



**CITY OF FLINT**

**Neighborhood Stabilization  
Program (NSP)**

**Professional Real Estate Brokerage Services  
Request for Proposal (RFP)**

**Important Dates**

Responses Due: May 31, 2010  
Award of Contract(s): June 2010  
Project Start Date: Upon Contract Award

**City of Flint**  
Department of Community and Economic Development  
1101 S. Saginaw St.  
Flint, MI 48502  
(810) 766-743

**MAY 20, 2010**

# CITY OF FLINT

## REQUEST FOR PROPOSAL (RFP) FOR PROFESSIONAL REAL ESTATE SERVICES

The City of Flint, through its Department of Community and Economic Development, is seeking contractors to provide **Professional Real Estate Brokerage Services**. The City will enter into a contract with the individuals or firms selected to provide these services specifically for the Neighborhood Stabilization Program. The City invites sealed proposals from qualified firms or individuals to provide these services.

**This RFP is being faxed and emailed to consultants.**

**EQUAL EMPLOYMENT OPPORTUNITY:** Contractor will be required to comply with all applicable federal and state equal opportunity, affirmative action and minority representation laws.

**INELIGIBLE BIDDERS:** All respondents will be required to certify that they are not on the U.S. Comptroller General's List of Ineligible Contractors nor any firm, partnership, or association in which they have substantial interest nor any other person, both natural and corporate, having substantial interest in their business is designated as an ineligible bidder or on the U.S. Comptroller General's List of Ineligible Contractors. All respondents must also remain current and not be in default of any obligations due the City of Flint including, but not limited to, the payment of taxes, fines, penalties, licenses or other monies due to the City of Flint.

Request for Proposals are available in the Department of Community and Economic Development, City Hall, North Building. Proposals will be accepted at the City of Flint, Department of Community and Economic Development, 1101 S. Saginaw Street, Flint, Michigan, 48502. Proposals must be submitted in a sealed envelope and shall be labeled: "**Proposal to provide Professional Real Estate Brokerage Services for the City of Flint.**" The City will receive proposals until 5:00 p.m., local time on May 31, 2010.

Any questions regarding this program must be submitted in writing either to the address below or by email to [jfoster@cityofflint.com](mailto:jfoster@cityofflint.com). All questions and answers will be posted on the website at [www.cityofflint.com](http://www.cityofflint.com).

**All proposals must be received by 5:00 pm, May 31, 2010.** Please submit one (1) original and four (4) copies of your proposal. Responses must be sent to:

**Department of Community and Economic Development  
Attn: Jacqueline Foster,  
Community Development Administrator  
1101 S. Saginaw St.  
Flint, MI 48502  
Phone (810) 766.7436**

Fax or electronic copies will not be accepted.

Continue to check City's website in the event of any modifications to the RFP.

**CONTRACT TIME FRAME:** All funds must be obligated by **September 27, 2010** and expended by **September 27, 2012**.

**PROPOSAL OPENING MEETING:** Sealed proposals will be opened at 9:00 a.m., local time, **on Tuesday June 1, 2010** at the City of Flint Department of Community and Economic Development, City Hall, North Building, 1101 S. Saginaw St., Flint, MI 48502.

***The City of Flint is an Equal Opportunity Employer. TDD – 766-7120***

## **I. BACKGROUND**

NSP is a grant program established under Title III of Division B of the Housing and Economic recovery Act of 2008 (HERA). The Neighborhood Stabilization Program (NSP) provides targeted emergency assistance to state and local governments to acquire and redevelop foreclosed residential properties that might otherwise become sources of abandonment and blight within our communities. The City of Flint has been awarded \$4,224,621 in NSP funds. The City has 18 months to obligate the funds and four years to fully expend the funds.

The City prepared a Substantial Amendment to the Action Plan for the NSP program. The NSP Substantial Amendment is available on the City's website at [www.cityofflint.com](http://www.cityofflint.com). Respondents to this Request for Proposals (RFP) are encouraged to read the Substantial Amendment as it includes information on the target areas, eligible activities, fund allocation, and performance measures.

The City has targeted the following areas for NSP activities.

- **Area 1** consists of Census Tracts 14 and 15 and contains the Smith Village Urban Renewal Project and a portion of the Flint Homeownership Zone. The area also contains the Carriage Town and River District revitalization area. The area is generally bounded by N. Saginaw, E. Fifth, Stone, the Flint River, Dupont and Welch.

- **Area 2** consists of Census Tracts 8 and 20. The area is bisected by N. Saginaw Street which is the major commercial and institutional corridor within the Renewal Community. The area is generally bounded by Andrew, Industrial, Leith, W. Pasadena, Dupont and W. Stewart.
- **Area 3** is comprised of Census Tract 2 and is generally bounded by N. Saginaw, E. Russell, W. Russell, Dupont and Mount Morris Township line.
- **Area 4** is comprised of Census Tracts 5, 7, and 9, and is located on the northwest side of the city. This area is generally bounded on the north by West Pierson Rd, on the east by Dupont St., on the south by Welch Boulevard, and on the west by Clio Rd.
- **Area 5** consists of Census Tract 18, and is located in the far northeast section of the City. The area is generally bounded by Carpenter Rd., I-475 on the west, and the Flint River on the east.

Activities to be undertaken include the following:

- Purchase of vacant, foreclosed properties in the high priority areas in order to sell, rent, or redevelop such homes and properties to eligible low, moderate, and middle income homebuyers
- Homebuyer down payment assistance for REO properties
- Demolition of blighted, foreclosed properties

## II. CONSULTANT REQUIREMENTS

### **Purpose:**

The City of Flint (hereinafter referred to as the “City), a Michigan Municipal Corporation, is seeking professional Real Estate Brokerage Services and other related services on an as needed basis. The City will enter into a contract with the individuals or firms selected to provide these services specifically for the Neighborhood Stabilization Program The City invites sealed proposals from qualified firms or individuals to provide these services. **In order to expedite this process, this RFP is being faxed and emailed to qualified consultants.**

## III. SCOPE OF SERVICES

The selected firm must have the demonstrated capability to provide a broad range of services. Requirements may include but are not limited to the following:

Facilitate the identification, selection and acquisition of NSP eligible residential properties at required NSP discounts under the direction of the City of Flint.

Firm(s) selected to perform this function will:

1. Identify prospective properties and assist in evaluating the feasibility of acquiring, rehabbing and remarketing the foreclosed properties.
2. Provide market analysis to assist in project planning and site selection within targeted areas identified by the City of Flint.
3. Review properties, and recommend individual or bulk acquisitions fitting the city's NSP target strategy. Properties should be feasible to sell to NSP income eligible homebuyers earning at or less than 120% of Area Median Income (AMI).
4. Maintain inventory of available foreclosed, NSP-eligible properties and identify those properties that are within targeted areas.
5. Negotiate and present offers to sellers upon approval of the City of Flint and/or its designee.
6. Firm(s) will acquire property in fee simple title, vested in City of Flint or agency/partner, from sellers located in the NSP targeted areas. All acquisitions must be performed in accordance with Federal laws, HUD/NSP regulations, City ordinances and policies and in a time schedule set by the City. Responsibilities include, but are not limited to the following:
  - Prepare and present interest letters, correspondence and written purchase offers with summary statements based on approved appraised values.
  - Prepare purchase agreements, letters of permission and rights of entry and obtain the required signatures from the appropriate parties and designated City staff or agency/partner.
  - Request title reports, legal descriptions, conveyance documents and appraisal reports through the respective designated agency/partner or City staff.
  - Coordinate escrow with a local title company selected by the City or agency/partner. The selection will be made on the basis of providing timely services and meeting the needs of the contractor, the City and the seller.
  - Provide documentation for any special conditions proposed by the seller for consideration by the Firm or City. The Firm may be

required to provide its independent recommendation in this process.

- Maintain in sufficient detail all work done and results achieved in the performance of the contract files, books, records, notes, comments, computations, analyses related to these advisory services, property selection, negotiations and acquisitions which result.
7. Ensure that all acquisition activities are performed in accordance with all applicable regulations and laws.
  8. Upon acceptance of offer, facilitate acquisition through closing.
  9. Actively market acquired properties based upon post-rehab value of property.
  10. Refer prospective purchasers to NSP down payment and closing cost assistance program and other resources.
  11. Receive offers to purchase property and submit offers with a recommendation to the City or agency/partner.
  12. Facilitate sale of NSP property. Activities include but are not limited to:
    - Marketing
    - Showing property to prospective homebuyers
    - Negotiate terms and conditions of sale of property
    - Liaison between the City of Flint and homebuyer and homebuyer's real estate broker/agent
    - Ensure that negotiated sale successfully closes
    - Represent the City of Flint's interest prior to and through closing
  13. After each transaction closes, provide information on results of purchase/sale to the City or agency/partner.
  14. Maintain files sufficient to document compliance with program policies and HUD regulations, and provide reports and make files available to staff or HUD representatives upon request. Ensure that the City has all original file content.
  15. Provide monthly reports to the City of Flint, Department of Community and Economic Development (DCED), detailing the status of prospect properties and properties in some stage of acquisition.

Respondents should note that these work items are not intended to be inclusive of all of the tasks required to prepare a complete proposal. Respondents should expand and modify these items, as needed, to assure a complete, comprehensive proposal necessary to deliver the work products for the Project.

It shall be noted that all work products for the Project and its scope of services shall be provided to the City in hard copy form. The City shall own all work products and documents resulting from this RFP.

### **Contract Time Frame:**

Subsequent to the selection of the awarded individual or firm, the contents of the proposal shall become a contractual obligation if a contract ensues. Failure of a consultant to accept this obligation will result in the cancellation of the contract award.

The contract time frame for this project will be for a **period of two (2) years** from the date of contract award.

### **Type of Contract**

It is proposed that, if a contract is entered into as a result of this RFP, it will be a time and materials contract based on a **fixed price**. Negotiations may be undertaken with those consultants whose proposals, as to price and other factors, as determined by the City, show them to be qualified, responsible and capable of performing the work. The contract that may be entered into will be one most advantageous to the price and other factors considered. The City reserves the right to consider proposals or modifications thereof received at any time before award is made, if such action is in the best interest of the City. The determined price of contract shall be adhered to and at no time will the contractor be allowed to bill for work not agreed upon.

### **Rejection of Proposals**

The City reserves the right to reject all proposals received as a result of this RFP, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of the City. The City reserves the right to reject any or all proposals submitted

### **Incurring Costs**

The City is not liable for any pre-contractual costs incurred by consultants prior to issuance of a contract. Pre-contractual costs are defined as expenses incurred by the offerer in: (a) preparing the proposal in response to this RFP; (b) submitting that proposal to the City; (c) negotiating with the City in any manner related to this proposal; or (d) any other expenses incurred by offerer prior to date of award, if any, of the contract. Offerer shall not include any such expenses as part of the bid in response to this RFP.

## **Inquiries**

Questions that arise prior to submission of bids must be directed to Jacqueline Foster, Community Development Administrator, at (810) 766-7436 extension 3004 or fax (810) 766-7351.

## **Addenda to RFP**

In the event it becomes necessary to revise any part of this RFP, addenda will be provided to all consultants who receive the RFP. Please continue to check City's website or any RFP modifications.

## **Response Date**

To be considered, proposals must arrive at the address designated by the City on or before the date and time specified in the cover letter. Consultants mailing proposals should allow normal delivery time to ensure receipt of their proposal. All proposals shall be received by the Department of Community and Economic Development by 5:00 p.m., local time, on **Monday, May 31, 2010**.

## **Proposals**

To be considered, consultants must submit a complete response to this RFP using the format provided in **Section 3** of this RFP. One original and four copies of the proposal must be submitted to the Department of Community and Economic Development, Department of Community and Economic Development, 1101 S. Saginaw Street, Flint, Michigan 48502. Proposals must be signed by an official authorized to bind the consultant agency to its provisions. Proposals must include a statement as to the period during which the proposal remains valid. For this RFP, this period must be at least ninety (90) days.

## **Economy of Preparation**

Proposals should be prepared simply and economically, providing a straightforward, concise description of the bidder's ability to meet the requirements of this RFP.

## **Prime Contractor Responsibilities**

The selected consultant will be required to assume responsibility for all services offered in his/her proposal, regardless of who produces them. Furthermore, the City will consider the selected consultant to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

## **Contract Payment Schedule**

The successful offerer will submit monthly invoices to the City of Flint Department of Community and Economic Development, to the attention of Director, or designee. Payment for contract services entered into as a result of this RFP will be made within thirty (30) days of receipt of an invoice.



## **Independent Price Determination**

By submission of a proposal, the offerer certifies and, in the case of a joint proposal, each party thereto certifies as to its own organization in connection with this proposal that:

1. The prices in the proposal have been arrived at independently, without consultation, communication or agreement, for the purposes of restricting competition, as to any matter relating to such prices with any other offerer or with any competitor; and
2. Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the offerer and will not knowingly be disclosed by the offerer or to any competitor; and
3. No attempt has been made or will be made by the offerer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
4. Each person signing the proposal also certifies that:
  - a. He/She is the person in the offerer's organization responsible within that organization for the decision as to the prices being offered in the proposal; and
  - b. He/She is not the person in the offerer's organization responsible within that organization for the decision as to the prices being offered in the proposal but that he/she has been authorized in writing to act as agent for the persons responsible for such decision.

## **Equal Opportunity Affirmative Action**

The consultant shall adhere to all federal and state regulations in respect to equal opportunity, affirmative action and minority representations. ***Minority firms are encouraged to apply.***

If the bidder is certified as a minority or female-owned business by the Michigan Department of Civil Rights pursuant to Public Act 428, then such documentation shall be included in the proposal and labeled as an Attachment with a heading and number.

## **Ownership of Work Products**

It is explicitly understood that all work products and documents resulting from this RFP and contract shall become the property of the City of Flint.

## **Liability Insurance**

The individual or firm selected to provide the requested services will be required to submit the following within one week of the award:

Evidence of general liability, workmen's compensation insurance, professional liability (Errors and Omissions) insurance coverage in the amount of One Million Dollars and business automobile liability insurance with limits of \$1,000,000. Said proof of liability insurance shall be included as part of the contract document and labeled as an Attachment with a heading and number.

## **Contractor's Compliance with State and Federal Regulations**

The selected bidder shall comply with all applicable state and federal regulations governing the contract that results from this RFP.

## **III. PROPOSAL REQUIREMENTS**

All proposals shall be organized in the following manner:

### **A. Contact Information**

Name, address and telephone number of the individual or firm. If a firm, the name and title of the individual authorized to negotiate contract terms and make binding commitments shall be included;

### **B. Experience**

Provide a narrative description of your experience. Include the following:

- (1) **Description of Business.** Provide a brief description of the business, including the number of years it has been in existence, the range of professional services offered, office location(s), the location services will be provided from if selected for this project, and staff size.
- (2) **Qualifications.** The City is interested in the experience of the business and/or the proposed project leaders with similar projects. Describe your experience with projects of similar scope and complexity, highlighting especially any experience with projects that incorporated HUD guidelines.
- (3) **Resources to Deliver Services/Sub-Contractors.** Include an organizational chart that indicates the project's key personnel and their responsibilities. This chart should also include any proposed subcontractors. Submit a listing of key personnel who will complete the project and include copies of their resumes.
- (4) **Project Plan for Service Delivery.** Include a plan, with sufficient detail, that evidences the approach and strategy you will use to identify and acquire properties that will help stabilize neighborhoods and promote successful homeownership. Indicate your marketing

strategy and include a sample marketing plan or documents developed for similar projects.

Description of the firm or individual's resources to deliver services in a timely manner. If a firm, please provide the names of all personnel who will be assigned to the Project.

### **C. Financial Soundness**

- (1) **Project budget.** Include all costs to operate the program and the distribution of those costs. Submit a fee schedule for the proposed services on a separate page to be used as an attachment to the contract.
- (2) **Financial Statement.** Attach your firm's most recent financial statement or annual report for each of the last three years.
- (3) **Statement of Financial Conditions.** Attach the most recent annual Statements of Financial Conditions, including balance sheet, income statement and statement of cash flows, dated within the past twelve (12) months. Provide the name, address, and the telephone number of firm(s) that prepared the Financial Statements:
- (4) **Accounting Firm Information.** If these financial documents were not produced in-house, indicate the name, address and phone number of the firm(s) that prepared these financial statements.

**D.** Narrative description of the proposed services as described in the scope of work, and the time required to deliver these services. Describe your approach to the overall management of the project.

**E.** A minimum of three (3) complete references (name, title, address and phone number) whom the City may contact to verify services rendered or currently being provided. Public agency referrals are preferred.

### **IV. SPECIAL QUALIFICATIONS AND REQUIREMENTS**

Responders selected to perform Real Estate Advisory Services, Property Selection, Negotiation and Acquisition shall have the required skills and knowledge and be able to demonstrate knowledge and experience in the following areas:

1. Knowledge, experience, and the ability to interpret and apply the U.S. Department of Housing and Urban Development (HUD) regulations related to NSP.

2. Knowledge, experience, and skills involving real estate principles and practices as required by applicable federal regulations and state and local codes.
3. If required by law for the operation of the business or work related to this Proposal, respondent must possess all valid certification and/or licenses as required by federal, state and local laws at the time of submittal and for the length of the project.
4. Strong preference will be given for respondents who can demonstrate five (5) years of active experience as a State of Michigan licensed real estate agent or broker within the preceding seven (7) years.
5. Strong marketing skills as evidenced by sales records.

## **V. OTHER REQUIREMENTS**

All federal regulations applying to the Community Development Block Grant (CDBG) program, except where specifically amended by the NSP program, apply to the NSP program. Following are additional requirements for the NSP program:

- Davis Bacon Act: federal prevailing wages for housing projects with 8 or more units
- NSP funds require all projects to undergo an environmental review pursuant to 24 CFR 570.604 and the National Environmental Policy Act of 1969 (NEPA) and regulations promulgated thereto in 24 CFR Part 58. HUD's environmental regulations provide that until completion of the environmental review and, if necessary, DCED's approval of the release of the NSP funds, the applicant may not commit or expend any funds on any activities that are deemed to limit the choice of reasonable alternatives with respect to the site ("choice-limiting actions"). Choice-limiting actions include, without limitation, entering into a purchase and sale agreement, acquisition, leasing, demolition, rehabilitation, disposition, construction, or site improvements relating to the project. If the applicant or any participant in the development process takes a choice limiting action after applying to DCED for financing and before environmental clearance, the applicant will be denied any NSP funds.
- Lead-based Paint: Properties must comply with federal standards (24 CFR Part 35) for testing and abatement of lead-based paint. A lead-based paint management plan will be required from any agency administering NSP funds for rehabilitation activities.
- Fair housing: All projects are required to affirmatively further equal opportunity and fair housing objectives.
- Accessibility to persons with a disability (Section 504): To the extent practicable, rehabilitation projects must comply with Section 504.

- All funds must be obligated by September 17, 2010.

## **VI. GENERAL EVALUATION PROCESS AND CRITERIA**

All proposals received, which are responsive, will be reviewed, fully considered and rated by an evaluation team. The City may use some or all of the following criteria in its evaluation of proposals submitted. The criteria listed are not necessarily an all-inclusive list. The order in which they appear is not intended to indicate their relative importance:

- Price - Analysis of cost competitiveness, including level of effort allocated to each major task.
- Responsiveness to RFP requirements - quality of the information submitted in the proposal based on completeness, relevance, conciseness and organization of material presented.
- Understanding of the project and your firm's expertise for the project
- Recent experience in conducting similar scope, complexity, and magnitude for other public agencies.
- Educational background, professional qualifications, and work experience, directly related to proposed services.
- Extent of utilization of local firms and types of work to be performed.
- Ability to complete the project within the required timeframe.
- References

The City may also contact and evaluate the bidder's references; contact any bidder to clarify any response; contact any current users of a bidder's services; solicit information from any available source concerning any aspect of a proposal; and seek and review any other information deemed pertinent to the evaluation process. The City shall not be obligated to accept the lowest priced proposal, but shall make an award in the best interest of the Project.

After written proposals have been reviewed, discussions with prospective firms may or may not be required. If scheduled, the oral interview will be a question/answer format for the purpose of clarifying the intent of any portions of the proposal. The individual from your firm that will be directly responsible for carrying out the contract, if awarded, should be present at the oral interview.

## **VII. SPECIFIC EVALUATION CRITERIA TO BE USED IN RATING THE PROFESSIONAL REAL ESTATE BROKERAGE SERVICES PROPOSALS**

The following criteria will be utilized to rate each applicant:

### **1. Statement of Qualifications – 20 Points**

The respondent's demonstration of a full understanding of the services requested, and their ability, capacity, skill and personnel resources to provide requested services, as demonstrated by an organizational history, organizational chart, staff resumes, copies of licenses and copies of insurances.

**2. Preliminary Scope of Services – 30 Points**

The quality and clarity of the proposed scope of services, and the degree to which the respondent demonstrates a coherent approach to the project as demonstrated by the thoroughness of the response to the Scope of Services.

**3. Ability to Meet Project Schedule – 20 Points**

The degree to which the respondent demonstrates readiness to proceed. Ability to complete the project within the federally specified timeframe by providing realistic time frames which include achievable milestones and defined critical tasks, as demonstrated in the detailed approach and strategy.

**4. Previous Experience – 10 Points**

The respondent's demonstration of relevant experience with identification, selection and acquisition of properties as demonstrated by the description of similar projects and previous HUD experience.

**5. Estimated Project Cost – 20 Points**

Cost to provide services as required in the RFP as demonstrated by the project budget.

**Local Preference**

All respondents shall be advised that the City of Flint Code, Article 4 Section 18-21.5 gives a seven (7) percent advantage of bidders located within the corporate City limits of Flint, Michigan. For example, if the lowest qualified bid represents a City of Flint non-resident business and the second higher lowest qualified bid represents a City of Flint resident business whose bid is up to 7 percent higher than the lowest qualified bid, then the contract can be awarded to the second lowest qualified bidder whose business is located in the City of Flint.

The selected individual or firm should avoid personal and organizational conflicts of interest.

The City will not conduct a pre-submittal conference. Any questions regarding this program must be submitted in writing to Jacqueline Foster, City of Flint Department Community and Economic Development, 1101 S. Saginaw St., Flint, MI 48502, or by email to [jfoster@cityofflint.com](mailto:jfoster@cityofflint.com).

**SCHEDULE OF EVENTS**

This request for proposal will be governed by the following schedule:

Release of RFP	May 20, 2010
Proposal Responses Due	May 31, 2010
Proposals Opened	June 1, 2010
Proposal Evaluation Completed	June 4, 2010
Notification of Awards	June 15, 2010
City Council Committee	June 23, 2010
City Council Meeting	June 28, 2010
Execute Contract	July 6, 2010

### **SUBMISSION AND DEADLINE**

Five (5) bound copies of the proposal must be submitted in a sealed envelope to the following contact and address:

City of Flint  
 Department of Community and Economic Development  
 1101 S. Saginaw St.  
 Flint, MI 48502  
 Attention: Jacqueline Foster  
**DEADLINE: MAY 31, 2010 at 5:00 P.M.**

Facsimiles or electronic copies will not be accepted as a substitute for a sealed bid bearing the original signature of the individual or qualified representative of the firm submitting the proposal.

**Incomplete proposals and proposals received after this deadline will not be considered.**

***Resources:***

Flint NSP Substantial Amendment:  
<http://www.cityofflint.com>

NSP Regulations:  
<http://www.hud.gov/offices/cpd/communitydevelopment/programs/neighborhoods/pg/nspnotice.pdf>

NSP Information:  
<http://www.hud.gov/offices/cpd/communitydevelopment/programs/neighborhoods/pg/>

