

**CITY OF ST. JOHNS
REQUEST FOR PROPOSAL
REAL ESTATE BROKER SERVICES
2017**

The City of St. Johns will receive sealed requests for proposal for providing the City of St. Johns Real Estate Broker services until 11:15 a.m., June 28, 2017 in the office of the City Clerk, City of St. Johns, 100 E. State Street, Suite #1100, P.O. Box 477, St. Johns, Michigan, 48879-0477, at which time and place all proposals will be opened and read aloud.

Three copies of the request for proposal shall be submitted. Specifications are on file at the office of the City Clerk. To request the documents or if you have questions regarding the process, contact the City of St. Johns Clerk's Office at (989) 224-8944, ext. 223 or by e-mail mseavey@ci.saint-johns.mi.us.

The City of St. Johns reserves the right to reject any or all proposals and to waive any defects in the proposals in the best interest of the City of St. Johns and to accept the proposal which, in the opinion of the commission, best serves the interest and needs of the City of St. Johns.

If only one proposal is received said proposal will be presented unopened to the city commission at their next regular meeting. The city commission, at said meeting, may or may not open and/or award based on the sole proposal in the city commission's discretion.

The City of St. Johns does not discriminate on the basis of race, color, age, religion, sex, disability, and national origin; nor does it discriminate on the basis of handicap status and activities, as to employment or the provision of services. The City of St. Johns is an equal opportunity employer.

Please mark your envelope: **"REAL ESTATE BROKER SERVICES"**.

Mindy J. Seavey
City Clerk

City of St. Johns, Clinton County, Michigan

REQUEST FOR PROPOSALS

REAL ESTATE BROKER SERVICES:

Sale of real property owned by City of St. Johns, Michigan

OVERVIEW

City of St. Johns, Michigan is seeking proposals from real estate brokers/firms to market and sell properties located within the City of St. Johns. There is potential for additional properties to be sold.

LAND DESCRIPTION

The initial parcel (labeled parcel A) is located on 450 E Townsend Road in the Oakview Estates subdivision. The Certificate of Survey is attached to this Request for Proposal.

PROPOSAL OVERVIEW

The following information is required and must accompany your proposal:

1. COVER LETTER: Provide a cover letter indicating your interest in serving as the City's real estate agent/firm to sell land in the City of St. Johns, Michigan.
2. BACKGROUND INFORMATION: For example, list years in business with a description of your firm including size of firm, location, number and nature of the professional staff to be assigned to this contract, with a brief resume for each key person listed.
3. EXPERIENCE SUMMARY: Describe your firm's pertinent real estate experience (minimum five years previous experience with proven effectiveness).
4. 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.
5. ADDITIONAL SERVICES: Describe additional relevant/unique services offered through the firm.
6. FEE SCHEDULE:
 - a. State your commission/rate for listing and selling of property.
 - b. State your proposed method of compensation for representing the City in negotiations for purchasing property.
 - c. State any other costs the City should anticipate relating to the real estate services to be provided.
 - d. State any required 'carry-over compensation' for your firm – meaning, compensation after real estate service agreement expires. NOTE: Quoted fees shall be valid for a minimum of 90 days upon receipt.
7. REFERENCES: Provide a list of three applicable references. Include name, title, and contact of each reference as well as a brief description of the specific services provided.
8. CONFLICT OF INTEREST: In order to avoid a conflict of interest, or the appearance of a conflict of interest, your firm should not engage in any outside activities that are inconsistent, incompatible, or appear to conflict with your ability to exercise independent/object judgment in the best interest of the City. Please outline all conflicts of interest that may exist for your firm in relation to providing real estate services for the City of St. Johns.
9. GOOD STANDING: Your firm must comply with Federal, State, County and local units of government, which specifically includes good tax payment status and good corporate registration status. Your firm and brokers must show proof of valid/current State of Michigan real estate licenses as issued by the Department of Licensing and Regulation (LARA), to include LARA licensing numbers. Please indicate the payment status of taxes applicable to your firm. Additionally, please provide your firm's legal corporate name and Federal Tax ID number.

SCOPE OF SERVICES

The successful firm shall agree to contract with the City of St. Johns to provide the following:

1. Develop strategies for sale of identified property if deemed appropriate;
2. Develop marketing materials, electronic and/or hard copy, to advertise property for sale, distribute the materials to potential buyers via the appropriate form(s) of media and report results to the City Manager on an agreed upon frequency,
3. Advise the City Manager or his/her designee related to strategies to promote and sell identified property;
4. Participate in site tours of City owned property that is for sale for potential buyers;
5. Analyze offers from potential buyers and advise the City Manager or his/her designee with respect to negotiations;

6. Represent the City in negotiations with a prospective buyer from the time of offer to and including closing;
7. Coordinate real estate transaction closings, with designated City personnel and,
8. Handle all other customary activities and services associated with real estate transactions.

TERM OF CONTRACT

The contract period for the successful agent/firm will be one-year from date of award.

The contract may be renewed for additional terms upon satisfactory performance by the broker/firm and at a negotiated rate agreed to in writing by both the agent/firm and the City. Alternative contract periods may be considered.

EVALUATION AND AWARD PROCESS

Issuance of the RFP and receipt of proposals does not commit the City to award a contract. The City reserves the right to postpone receipt date, accepting or rejecting all proposals received in response to this RFP, or to negotiate with any of the brokers/firms submitting an RFP, or to cancel all or part of this RFP.

SELECTION CRITERIA

Selection of a broker/firm will be made based on the following criteria:

1. Ability of the contractor(s) to meet or exceed the requirements defined in the RFP;
2. Experience, qualifications, references;
3. Knowledge of regional real estate market and ability to market to prospects beyond the region;
4. Regional reputation and local presence/experience;
5. Fee schedule.
6. Provide a copy of the professional services agreement you would propose to be entered into with the City.

The proposal schedule is as follows:

June 5, 2017:	Request is sent out to identified firms and posted on the city's website.
June 11, 2017	Request published in the local newspaper.
June 16, 2017:	Questions due via email only, by 4 p.m. to: mseavey@ci.saint-johns.mi.us Questions will be answered to the best of staff's ability.
June 21, 2017:	Answers transmitted to all interested firms by 4 p.m.
June 28, 2017:	Proposals due by 11:15 a.m., City of St. Johns Offices, 100 E. State Street, Suite #1100, St. Johns, MI 48879

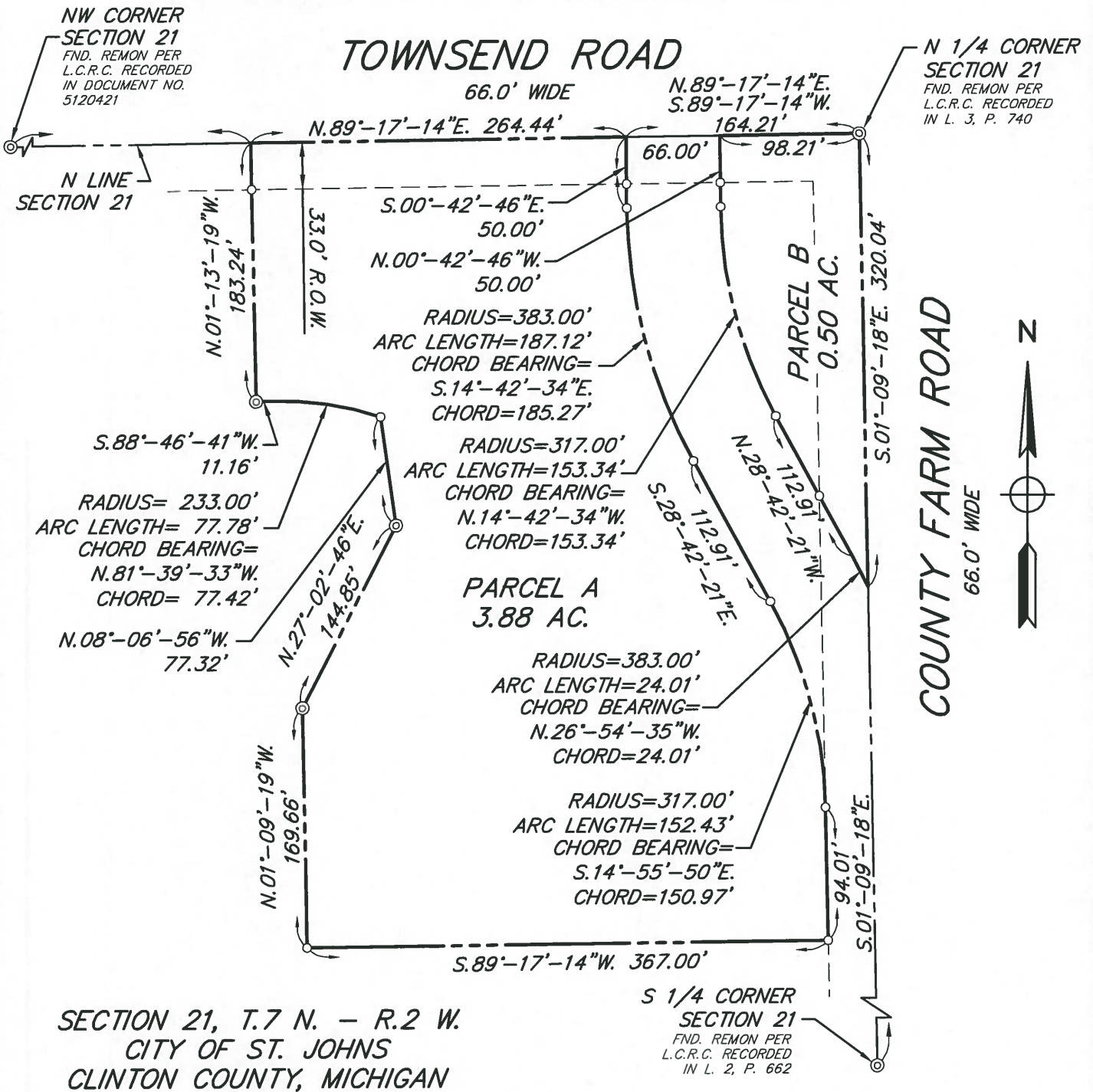
ORAL PRESENTATION/INTERVIEWS

Firms 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 purposes, but in no way change, the original proposal submitted. Interviews are optional and may or may not be conducted; it is essential that the consultant's personnel to be assigned to the work, as well as key representatives, be present at and participate in the interview.

CERTIFICATE OF SURVEY

DWG. NO. JA-4700-01

BEARINGS SHOWN ON THIS SURVEY WERE DETERMINED IN THE FOLLOWING MANNER
 THE NORTH LINE OF SECTION 21 WAS ASSUMED AS BEING N.89°-17'-14"E.

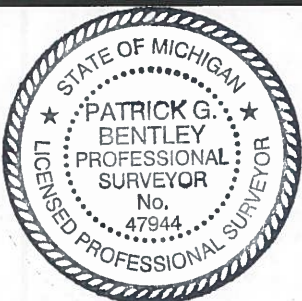


I hereby certify that I have surveyed and mapped the land above platted and/or described on 05/01/17, and that the ratio of closure on the unadjusted field observation of the survey is no less than 1 in 5000, and that all of the requirements of P.A. 132 1970, as amended, have been complied with.

Patrick G. Bentley

Patrick G. Bentley

Professional Surveyor No. 47944



City of St. Johns
 SURVEY FOR: P.O. Box 477
 St. Johns, MI 48879



1400 ZEEB DRIVE
 ST. JOHNS, MI 48897
 TEL (989) 224-2355

© -FOUND SURVEY CORNER
 ○ -SET 1/2" Ø REBAR WITH CAP No. 47944

0 50 100 200
 SCALE: 1" = 100'

JOB NO. 124369SG2017
 DWG. NO. JA-4700-01

SHEET 1 OF 2

DATE: 06-22-17

CERTIFICATE OF SURVEY

DWG. NO. JA-4700-02

BEARINGS SHOWN ON THIS SURVEY WERE DETERMINED IN THE FOLLOWING MANNER
THE NORTH LINE OF SECTION 21 WAS ASSUMED AS BEING N.89°-17'-14"E.

LEGAL DESCRIPTIONS:

PARCEL A

Part of the Northwest 1/4 of Section 21, T.7 N., R.2 W., City of St. Johns, Clinton County, Michigan, more particularly described as follows: Beginning at a point on the North line of said Section 21, which is 164.21 feet, S.89°-17'-14"W., of the North 1/4 corner of said Section; thence S.00°-42'-46"E., 50.00 feet to a point on a 383.00 feet radius curve to the left; thence Southeasterly on the arc of said curve 187.12 feet, said arc being subtended by a chord bearing and distance of S.14°-42'-34"E., 185.27 feet; thence S.28°-42'-21"E., 112.91 feet to a point on a 317.00 feet radius curve to the right; thence Southeasterly on the arc of said curve 152.43 feet, said arc being subtended by a chord bearing and distance of S.14°-55'-50"E., 150.97 feet to a point on the West Right of Way line of County Farm Road (so-called); thence S.01°-09'-18"E., on said West Right of Way line, 94.01 feet; thence S.89°-17'-14"W., parallel with said North line, 367.00 feet to a point on the East line of Oak View Estates, as recorded in Liber 9, Pages 53-56, Clinton County, Records; thence on the East line of said subdivision the following six (6) courses: thence N.01°-09'-19"W., 169.66 feet; thence N.27°-02'-46"E., 144.85 feet; thence N.08°-06'-56"W., 77.32 feet to a point on a 233.00 feet radius curve to the left; thence Northwesterly on the arc of said curve 77.78 feet, said arc being subtended by a chord bearing and distance of N.81°-39'-33"W., 77.42 feet; thence S.88°-46'-41"W., 11.16 feet; thence N.01°-13'-19"W., 183.24 feet to a point on the North line of Section 21, which is 428.65 feet, S.89°-17'-14"W., of the North 1/4 Corner of said Section; thence N.89°-17'-14"E., on said North line, 264.44 feet to the point of beginning, containing 3.88 acres of land, more or less. Subject to highway use of the North 33.00 feet thereof and subject to any other easements of record, if any.

PARCEL B

Part of the Northwest 1/4 of Section 21, T.7 N., R.2 W., City of St. Johns, Clinton County, Michigan, more particularly described as follows: Beginning at the North 1/4 corner of said Section; thence S.01°-09'-18"E., on the North and South 1/4 line of said Section 21, 320.04 feet to a point on a 383.00 feet radius curve to the left; thence Northwesterly on the arc of said curve 24.01 feet, said arc being subtended by a chord bearing and distance of N.26°-54'-35"W., 24.01 feet; thence N.28°-42'-21"W., 112.91 feet to a point on a 317.00 feet radius curve to the right; thence Northwesterly on the arc of said curve 153.34 feet, said arc being subtended by a chord bearing and distance of N.14°-42'-34"W., 153.34 feet; thence N.00°-42'-46"W., 50.00 feet to a point on the North line of said Section 21, which is 98.21 feet, S.89°-17'-14"W., of the North 1/4 Corner of said Section; thence N.89°-17'-14"E., on said North line, 98.21 feet to the point of beginning, containing 0.50 acres of land, more or less. Subject to highway use of the North and East 33.00 feet and subject to any other easements of record, if any.

I hereby certify that I have surveyed and mapped the land above platted and/or described on 05/01/17, and that the ratio of closure on the unadjusted field observation of the survey is no less than 1 in 5000, and that all of the requirements of P.A. 132 1970, as amended, have been complied with.

Patrick G. Bentley

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SHEET 2 OF 2

DATE: 06-22-17