

CHARTER TOWNSHIP OF OAKLAND, MICHIGAN



REQUEST FOR PROPOSALS REAL ESTATE AGENT SERVICES:

Sale of real property owned by Oakland Township, Michigan

I. OVERVIEW

Oakland Township is seeking proposals from Real Estate Agents to market and sell certain real property owned by the Charter Township of Oakland (the "Township"). It is the intent of this Request for Proposal ("RFP") to have the successful real estate agent enter into a Professional Services Contract with the Township to supply real estate services as outlined herein.

II. LAND DESCRIPTION

The following properties are proposed to be sold:

- A. Tax ID Number: 10-09-100-021, Township of Oakland, 3.680 acres, zoned residential, commonly known as 1285 Lake George Road, Oakland, MI 48363.
- B. Tax ID Number: 10-09-100-023, Township of Oakland, 5.330 acres, zoned residential, commonly known as 1267 Lake George Road, Oakland, MI 48363.

III. PROPOSAL OVERVIEW

The following information is required and must accompany your proposal:

- A. **COVER LETTER:** Provide a cover letter indicating your interest in serving as the Township's real estate agent to sell the land described above.
- B. **BACKGROUND INFORMATION:** Evidence of the qualifications, including but not limited to copies of State of Michigan Residential Real Estate Broker/Real Estate

License; and certificates of insurance for workers' compensation and general liability; and a brief resume.

- C. **EXPERIENCE SUMMARY:** Describe your relevant real estate experience (minimum of five years of previous experience as a real estate agent with proven effectiveness required).
- D. **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.
- E. **ADDITIONAL SERVICES:** Describe additional relevant/unique services to be offered.
- F. **FEE SCHEDULE:**
 - i. State your commission/rate for listing and selling of the property.
 - ii. State any other costs the Township should anticipate relating to the real estate services to be provided.
- G. **REFERENCES:** Provide a list of three (3) applicable references. Include name, title, and contact information for each reference, as well as a brief description of the specific services provided.
- H. **CONFLICT OF INTEREST:** To avoid a conflict of interest or the appearance of a conflict of interest, neither yourself nor your employer should 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 Township. Please outline all conflicts of interest that may exist for you or your company in relation to providing real estate services for Oakland Township.
- I. **INSURANCE:** Submit copies of certificates of insurance for general liability and workers compensation. The successful contractor must provide original certificates prior to commencing services. The Township reserves the right to require the selected contractor to increase the coverage or add the Township as an additional insured prior to entering into the Professional Services Contract with the real estate agent.
- J. **GOOD STANDING:** By submitting an RFP, contractor certifies that if selected, it will at all times comply with all applicable statutes governing federal, State, and local units of government.

IV. GENERAL INSTRUCTIONS

- A. The proposal must be submitted in a sealed envelope marked “Real Estate Agent Services” to the Clerk’s Office, Attention: Robin Buxar, 4393 Collins Road, Rochester, Michigan 48306 on or before **Friday, January 29, 2021, by 4:00 pm**. Proposals received after this deadline will be considered late and not opened or considered. Only hardcopy proposals may be submitted. Proposals received by facsimile or via email will not be considered.
- B. The Township Manager shall select a minimum of three (3) and a maximum of five (5) proposals to be submitted to the Township Board of Trustees (the “Board”). The Board will review the proposals recommended by the Township Manager at a public meeting to be held on Tuesday, February 9, 2021, and develop a list of finalists to interview at a time and place to be set at the Board’s discretion.
- C. To be considered, real estate agents must submit a complete response to the RFP in the form requested. Agents not responding to items requested in the RFP or indicating exceptions to such items may have their submittals rejected.
- D. Oakland Township 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 Township. All proposals, plans, and other documents submitted shall become the property of the Township. Responses to this RFP are considered public information and are subject to discovery under the Freedom of Information Act.
- E. Respondents are responsible for their own expense in preparing, delivering or presenting a proposal, and for subsequent negotiations with the Township, if any.
- F. Each proposal shall be considered binding and in effect for a period of ninety (90) days following the proposal opening.
- G. All questions may be directed to the following contact person: Jamie Moore, Assistant Township Manager, phone (248) 651-4440, email jmoore@Oaklandtownship.org.

V. SCOPE OF SERVICES

The successful Real Estate Agent shall agree to contract with Oakland Township to provide the following:

- A. Develop strategies for the sale of the identified real property if deemed appropriate;

- B. Develop marketing materials, electronic and/or hard copy, to advertise the property for sale, distribute the materials to potential buyers via the appropriate form(s) of media and report results to the Township Manager on an agreed-upon frequency;
- C. Provide site tours to prospective buyers of the Township-owned property described herein;
- D. Analyze offers from potential buyers and present same to the Township Board of Trustees;
- E. Advise the Township Manager and Township Board of Trustees with respect to the status of negotiations;
- F. Represent the Township in negotiations with a prospective buyer from the time of offer up to and including closing;
- G. Coordinate real estate transaction closings; and
- H. Handle all other customary activities and services associated with real estate transactions.

VI. TERM OF CONTRACT

The contract period for the successful agent will be six (6) months from the date of award. Alternative terms may be considered, subject to Board of Trustees Approval.

VII. EVALUATION AND AWARD PROCESS

Issuance of this RFP and receipt of proposals does not commit the Township to award a contract. The Township reserves the right to postpone the receipt date, accept or reject any or all proposals received in response to this RFP, negotiate with any of the real estate agents submitting an RFP or cancel all or part of this RFP.

VIII. SELECTION CRITERIA

Selection of a real estate agent will be made based on the following criteria:

- A. The ability of the real estate agent to meet or exceed the requirements defined in the RFP;
- B. Experience, qualifications, and references;
- C. Knowledge of regional real estate market and ability to market to prospects beyond the region;
- D. Regional reputation and local presence/experience; and

E. Fee schedule.

IX. ORAL PRESENTATION/INTERVIEWS

Real estate agents 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. Interviews are optional and may or may not be conducted.