



Request for Proposals (RFP):
Real Estate Professional Services for the City of Owosso, MI

Amos Gould House Property
515 N. Washington Street, Owosso, MI 48867

The City of Owosso is soliciting proposals from real estate professionals to provide full-service real estate consultant services for the sale of the Amos Gould House located at 515 N. Washington Street, Owosso, MI 48867. Firms responding to this RFP should have demonstrable “hands-on” real estate consulting expertise, exceptional communication skills and client service capabilities, and available resources to provide the full scope of services contemplated by this RFP. Experience representing municipalities is preferred but not required.

Background

The historic Amos Gould House is approximately 4,200 sq. ft. and was purchased by the Owosso Historical Commission in 1979. The upper level features two one-bedroom apartments, both have long-term tenants with leases expiring spring/summer 2024. The lower level is currently used as storage. The Commission has decided the property is underutilized and maintenance costs are not sustainable, therefore the Commission has decided to sell the property.

Parcel Number: 050-470-033-001-00
Legal Description: LOTS 1 2 3 4 BLK 33 ORIGINAL PLAT
Current Zoning: R-2 Two Family Residential

The City of Owosso desires to sell this property for the best possible return.

Instructions

Proponents shall prepare two submittals as follows:

Qualifications. 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 this 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 allow identification of all the items of work required and the respective deliverables, as well as 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 Assistant City Manager at 301 W. Main Street, Owosso, MI 48867, in a sealed envelope marked "Proposals for Real Estate Services – City of Owosso" and should be received no later than 10:00 am on Wednesday, December 28, 2023. 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 from 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.

If you have any questions about the RFP process, please contact Assistant City Manager, Amy Fuller at (989) 725-0577 or amy.fuller@ci.owosso.mi.us.