



"The City of Harrison is an Equal Opportunity Employer and Provider"

Request for Proposal (RFP) for Commercial Real Estate Broker Services

1. Objective

The City of Harrison is seeking proposals from qualified firms or brokers specializing in commercial real estate sales to facilitate the sale of a City-owned property identified by Parcel ID 070-021-101-04. The intent of this RFP is for the successful firm/broker to enter into a professional services contract with the City. Knowledge of the local market and experience in the purchase and sale of properties in the Harrison area is essential for this project.

2. Property Information

The City-owned property being offered for sale has the following characteristics:

- Parcel ID: 070-021-101-04
- Location: N First Street, Harrison, Michigan
- Building condition: In need of significant repairs and improvements
- Previous use: Served as a Department of Natural Resources office and storage facility
- Key features: Prominent antenna structure, dual garage doors, designated office space, entry area, restroom facilities, and a spacious storage shed behind the main building

3. Scope of Services

The selected firm/broker will be expected to provide the following services:

- a. **Property Valuation:** The realtor should provide a comprehensive property valuation report, including market trends, sales history, and other relevant information to determine an appropriate asking price.
- b. **Marketing Strategy:** The realtor should develop and implement a marketing strategy that promotes the property to potential buyers. This strategy could include online and offline advertising, direct mail campaigns, and networking within the local business community.
- c. **Listing Creation:** The realtor should create an attractive and informative listing for the property, including professional photographs, floor plans, and descriptions of the property's features and benefits. The listing should be published on relevant

online platforms and distributed to potential buyers.

- d. **Buyer Qualification:** The realtor should qualify potential buyers to ensure they are financially capable of purchasing the property and that they understand the property's condition and potential uses.
- e. **Negotiation:** The realtor should represent the city in negotiations with potential buyers, helping to secure the best possible price and terms for the sale.
- f. **Transaction Management:** The realtor should manage the transaction process, including coordination with attorneys, title companies, and other parties involved in the sale. They should keep the City informed throughout the process.
- g. **Closing:** The realtor should facilitate a smooth closing process, ensuring that all necessary documents are in order and that the transaction is completed in a timely and efficient manner.
- h. **Reporting:** The realtor should provide regular updates to the City on the status of the sale, including feedback from potential buyers, marketing activities, and transaction progress.
- i. **Compliance:** The realtor should comply with all applicable laws and regulations related to real estate transactions, including fair housing and anti-discrimination laws.

4. Proposal Submission Requirements

Interested firms/brokers should submit proposals that include the following components:

- a. **Statement of Qualifications:** Describe the firm's or broker's experience in selling similar properties, highlighting their track record, relevant certifications, and other credentials.
- b. **Proposed Approach:** Explain the approach to the valuation, marketing, and sale of the property, including details on the marketing strategy, pricing strategy, and other relevant information.
- c. **Proposed Timeline:** Provide a proposed timeline for the valuation and sale process, including information on key milestones, deadlines, and any potential roadblocks or challenges that may arise.
- d. **Fee Proposal:** Detail the commission or fees for the services provided, including a breakdown of all costs, such as those related to marketing or other activities.

5. Evaluation Criteria

The City will evaluate proposals based on the following criteria:

- a. **Experience and Qualifications:** The firm's or broker's track record in selling similar properties, as well as their relevant certifications and other credentials.
- b. **Demonstrated Success:** Past sales and other relevant information that showcase the firm's or broker's success in selling similar properties.
- c. **Marketing and Sales Strategy:** The quality and comprehensiveness of the firm's or broker's proposed marketing and sales strategy, including their approach to pricing, advertising, and other key components of the sales process.
- d. **Reasonableness of Fees and Commissions:** The reasonableness of the firm's or broker's proposed fees and commissions, including any expenses related to marketing or other activities.
- e. **Responsiveness and Compatibility:** The firm's or broker's overall responsiveness and compatibility with the City's goals, including their ability to communicate effectively and work collaboratively with City staff and other stakeholders.

6. Submission Deadline and Contact Information

- a. **Submission Deadline:** All proposals must be submitted by 5:00 PM EST on May 26th, 2023. Proposals received after this deadline will not be considered.
- b. **Contact Information and Proposal Submission:** If you have any questions or require clarifications regarding this RFP, please contact Justin Cavanaugh, the City Manager & Clerk for the City of Harrison, at manager@CityofHarrison-mi.gov. All questions and proposals should be submitted using the aforementioned email. Proposals should be submitted in PDF format, and must include all required elements as outlined in Section 4 of this RFP. Hard copy or faxed proposals will not be accepted.

7. Terms and Conditions

- a. **Right to Reject:** The City reserves the right to reject any or all proposals received in response to this RFP. The City also reserves the right to waive any informality or irregularity in any proposal received.
- b. **Compliance with Regulations:** The selected firm/broker must comply with all local, state, and federal laws and regulations related to the sale of real estate, including fair housing and anti-discrimination laws. The firm/broker will be responsible for obtaining any necessary permits, licenses, or approvals required to

perform the services described in this RFP.

- c. **Conflict of Interest:** The proposing firm/broker must disclose any potential or actual conflicts of interest related to the services described in this RFP. The City reserves the right to reject any proposal where a conflict of interest exists.
- d. **Termination:** The City may terminate the selected firm/broker's contract for cause, including failure to comply with the terms and conditions of the contract or failure to provide the services as described in this RFP.
- e. **Scope of Work:** The scope of work for the selected firm/broker will be as described in this RFP and in the contract between the City and the selected firm/broker. Any changes to the scope of work must be approved by the City in writing.
- f. **Indemnification:** The selected firm/broker will indemnify and hold harmless the City from any and all claims, damages, costs, and expenses arising out of or related to the services provided under this RFP.
- g. **Insurance:** The selected firm/broker must maintain appropriate insurance coverage, including general liability insurance and errors and omissions insurance, throughout the term of the contract with the City.
- h. **Governing Law:** This RFP and the resulting contract will be governed by the laws of the State of Michigan.
- i. **Confidentiality:** The selected firm/broker will be required to maintain the confidentiality of all information and documents related to the property and the transaction process, unless disclosure is required by law or with the City's written consent.
- j. **Amendments:** The City reserves the right to amend this RFP at any time prior to the proposal submission deadline. Any amendments will be communicated to all firms/brokers that have expressed an interest in responding to the RFP or have submitted a proposal.
- k. **No Obligation:** Issuance of this RFP does not create any obligation on the part of the City to enter into a contract with any firm/broker. The City reserves the right to cancel this RFP at any time without incurring any liability.
- l. **Contract Negotiations:** The City reserves the right to negotiate any aspect of the proposal or the contract with the selected firm/broker, including, but not limited to, the scope of work, the fees and commissions, and the terms and conditions of the contract. The City also reserves the right to award the contract to the firm/broker that, in its sole discretion, is deemed to be the most advantageous to

the City.

- m. **Assignment:** The selected firm/broker may not assign, transfer, or subcontract any portion of the contract without the prior written consent of the City.
- n. **Compliance with City Policies:** The selected firm/broker must comply with all applicable City policies, procedures, and guidelines related to the performance of the services described in this RFP.
- o. **Performance Evaluation:** The City may evaluate the performance of the selected firm/broker periodically and provide feedback as needed. Failure to meet performance expectations may result in termination of the contract.
- p. **Proposal Retention:** All proposals submitted in response to this RFP become the property of the City and will not be returned. The City reserves the right to retain or discard any proposal at its discretion.
- q. **Independent Contractor:** The selected firm/broker will act as an independent contractor and not as an agent, representative, or employee of the City. The firm/broker will be solely responsible for its actions and those of its employees, agents, and subcontractors while performing the services described in this RFP.
- r. **Non-Discrimination:** The selected firm/broker must comply with all applicable laws and regulations prohibiting discrimination in employment and in the provision of services, including but not limited to the Civil Rights Act of 1964, the Americans with Disabilities Act, and the Equal Employment Opportunity Act.
- s. **Non-Collusion:** By submitting a proposal in response to this RFP, the firm/broker represents and warrants that it has not engaged in any collusion, fraud, or other unethical practices in preparing or submitting its proposal and has not communicated directly or indirectly with any other firm/broker regarding its proposal.
- t. **Dispute Resolution:** In the event of any dispute arising out of or related to the contract resulting from this RFP, the parties agree to first attempt to resolve the dispute through good faith negotiation. If the parties are unable to resolve the dispute through negotiation, they may seek appropriate legal remedies under the laws of the State of Michigan.
- u. **Severability:** If any provision of this RFP or the resulting contract is determined to be invalid or unenforceable, such determination will not affect the remaining provisions, and the remaining provisions will continue to be valid and enforceable to the fullest extent permitted by law.