

CITY OF LATHRUP VILLAGE

House in the Woods Property

19600 Forest Drive, Lathrup Village, MI 48076

Request for Proposals: Real Estate Professional Services for the City of Lathrup Village, MI

BID NUMBER: #03-LV-2021

DATE ISSUED: October 1, 2021

DATE DUE: Monday, November 1, 2021, 4:00PM (LOCAL TIME)
Bid will be opened publicly at this time at,

**CITY OF LATHRUP VILLAGE
ATTN: REAL ESTATE SERVICES RFP
27400 SOUTHFIELD ROAD
LATHRUP VILLAGE, MICHIGAN, 48076**

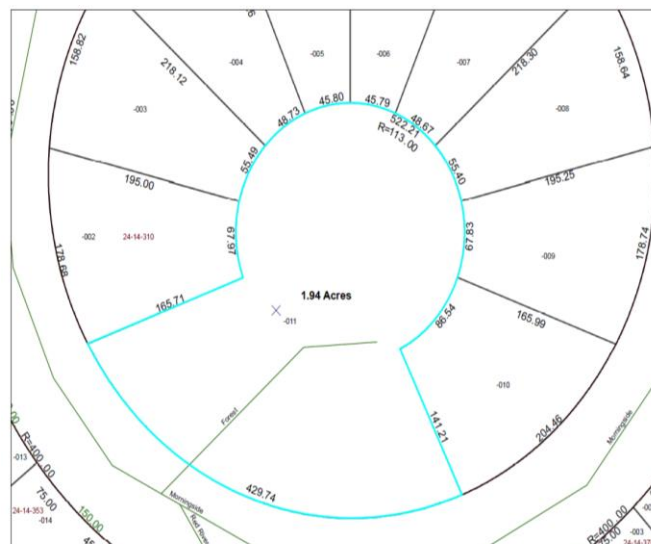
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This Request for Qualifications (“RFP”) is being issued by the City of Lathrup Village. The City of Lathrup Village invites the submission of proposals for Real Estate Professional Services to facilitate the sale of the “House in the Woods” property, located at 19600 Forest Drive, Lathrup Village, MI 48076. 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 Lathrup Village and Oakland County. Respondents that provide this service with demonstrated experience and an interest in making their services available to the City of Lathrup Village are invited to respond to this RFP. “Respondents” means the companies or individuals that submit proposals in response to this RFP.

Lathrup Village is a small city in Oakland County that was founded in 1953. Like many metropolitan Detroit suburbs that experienced a housing boom in the postwar years, Lathrup Village is almost entirely “built out.” The current population is approximately 4,100. Many of Lathrup’s neighborhoods feature historic homes; however, the homes surrounding the House in the Woods property were built within the last 20 years or so and are not historic.

The House in the Woods property is currently utilized as a low-impact nature preserve as approved by the Lathrup Village Planning Commission in March 2012. However, it is zoned as R-3 “Single-Family Cluster Housing.” This designation, according to the Lathrup Village Zoning Ordinance, “is intended to allow single-family dwelling units to be developed with varied yard setback requirements and/or design innovations so as to (a) facilitate development of parcels that are difficult to develop under the usual standards, (b) allow for a single-family detached residential development without increasing the permitted appropriate conventional lot-by-lot subdivision density, and/or (c) enhance useful open space and preserve significant trees and other natural features through the proper utilization of density transfer techniques.”



IMPORTANT DATES

RFP Issue Date: Friday, October 1, 2021

Questions Due: Monday, October 18, 2021 at **4:00pm**

Response to Questions: Monday, October 25, 2021

Proposal Due Date: Monday, November 1, 2021 at **4:00pm**

Award Date: Monday, November 22, 2021 (estimated)

SCOPE OF WORK/DELIVERABLES

The CITY OF LATHRUP VILLAGE is looking for qualified real estate agent and/or broker that have a proven capacity to list, market, show, and sell property located at 19600 Forest Drive, Lathrup Village, 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 and presenting written marketing plans for property sales and monthly follow up on that plan, adjustments to the plan would need to be discussed with CITY OF LATHRUP VILLAGE.
- c. Participating in CITY OF LATHRUP VILLAGE sponsored activities to promote property sales.
- d. Coordinating the title insurance process with title agency.
- e. Taking photos of property for marketing materials and website.
- f. Communicating regularly with CITY OF LATHRUP VILLAGE's Lathrup Village City Administrator and Manager, Community & Economic Development 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.
- g. Presenting all offers to the CITY OF LATHRUP VILLAGE City Council and City Administrator 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 ten (10) 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.
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. **Indemnification.** The selected Contractor shall agree to indemnify and hold harmless the CITY OF LATHRUP VILLAGE, the City of Lathrup Village, 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 CITY OF LATHRUP VILLAGE, the City of Lathrup Village 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 CITY OF LATHRUP VILLAGE. 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 Lathrup Village and Oakland 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 City of Lathrup Village, c/o City Clerk Yvette Talley, 27400 Southfield Road, Lathrup Village, MI 49224. A maximum score of 100 could be awarded with a minimum score of 75 needed to qualify.

<u>Part One Criteria</u>	<u>Points</u>	<u>Description</u>
Qualifications of Firm	10	Executive Summary
	10	Business organization
	10	Copy of License
	10	References from current clients
	20	Submittal of required documents
Capacity to Provide Service	10	Positive sales record in City of Lathrup Village and/or Oakland County for previous 3 years
	10	Detailed Marketing Plan for the property
	20	Marketing approach, use of tools, type of outreach (media, signage, other)

Other Aspects to Consider

1. RFP 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 RFP.

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

No Respondent shall be entitled to repayment from the CITY OF LATHRUP VILLAGE for any costs, expenses or fees related to this RFP or responding to it. All supporting documentation submitted in response to this bid will become the property of the CITY OF LATHRUP VILLAGE. Respondents may also withdraw their interest in the RFP, 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 RFP solicitation shall be for a contract period of six (6) months, with the option of an extension for an additional six (6) months, at the discretion of the CITY OF LATHRUP VILLAGE. 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.)



RFP SUBMITTAL GUIDELINES

The Selection Committee comprised of the CITY OF LATHRUP VILLAGE staff will review qualifications in accordance with the evaluation criteria set forth objectives and policies. Evaluations and recommendations will be presented to the City of Lathrup Village City Council for their consideration. 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 overall price. Instead, contract shall be awarded to vendor whose proposal received the most points in accordance with criteria set forth in the RFP.

The CITY OF LATHRUP VILLAGE reserves the right to select the Respondent(s) that best meet the CITY OF LATHRUP VILLAGE's goals and objectives, required qualifications, and service level expectations. The CITY OF LATHRUP VILLAGE 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 CITY OF LATHRUP VILLAGE.

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 CITY OF LATHRUP VILLAGE 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 Sheryl Mitchell Theriot, City Administrator at smitchell@lathrupvillage.org by Monday, October 18, 2021 at **4:00pm**. Written answers will be provided to all potential bidders via email by Monday, October 25, 2021.

SUBMITTAL DUE DATE

Responses to this RFP are due by Monday, November 1, 2021, 4:00PM (local time). 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. Proposal can be delivered by mail, hand delivery, or email to:

CITY OF LATHRUP VILLAGE
ATTN: REAL ESTATE SERVICES RFP

27400 Southfield Road

Lathrup Village, MI 49224

cityclerk@lathrupvillage.org

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 RFP submittal to the CITY OF LATHRUP VILLAGE is accurate and complete, and I am duly authorized to submit same. I hereby certify that the Respondent has reviewed this RFP in its entirety and accepts its terms and conditions.

(Name of Respondent)

(Signature of Authorized Representative)

(Typed Name of Authorized Representative)

(Title)

(Date)



RFP SUBMITTAL REQUIREMENTS CHECKLIST

Please provide Checklist with response to RFP

- ☐ RFP 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.
- ☐ Reference List (Please see and complete Appendix A)
- ☐ Non-Collusion Affidavit (Please see and complete Appendix B)
- ☐ W-9 Form (Please see and complete Appendix C)
- ☐ Sales History Information
- ☐ Detailed Marketing Plan

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 Lathrup Village 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 _____, 2018 in _____ County, Michigan.

(seal)

Notary Public

Acting in _____ County, Michigan

My Commission Expires: _____, 20____



APPENDIX C – W-9

Form W-9 (Rev. January 2011) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give Form to the requester. Do not send to the IRS.
Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	
	<input type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.) City, state, and ZIP code List account number(s) here (optional)	Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.
Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Employer identification number <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
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Part II Certification
Under penalties of perjury, I certify that:
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶ _____	Date ▶ _____
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General Instructions
Section references are to the Internal Revenue Code unless otherwise noted.
Purpose of Form
A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.
Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.
Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.
Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:
• An individual who is a U.S. citizen or U.S. resident alien,
• A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
• An estate (other than a foreign estate), or
• A domestic trust (as defined in Regulations section 301.7701-7).
Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

