

Date: October 28, 2014
To: Shiawassee County Real Estate Brokers
From: City of Owosso, Donald Crawford, city manager
Re: Request for proposal for brokerage services

The city of Owosso is owner of approximately thirty (30) vacant lots in a single-family residential condominium development in the northeast quadrant of the city east of Gould Street and wants to engage professionals experienced with residential real estate brokerage services to help in the sale of these remaining lots.

Proposal must be submitted in a sealed envelope marked "Real Estate Broker Services" to the City Clerk's office, 301 W. Main Street, Owosso, Michigan 48867 on or before 3:00 p.m. on November 25, 2014, at which time they will be publicly opened and read in the city council chambers.

If you or your firm is interested please notify me in the event that further information is provided (donald.crawford@ci.owosso.mi.us) or by calling (989) 725-0568. Substantive questions and answers will be documented in letter form and will be sent by electronic mail to all those who have indicated an interest.

**REQUEST FOR PROPOSALS FOR REAL ESTATE BROKERAGE SERVICES
FOR THE CITY OF OWOSSO OSBURN LAKES DEVELOPMENT**

Section I - Instructions and General Information

A. Purpose – The city of Owosso, Michigan, a public body, politic and corporate is owner of approximately thirty (30) remaining vacant lots in a single family residential condominium development in the northeast quadrant of the city east of Gould Street. An aerial map is attached as an exhibit.

The lots have full underground utility services available including natural gas, electricity, cable, and telephone at the lot line. The streets in the development are public, maintained by the city, and are curbed and paved. Common areas are maintained by the condominium association and included in the annual fees to the members. Lot maintenance is the responsibility of the owner. For more information on the responsibilities of the parties, the master deed, bylaws, etc. go to <http://www.osburnlakes.com/bylaws/> .

The city wants to engage professionals experienced with residential real estate brokerage services to help in the sale of these remaining lots. Any broker selected pursuant to this RFP shall serve at the pleasure of the city and the services may be terminated at the sole discretion of the city upon delivery of written termination notice. The city also reserves the right to select a pool of brokers to handle sale of the properties on a rotating basis.

B. Submission of Proposals – The proposal must be submitted in a sealed envelope marked "Real Estate Broker Services" to the City Clerk's office, 301 W. Main Street, Owosso, Michigan 48867 on or before 3:00 p.m. on November 25, 2014, at which time they will be publically opened and read in the city council chambers.

C. Additional Information – It is the responsibility of the proposer to inquire about and clarify any aspect of the RFP. Questions should be directed to Mr. Donald Crawford, city manager, by e-mail (donald.crawford@ci.owosso.mi.us) or postal service at the above addresses or by calling (989) 725-0568. Substantive questions and answers will be documented in letter form and will be sent by electronic mail if an e-mail address is provided and made available to other known parties considering making a proposal.

D. Property of the City – Any information or materials submitted as a response to the RFP shall become the property of the city and will not be returned. All submitted materials will be available for public review.

E. Response to Request for Proposal – Real estate brokers wishing to respond to this RFP may contact Mr. Donald Crawford, city manager. No contact with a city council member or other city staff is allowed and any such contact will be grounds for immediate rejection of a firm's proposal.

F. Timetable – The following is the anticipated time schedule. The timetable may be modified as the process proceeds.

October 24, 2014	RFP issued
November 25, 2014	Proposals due 3:00 PM EST
TBD	Oral interviews
January 5, 2015	Selection

G. Selection Process – The selection committee will consist of the finance director, one councilmember, and the president of the Osborn Lakes Condominium Association. The committee will review the submitted proposals. Proposals will be evaluated based on (1) responses to specifics outlined in this RFP and (2) the selection criteria. Proposals which omit any items may be rejected as non responsive. From this review, a group of firms may be chosen for oral presentations to the committee. All proposing firms will be advised of the firms selected for oral interviews. After conducting oral interviews, if necessary, the committee will make a selection for recommendation to the city council at a regularly scheduled meeting. The final selection will be made by a vote of the city council members.

The city may anytime before the selection of a firm reject any and all proposals and cancel this RFP, without liability therefore, upon finding that there is good cause for canceling the solicitation. The city of Owosso shall under no circumstances be responsible for any proposer costs and expenses incurred in submitting a response to this RFP. This RFP in no way obligates the city of Owosso to select a firm.

H. Selection Criteria –The committee will generally use the following criteria to evaluate all acceptable proposals and to develop a recommendation to be presented to the city council. The committee reserves the right to evaluate proposals based upon factors beyond the following listed criteria:

- Experience selling residential real estate in the mid-county region
- Qualifications of staff to be assigned
- Responsiveness of written proposal to the purpose and scope of services to be performed
- Response to Shiawassee County presence including relevance to broker services in area for residential purposes
- Responsiveness and reasonableness of proposed brokerage fees

Section II – Scope of Services and Requirements

The firm selected as residential real estate broker will provide the following services including but not limited to:

1. Advise the city of Owosso on expected selling price range and listing prices.
2. Advise the city of Owosso concerning market conditions and expected time to sell.
3. Develop a sale strategy and marketing plan for the vacant lots.
4. Provide and review documents related to sale and assist in the closing of sales.
5. Advise the city of Owosso on the combining of adjoining vacant lots.
6. Advise the city of Owosso on modifying covenants.
7. Seeking a builder or builders to construct dwellings individually or as a developer.

Section III – Proposal Format

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 Owosso.
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. Identify the individual who will manage the marketing of the properties on a day-to-day basis. Show the degree to which that person can commit the firm's resources to the city of Owosso and their availability.

3. Experience summary – Describe your firm’s pertinent real estate experience with proven effectiveness. Explain the sale of experience in selling undeveloped lots.
4. Marketing methods – Describe the methods of identifying target user groups and a description of the marketing materials and the strategy for presenting the properties to the Shiawassee County and regional marketplace.
5. Additional services – Describe additional relevant/unique services offered through your firm.
6. Fee schedule –
 - a. State your commission rate for listing and selling of properties.
 - b. State your proposed method of compensation for representing the city of Owosso in negotiations for purchasing properties.
 - c. State any other costs the city of Owosso 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.
7. References – Provide a list of three applicable references. Include name, title, and contact information for 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/objective judgment in the best interest of the city of Owosso. Please outline all conflicts of interest that may exist for your firm in relation to providing real estate services for the city of Owosso.
9. Good standing – Your firm must be in compliance with federal, state, county and local units of government; which specifically includes good tax payment status and good corporate registration status. Please indicate the payment status of taxes applicable to your firm. Additionally, please provide your firm’s legal corporate name and Tax ID number, and real estate broker’s information as reflected by state of Michigan.

Google maps

[Get Directions](#) [My Maps](#)

[Print](#) [Send](#) [Link](#)



RESOLUTION NO. ____

RESOLUTION ESTABLISHING SALE PRICES FOR LOTS IN THE OSBURN LAKES SUBDIVISION

WHEREAS, the city of Owosso, Shiawassee County, Michigan, previously determined that it was advisable, necessary and in the public interest to develop the Osburn Lakes Subdivision;

WHEREAS, the city of Owosso retains ownership of 30 lots which the city intends to sell;

WHEREAS, the development agreement provided a price schedule designed to allow the city to recoup development costs and other provisions pertaining to the sale of each lot; and

WHEREAS, the prices established are no longer reasonable in today's market following the real estate market collapse, a new schedule has been proposed;

NOW THEREFORE BE IT RESOLVED by the city council of the city of Owosso, Shiawassee County, Michigan that:

FIRST: the city of Owosso has heretofore determined that it is advisable, necessary and in the public interest to establish the sale price of lots in the Osburn Lakes Subdivision as follows:

Area	Description	Lots	Initial price	New price*
A	60 foot frontage lots with 120-130' depth	16	\$14,600	\$10,040
B-1	Small corner lots and 68 and 69	5	\$15,310	\$10,525
B-2	Large corner lots	5	\$16,100	\$11,070
C-1	Small privacy lots north side of Jackson Drive	8	\$17,500	\$12,030
C-2	Larger privacy lots north side of Jackson Drive	6	\$19,400	\$13,340
D	Walk-out lots/small lots	6	\$22,700	\$15,600
E	Walk-out large privacy lots	11	\$23,250	\$15,980
F	Large basement window	14	\$24,000	\$16,500
G	Walk-out large lots	12	\$25,500	\$17,530

*if sidewalks were installed prior to sale the cost of installation will be added to the price of the lot

SECOND: the city of Owosso will maintain all other sale conditions including but not limited to those requiring that construction begin within one year and that lots shall not be combined;