **References List:** Three (3) from related work, including date of contract, contact person and phone number, and a brief description of the scope of work. (Please see and complete Appendix A)
5. **Non-Collusion Affidavit:** Respondent shall disclose any professional or personal financial interests that may be a conflict of interest in representing the ABA. In addition, all Respondents shall further disclose arrangement to derive additional compensation from various investment and reinvestment products, including financial contracts. (Please see and complete Appendix B)
6. **Sales history information:** Number of properties sold, length of time on the market, number of foreclosed homes sold and/or managed and area where properties were sold for the past three years. Please include all properties listed and sold within the City of Albion and Calhoun County.
7. **W-9 Form** (see Appendix D)

## Evaluation and Scoring

Qualifications of proposed bidders will be determined by the evaluation committee's assessment of technical qualifications contained in the sealed bid submitted to the Albion Building Authority, c/o City Clerk Jill Domingo, 112 W. Cass Street, Albion, MI 49224. A maximum score of 100 could be awarded with a minimum score of 75 needed to qualify.

<b>Part One Criteria</b>	<b>Points</b>	<b>Description</b>
Qualifications of Firm	10	Business organization
	10	Statement & Management Summary
	10	References from current clients
	10	Insurance
	10	Submittal of required documents
Capacity to Provide Service	20	Positive sales record in City of Albion and/or Calhoun Co for previous 3 years
	15	Marketing approach, use of tools, type of outreach (media, signage, other)
Experience & Other Qualifications	15	Experience with commercial property



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## Other Aspects to Consider

### 1. RFQ Overview

It is understood that the selected Respondent acting as an individual, partnership, corporation or other legal entity, shall be capable of providing the specified services. The Respondent shall be financially solvent and its employees and or subcontractors shall be competent to perform the services required under this RFQ.

Nothing in this RFQ shall be construed to create any legal obligation on the part of the ABA, the City of Albion, or any Respondents. The ABA 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 ABA be liable to Respondents for any cost or damages incurred in connection with the RFQ process, including but not limited to, any and all costs of preparing a response to this RFQ or any other costs incurred in reliance on this RFQ.

No Respondent shall be entitled to repayment from the ABA for any costs, expenses or fees related to this RFQ or responding to it. All supporting documentation submitted in response to this bid will become the property of the ABA. Respondents may also withdraw their interest in the RFQ, in writing, at any point in time as more information becomes known; however, submissions are to be firm and cannot be withdrawn for a period of thirty (30) calendar days after opening.

### 2. Term of Contract

Any contract awarded pursuant to this RFQ solicitation shall be for a contract period of six (6) months (Dec-May 2021), with the option of an addition extension for an additional six (6) months (June – November 2021), at the discretion of the ABA. All contracts made by the successful bidder with subcontractors shall be covered by the terms and conditions of the contract. The successful bidder shall see to it that their subcontractors are fully informed in regard to these terms and conditions.

### 3. Economic Sanctions

The undersigned, acting either individually or as a duly authorized representative of the entity submitting the enclosed bid/proposal hereby verifies that he/she/it is not an Iran linked business which is defined as follows in the Iran Economic Sanctions Act, Public Act 517 of 2012, MCL 129.311, et.seq.: (i) A person engaging in investment activities in the energy sector of Iran, including a person that provides oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied natural gas for the energy sector of Iran and/or (ii) A financial institution that extends credit to another person , if that person will use the credit to engage in investment activities in the energy sector of Iran.

#### D. All work shall confirm to the following federal requirements where applicable:

24 CFR 570.061 – Equal Opportunity and Fair Housing

24 CFR 570.611 – Conflict of Interest

24 CFR 570.602 – Affirmative Marketing

24 CFR 85.36 – Procurement

24 CFR 570.609 – Debarred, Ineligible

or Suspended Contractors



Executive Order 11246 - of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 1124 of October 13, 1967 and as supplemented in Department of Labor regulations (41 CFR Chapter 60). (Applicable to all service contracts awarded in excess of \$10,000 by respondent or its subcontractors.)

## RFQ SUBMITTAL GUIDELINES

The Selection Committee comprised of the ABA members and City of Albion staff will review qualifications in accordance with the evaluation criteria set forth objectives and policies. 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 overall price. Instead, contract shall be awarded to vendor whose proposal received the most points in accordance with criteria set forth in the RFQ.

The ABA reserves the right to select the Respondent(s) that best meet the ABA's goals and objectives, required qualifications, and service level expectations. The ABA reserves the right, in its sole discretion, to reject any/or all proposals, to waive any irregularities and technical defects contained therein, to award the contract in its entirety, in part, or not at all and/or determine which proposal is the lowest and/or best to enter into a Contract, as deemed to be in the best interest of the ABA.

A submission shall constitute an irrevocable offer for a period of sixty (60) days from the opening date or until the date of award, whichever is earlier. In the event that an award is not made by ABA within sixty (60) days from the opening date, the Respondent may withdraw his/her submission or provide a written extension of his/her response.

## QUESTIONS

Written questions must be submitted via email to [hsnyder@cityofalbionmi.gov](mailto:hsnyder@cityofalbionmi.gov) by 5:00pm. Written answers will be provided to all potential bidders via email by 5:00pm Friday, October 23, 2020.

## SUBMITTAL DUE DATE

**Responses to this RFQ are due by 3:00pm (local time) on Wednesday, October 28, 2020.** 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. **Three (3)** hard copies must be delivered to:

Albion Building

ATTN: Jill Domingo, Albion City Clerk

112 W. Cass Street

Albion, MI 49224

**LATE PROPOSALS WILL NOT BE CONSIDERED**



## 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 RFQ submittal to the ABA is accurate and complete, and I am duly authorized to submit same. I hereby certify that the Respondent has reviewed this RFQ in its entirety and accepts its terms and conditions.

\_\_\_\_\_  
(Name of Respondent)

\_\_\_\_\_  
(Signature of Authorized Representative)

\_\_\_\_\_  
(Typed Name of Authorized Representative)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)



## RFQ SUBMITTAL REQUIREMENTS CHECKLIST

Please provide Checklist with response to RFQ

- RFQ Submittal Requirements Checklist
- Certification Form Note
- Request for Qualifications Submission
- Copy of Michigan Real Estate License for individual(s), associates or firm.
- Copy Brokers Letter and License, if applicable.
- Evidence of Insurance
- Reference List (Please see and complete Appendix C)
- Non-Collusion Affidavit (Please see and complete Appendix D)
- Sales History Information

Respondent Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Date of submission: \_\_\_\_\_



## APPENDIX A – Reference list

List of Three (3) References and Description of Services Provided

### Reference 1

Company/Municipality: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

Type of Project(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Reference 2

Company/Municipality: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

Type of Project(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Reference 3

Company/Municipality: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

Type of Project(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## APPENDIX B – Non-Collusion Affidavit

### NON-COLLUSION AFFIDAVIT

The bidder, by its officers and authorized agents or representatives, present at the time of filing this bid, being duly sworn on their oaths, say that neither they nor any of them have in any way, directly or indirectly, entered into any arrangement or agreement with any other bidder or with any public officer or representative of the Albion Building Authority, whereby such affidavit or affiant or either of them has paid or is to pay to such other bidder or public office anything of value whatsoever; or such affidavit or affiant or either of them has not directly or indirectly entered into any arrangement or agreement with any other bidder or bidders, which tends to or does lessen or destroy free competition in the letting of the contract sought for the by the attached bid; that no inducement of any form or character other than that which appears on the face of the bid will be suggested, offered, paid or delivered to any person whomsoever to influence the acceptance of the bid or awarding of the contract; nor has this bidder any agreement or understanding of any kind whatsoever, with any person whomsoever to pay, deliver to, or share with any other person in any way or manner, any of the proceeds of the contract sought by this bid. The bidder is fully informed with respect to the preparation and contents of the attached bid proposal and of all pertinent circumstances respecting said proposal.

**I hereby affirm by my signature affixed hereto that the above statements are true to the best of my knowledge, information and belief.**

By: \_\_\_\_\_ Signature \_\_\_\_\_  
Date \_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company

*This affidavit must be notarized to be complete. Notary certification below.*

Subscribed and sworn to before me on \_\_\_\_\_, 2020 in \_\_\_\_\_ County, Michigan.



\_\_\_\_\_  
\_\_\_\_\_, Notary Public

Acting in \_\_\_\_\_ County, Michigan

My Commission Expires: \_\_\_\_\_, 20\_\_\_\_





# Real Estate Summary Sheet

\*\*\*Information herein deemed reliable but not guaranteed\*\*\*

09/28/2020 12:55 PM

<b>Parcel:</b>	51-001-117-01	<b>Current Class:</b>	701.701 EXEMPT
<b>Owner's Name:</b>	ALBION BUILDING AUTHORITY	<b>Previous Class:</b>	701.701 EXEMPT
<b>Property Address:</b>	112 E ERIE ST ALBION, MI 49224	<b>Gov. Unit:</b>	51 ALBION CITY
		<b>MAP#</b>	
		<b>School:</b>	13010 MARSHALL SD (ALBION DEBT)
		<b>Neighborhood:</b>	103 103-COMMERCIAL CBD
<b>Liber/Page:</b>	3942/697	<b>Created:</b>	/ /
<b>Split:</b>	/ /	<b>Active:</b>	Active
<b>Public Impr.:</b>	Paved Road, Storm Sewer, Sewer, Gas, Curb		
<b>Topography:</b>	None		
<b>Mailing Address:</b>			
ALBION BUILDING AUTHORITY 112 W CASS ST ALBION MI 49224			

## Most Recent Sale Information

Sold on 01/21/2015 for 0 by CITY OF ALBION.

**Terms of Sale:** NOT USED

**Liber/Page:** 3942/697

## Most Recent Permit Information

Permit P132-2018 on 09/12/2018 for \$0 category COMMERCIAL, ADD/ALTER/REPAIR.

## Physical Property Characteristics

<b>2021 S.E.V.:</b>	0	<b>2021 Taxable:</b>	0	<b>Lot Dimensions:</b>	
<b>2020 S.E.V.:</b>	0	<b>2020 Taxable:</b>	0	<b>Acreage:</b>	0.21
<b>Zoning:</b>	B2	<b>Land Value:</b>	2,938	<b>Frontage:</b>	0.0
<b>PRE:</b>	0.000	<b>Land Impr. Value:</b>	6,687	<b>Average Depth:</b>	0.0

## Improvement Data

# of Commercial Buildings: 2  
Type: Shopping Centers - Mixed w/Residential Units  
Desc: BRICK / B  
Class: C  
Quality: Average  
Built: 1880 Remodeled: 2015  
Overall Building Height: 12  
Floor Area: 7,209  
Sale Price/Floor Area: 0.00  
Estimated TCV: 168,777  
Cmts:

## Image

