



**REQUEST FOR PROPOSALS
REAL ESTATE BROKER SERVICES:**

Sale of real property owned by the City of Gladstone

OVERVIEW

The City of Gladstone is seeking proposals from real estate brokers/firms to market and sell City owned property located within the Escanaba Township of Delta County. There is the potential for additional properties to be sold. It is the intent of this Request for Proposal (RFP) to have the successful broker/firm enter a Professional Services Contract with the City of Gladstone to supply real estate services as outlined herein.

LAND DESCRIPTION

The following properties are proposed to be sold:

Parcel Numbers: 007-111-019-00 & 007-111-021-00, which were combined in April 2026, Escanaba Township, 29.05 acres zoned I-Industrial and 250' in from the river zoned residential.

Unique characteristics:

Property is mostly wooded with nearly 1000' of frontage along the Escanaba River. A portion of the property was used for gravel production several years ago while owned by The City of Gladstone.

PROPOSAL OVERVIEW

The following information is required and must accompany your proposal:

- 1. COVER LETTER:** Provide a cover letter indicating your interest in serving as the City of Gladstone's real estate agent/firm to sell City owned land in Escanaba Township.
- 2. BACKGROUND INFORMATION:** List years in business with a description of your firm including size of firm, location, number and nature of the professional staff to be assigned to this contract, with a brief resume for each key person listed.
- 3. EXPERIENCE SUMMARY:** Describe your firm's pertinent real estate experience (minimum five years previous experience with proven effectiveness).
- 4. MARKETING METHODS:** Describe the methods of identifying target user groups and a description of the marketing materials and the strategy for presenting the site to a regional and national marketplace.



5. ADDITIONAL SERVICES: Describe additional relevant/unique services offered through your firm.

6. FEE SCHEDULE:

- a. State your commission/rate for listing and selling of property.
- b. State your proposed method of compensation for representing the City in negotiations for purchasing property.
- c. State any other costs the City should anticipate relating to the real estate services to be provided.
- d. State any required 'carry-over compensation' for your firm - meaning, compensation after real estate service agreement expires. NOTE: Quoted fees shall be valid for a minimum of 90 days upon receipt.

7. REFERENCES: Provide a list of three applicable references. Include name, title, and contact information for each reference as well as a brief description of the specific services provided.

8. CONFLICT OF INTEREST: To avoid a conflict of interest, or the appearance of a conflict of interest, your firm should not engage in any outside activities that are inconsistent, incompatible, or appear to conflict with your ability to exercise independent/objective judgment in the best interest of the City. Please outline all conflicts of interest that may exist for your firm in relation to providing real estate services for the City of Gladstone.

9. GOOD STANDING: Your firm must comply with Federal, State, County and local units of government, which specifically includes good tax payment status and good corporate registration status. Please indicate the payment status of taxes applicable to your firm. Additionally, please provide your firm's legal corporation name and Tax ID number, as reflected by State of Michigan records.

GENERAL INSTRUCTIONS

1. The proposal must be submitted in a sealed envelope marked "Real Estate Broker Services" to the attention of City Manager, Robert Spreitzer at 1100 Delta Avenue, Gladstone, Michigan 49837 on or before 1:00pm **DATE TBD**, 2026 at which time they will be publicly opened and read. The Selection Committee will review the proposals and develop a list of finalists to interview. The applicants are responsible for ensuring that their proposal, however submitted, is received on time and at the location specified. Late proposals will be returned unopened.



2. To be considered, firms must submit a complete response to the RFP in the form requested. Firms not responding to items requested in the RFP or indicating exceptions to such items may have their submittals rejected.
3. The City of Gladstone reserves the right to reject any and all proposals, or any parts thereof, or to waive any informality or defect in any bid if it is in the best interest of the City. All proposals, plans, and other documents submitted shall become the property of the City. Responses to this RFP are considered public information and are subject to discovery under the Freedom of Information Act.
4. Respondents are responsible for their own expense in preparing, delivering or presenting a proposal, and for subsequent negotiations with the City, if any.
5. All questions may be directed to the following contact person: Robert Spreitzer, City Manager, phone (906) 428-2311 press 7, email rspreitzer@gladstonemi.gov.

SCOPE OF SERVICES

The successful firm shall agree to contract with The City of Gladstone to provide the following:

1. Develop strategies for sale of identified property if deemed appropriate;
2. Develop marketing materials, electronic and/or hard copy, to advertise property for sale, distribute the materials to potential buyers via the appropriate form(s) of media and report results to the City Manager on an agreed upon frequency;
3. Advise the City Manager related to strategies to promote and sell identified property;
4. Participate in site tours of City owned property that is for sale for potential buyers;
5. Analyze offers from potential buyers and advise the City Manager with respect to negotiations;
6. Represent the City in negotiations with a prospective buyer from the time of offer to and including closing;
7. Coordinate real estate transaction closings, and,
8. Handle all other customary activities and services associated with real estate transactions.

TERM OF CONTRACT

City of Gladstone
1100 Delta Ave
Gladstone, MI 49837



The contract period for the successful agent/firm will be one year from date of award. The contract may be renewed for additional terms upon satisfactory performance by the broker/firm and at a negotiated rate agreed to in writing by both the agent/firm and the City. Alternative contract periods may be considered.

EVALUATION AND AWARD PROCESS

Issuance of this RFP and receipt of proposals does not commit the City to award a contract. The City reserves the right to postpone receipt date, accepting or rejecting any or all proposals received in response to this RFP, or to negotiate with any of the brokers/firms submitting an RFP, or to cancel all or part of this RFP.

SELECTION CRITERIA

Selection of a broker/firm will be made based on the following criteria:

1. Ability of the contractor(s) to meet or exceed the requirements defined in the RFP;
2. Experience, qualifications, references;
3. Knowledge of regional real estate market and ability to market to prospects beyond the region;
4. Regional reputation and local presence/experience;
5. Fee schedule.
6. Provide a copy of the professional services agreement you would propose to be entered into with the City.

ORAL PRESENTATION/INTERVIEWS

Firms submitting a proposal in response to this RFP may be required to give an oral presentation of their proposal. Additional technical and/or cost information may be requested for clarification purposes, but in no way change, the original proposal submitted. Interviews are optional and may or may not be conducted. If an interview is conducted, it is essential that the consultant's personnel to be assigned to the work, as well as key representatives, be present at and participate in the interview.