



REQUEST FOR PROPOSALS (RFP)
RFP 2021-03A
Real Estate Consultant Services

The City of Charlotte is soliciting proposals from professional real estate firms to provide full service real estate consultant services. Firms responding to this RFP should have demonstrable “hands-on” institutional real estate investment consulting expertise, experience reporting to a municipality, exceptional communication skills and client service capabilities, and available senior staff and technical resources to provide the full scope of services contemplated by this RFP.

Background

The City has acquired the following vacant lands:

Parcel # 200-056-800-205-00 (~0.319 total acres) 220 W Shaw
Current Zoning – R-1 Single Family Residential
Future Land Use Map – Single Family – Low Density

Parcel # 200-000-005-080-00 (~0.29 total acres) 332 N Cochran Ave
Current Zoning – R-T Two Family Residential
Future Land Use Map – Single Family – Low Density

Both properties have municipal water and sewer service available. Additional information about the zoning designations above may be found by reviewing the Zoning Ordinance on the City website: <https://www.charlottemi.org/city-code/code-of-ordinances-and-charter/>

The City desires to sell these properties for the best possible return. Professional real estate consulting services are required in order to assist the City in the marketing and sale of the properties.

Instructions

Proponents shall prepare two submittals as follows:

Qualifications. Unnecessarily elaborate proposals are not desired. Proposals should be concise, particularly with respect to past experience on other projects and the resumes of key personnel. Related experience is essential. Be specific on past and current assignments and responsibilities.

Technical/Cost Proposal. The brief scope of work description above is provided merely as a reference, as it is expected that the provider will be more knowledgeable about appropriate considerations and may propose more or less work as necessary. This section should include a narrative description of the proposed methodology to accomplish the required tasks, as well as any innovations used on similar projects that may be applicable to the project. The proponent shall also provide a detailed scope of work and schedule for delivering the work product. The proposed scope of work and detailed costs should be in detail to allow identification of all the items of work required and the respective deliverables, as well as to facilitate future negotiation of the scope of work and associated costs as necessary.

All proposals, with two (2) additional hard copies, should be forwarded directly to the City Manager, 111 E Lawrence Ave, Charlotte, MI 48813 in a sealed envelope clearly marked “Proposals for Real Estate Services – City of Charlotte” and should be received no later than 10:00 am on Wednesday, January 5, 2022. An electronic PDF version of the entire proposal package must be provided upon request after the submittal deadline.

A qualifications-based selection process will be used to evaluate all proposals received, developing a short list of service proponents. The short-listed proponents may be asked to present their proposal and/or discuss a proper scope of work following this review. When presentations and discussions are concluded, a preferred list of advisors will be identified. Upon review and negotiation of costs, a best and final offer will be requested of the preferred advisor. If upon receipt of the best and final offer an agreement on cost cannot be reached, the negotiation process will be terminated and negotiations will begin with the next highest rated advisor.

This Request for Proposals is not an offer of contract. Receipt of a proposal neither commits the City to award a contract to any party, even if all requirements stated in this proposal are met, nor limits the City’s right to negotiate in its best interest. The City reserves the right to contract with a bidder whose proposal is determined to be in its best interests. The City reserves the right to reject any and all offers received.

Expenses incurred in the preparation of proposals in response to this Request for Proposals are the bidder’s responsibility.

All proposals are subject to the Michigan Freedom of Information Act. Once bids are opened, the information contained therein becomes freely accessible by the public.

Questions regarding this Request for Proposals shall be directed to Erin LaPere, City Manager, 111 East Lawrence Avenue, Charlotte MI 48813; 517-543-8850 (phone); 517-543-8851 (fax); elapere@charlottemi.org.