



Kent County Land Bank Authority

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REQUEST FOR PROPOSALS

INTRODUCTION

The following is the Mission, Vision, and Core Values of the KCLBA:

Mission

To quickly return property to productive use.

Vision

The KCLBA partners with local government, community groups, and private sector redevelopers by offering the unique tools available to land banks to achieve the optimal outcome in the real estate and economic development processes.

Core Values

The KCLBA shares with its partners the long-term goals of eliminating blight, increasing property values, preserving neighborhood character, and promoting economic development.

Michigan land bank legislation gives the KCLBA unique tools to use in real estate and economic development projects. The KCLBA provides these tools to local units of government as well as nonprofit and for-profit developers to revitalize and stabilize communities throughout Kent County.

By purchasing and facilitating acquisition and rehabilitation of bank-owned and tax-foreclosed properties, the KCLBA helps:

Kent County's local units of government:

- stabilize neighborhoods,
- eliminate blight,
- increase property values,
- create economic development opportunities, and
- preserve neighborhood character.

Nonprofit developers:

- revitalize properties by giving them access to tax and bank-foreclosed properties in their target areas, and
- partnership opportunities for land acquisition and assembly for Low Income Tax Credit developments.

For-profit developers:

- quickly clear title on properties,
- obtain brownfield designation on contaminated properties,
- fully inspect and make an educated decision on purchasing tax-foreclosed properties, and
- provide access to purchase bank foreclosed properties.

BACKGROUND

The Kent County Land Bank, upon request from the City of Grand Rapids has developed a new partnership with Grand Rapids Community College and LINC to use GRCC students to build new townhouses and single family homes on vacant lots owned by the KCLBA.

The townhouses being built are very unusual in that they are zero lot line home ownership units and not condominiums.

All the homes must be sold to buyers that have a household income at or less than 100% Area Median Income.

This partnership will accomplish four things:

1. Allow GRCC to greatly expand its trades programs as their students will be working on each project. This will provide much needed skilled trades people.
2. Help LINC establish a construction program to help further their community and economic development mission.
3. Produce new housing for a market that that is starving for inventory
4. The townhouse projects are a first of its kind in Grand Rapids as they are zero lot line single family home ownership. Once completed these projects will pave the way at the City of Grand Rapids for more developers to build on lots that were not previously build-able.

One may ask, “Why is the KCLBA doing development, this isn’t their mission.” To this question, the KCLBA points out that the stated mission of the KCLBA is “To Return Properties to Productive Use Quickly.” Therefore, doing new construction on long vacant parcels is a perfect fit with the KCLBA’s Mission.

As the recent MSU LPI study pointed out, the KCLBA is a model of land banks across Michigan because we go beyond just effectively dealing with blighted and distressed properties. These unique development partnerships and this project fully aligns with the original enabling legislation for land banks. The following is the Legislative Findings of the Land Bank Fast Track Act mcl Act 258 of 2003:

The legislature finds that there exists in this state a continuing need to strengthen and revitalize the economy of this state and local units of government in this state and that **it is in the best interests of this state and local units of government in this state to assemble or dispose of public property, including tax reverted property, in a coordinated manner to foster the development of that property and to promote economic growth in this state and local units of government** in this state. It is declared to be a valid public purpose for a land bank fast track authority created under this act to acquire, assemble, dispose of, and quiet title to property under this act. **It is further declared to be a valid public purpose for a land bank fast track authority created under this act to provide for the financing of the acquisition, assembly, disposition, and quieting of title to property, and for a land bank fast track authority to exercise other powers granted to a land bank fast track authority under this act.** The legislature finds that a land bank fast track authority created under this act and powers conferred by this act constitute a necessary program and serve a necessary public purpose.
(Bold and Underline Added)

Nowhere in the enabling legislation does it state that land banks were created to only deal with problem properties that no one wants. In fact, it is well established that this is exactly how the Genesee County, Detroit, and Wayne County Land Banks operate. All the properties no one wants, that have no economic viability are dumped into these land banks and now they are struggling to maintain financial solvency.

The goal of the KCLBA from its inception is to be a tool for economic growth in our County.

SCOPE

The KCLBA is looking for qualified real estate agents/brokers that have a proven capacity to list, market, show, and sell new construction single family homes and townhouses.

Successful agents will be able to exhibit the ability to provide real estate services in a broad range of neighborhoods and communities and with a diverse population.

Successful candidates will also be able to exhibit the ability to market and sell “to be built” single family homes and Townhouses.

KCLBA reserves the right to award the contract for residential real estate services to multiple or individual agencies/agents based on but not limited to specific geographic boundaries or types of listings.

INQUIRIES

Questions regarding this solicitation are to be submitted to the Executive Director of the KCLBA, David Allen.

From date of issuance to the award announcement, all communication (including requests for information, comments, speculation, etc.) regarding this solicitation between Kent County Land Bank Authority and the Respondent or any of their individual members, shall be formal and only with the Kent County Land Bank's Executive Director. Formal communication shall include, but not be limited to: (1) general inquiries via fax, email, or other written forms of communication (2) pre-submission written questions and answers via email or fax, and (3) site visits.

Kent County Land Bank Authority reserves the right to publish and respond to an inquiry, respond directly to the inquirer without publishing, or not respond to the inquiry at its sole discretion. Kent County Land Bank Authority's decision to respond or not respond to an inquiry shall not be the basis for a protest of award.

It is the Respondent's responsibility to become familiar with and fully informed regarding the terms, conditions, and specifications of this solicitation.

INTENT

The intent of this RFP is to have a properly designed and all-inclusive response. Any requirements not in the specifications, but which are needed for such a response, are to be included in the submission.

REQUEST FOR PROPOSAL SUBMISSION

GENERAL INFORMATION

To be considered, complete submissions must be received in the Kent County Land Bank Authority 347 South Division Grand Rapids, MI 49503 no later than **May 31, 2017 at 5 PM EST** (the due date)

Submissions may be submitted electronically. The Respondent must include their complete proposal as an attachment to the online form containing one file in PDF format unless otherwise designated.

Kent County Land Bank Authority confirms electronic responses by email following successful submission.

The time required to upload attachments following submission may vary. The Respondent assumes all risks associated with electronic submission (including all possible technical issues) and deems the County and its service provider harmless and without fault regardless the reason.

Submissions not submitted online shall be submitted in an envelope to the designated location prior to the scheduled opening. A CD/DVD ROM or USB flash drive marked "original" containing the proposal consisting of one file in PDF format shall be submitted unless other arrangements are made prior to the scheduled opening. The PDF file must not be password protected. The media will not be returned to the Respondent.

All submissions must be submitted to the designated location in an envelope or package unless otherwise specified or submitted electronically. The outside of the envelope or package and enclosed media must be clearly labeled with the solicitation number, opening date and time, and Respondent's name, telephone number, and company name.

If the submission is delivered by an express mail carrier, electronic submission when applicable, or by any other means, it is solely the Respondent's responsibility to ensure delivery to the Kent County Land Bank Authority Purchasing Division. Kent County Land Bank Authority is not responsible for deliveries made to any place other than the designated address or for any failure associated with any mode of delivery selected by the Respondent.

Kent County Land Bank Authority is not responsible for delays caused by any occurrence. The time/date stamp clock located in the Purchasing Division (or any other designated area) shall serve as the official authority to determine lateness of any proposal. Under no circumstances shall submissions delivered after the time specified be considered. The decision to refuse or consider a submission that was received beyond the date/time established shall not be the basis for a protest.

Late, faxed, or emailed response will NOT be considered. To be considered timely, a complete response must be submitted before the stated due date and time.

Kent County Land Bank Authority is not liable for any costs incurred by any prospective Respondent prior to the awarding of a contract, including any costs incurred in addressing this solicitation.

SUBMISSION FORMAT (Submissions must be submitted in the format outlined below)

Executive Summary – One (1) page maximum

Summarize the Respondent’s strong points and how experience, particularly with similar responsibilities, will benefit the stakeholders.

Business Organization – One (1) page maximum

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, 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.

Problem Statement & Management Summary – Two (2) pages maximum

Explain in succinct terms the Respondents explanation of the major issues related to this request. Describe specifically the Respondent’s intended process and responsibilities. Identify important steps that will be taken to meet Kent County Land Bank Authority’s expectations

Recommendation – Five (5) pages maximum

Provide a proposed recommendation to market, list, and sell the properties/developments described in this RFP. Emphasis on clarity and detail of the proposal is an important consideration in evaluation of the responses.

Project Staffing – Two (2) pages maximum

Provide a chart with the staff you are committing to the solicitation. Show lines of authority and communication, and provide a brief role description with responsibilities for each person as they relate to the solicitation.

Pricing Methodology

Provide a pricing methodology with attention to detail and understandability in that includes a properly designed and implemented all-inclusive response. The Respondent shall include all associated unit and extended costs to successfully complete the project.

References – One (1) page maximum

Provide a minimum of three (3) relevant references preferably of similar scope and complexity. Include the names of the projects, location, completion date, project cost, and specific challenges; identify project team members and references for each project including telephone numbers and email addresses.

EVALUATION, STATUS UPDATES/AWARD NOTIFICATION

Kent County Land Bank Authority reserves the right to request additional information it may deem necessary after the submissions are received. Kent County Land Bank Authority will not be liable for any costs incurred by the Respondent because of this request.

Kent County Land Bank Authority reserves the right to reject any submissions because of this solicitation. Kent County Land Bank Authority, at its sole discretion, reserves the right to award to the Respondent whose response is deemed most advantageous to Kent County Land Bank Authority.

Any errors, omissions or discrepancies in the specifications discovered by a prospective Respondent shall be brought to the attention of the Kent County Land Bank Authority Purchasing Division as soon as possible after discovery. Further, the Respondent shall not be allowed to take advantage of error, omissions or discrepancies in the specifications.

Kent County Land Bank Authority, at its sole discretion, shall select the most responsive and responsible Respondent and evaluate all responsive responses based on the requirements and criterion set forth in this solicitation.

Kent County Land Bank Authority appreciates the interest, effort, and time spent in responding to this solicitation.

SCORING MATRIX

Criteria	0-10 Score	Weight	Weighted Score
Demonstrated Competence		35	
Experience in Performance of Requested Service		25	
Conformance with the terms of the RFP		10	
Expertise and availability of key personnel		15	
Reasonableness of Cost		20	
Total Weighted Points		100	