

**REQUEST FOR PROPOSALS FOR  
REAL ESTATE BROKER SERVICES  
SALE OF SURPLUS CITY OWNED PROPERTY  
CITY OF MANISTEE**

Proposals will be received by the City of Manistee for Real Estate Broker Services for the Sale of Surplus City Owned Property. A copy of the request for qualifications and cost proposals can be obtained at the Office of the City Clerk, City Hall, 70 Maple Street, Manistee, Michigan or on the on the City Web Page [www.manisteemi.gov](http://www.manisteemi.gov).

To be considered, Four (4) copies and one (1) electronic copy of the proposal must be received by the office of the City of Manistee City Clerk, 70 Maple Street, Manistee, Michigan 49660 by 4 pm February 16, 2018; clearly marked on the outside "Proposal – Surplus Properties - Real Estate Brokerage Services" email electronic copy to [hpefley@manisteemi.gov](mailto:hpefley@manisteemi.gov)

The City of Manistee reserves the right to reject any or all proposals.

Thad Taylor  
City Manager



# Request for Proposal for Real Estate Broker Services Sale of Surplus City Owned Property January 16, 2018

The City of Manistee seeks a real estate firm to provide brokerage services for surplus city owned properties, located in the City of Manistee, Manistee Michigan.

## Requests for Proposals

To be considered, **Four (4) copies and one (1) electronic copy** of the proposal must be received by the office of the City of Manistee City Clerk, 70 Maple Street, Manistee, Michigan 49660 by 4 pm February 16, 2018 clearly marked on the outside "Proposal – Surplus Properties - Real Estate Brokerage Services" Selection will be made in March 2018. Email electronic copy to [hpefley@manisteemi.gov](mailto:hpefley@manisteemi.gov)

The real estate firm will be paid strictly on commission basis and will be expected to work closely with the City of Manistee and provide monthly reports to the City Manager. The City of Manistee reserves the right to reject any and all proposals, or parts of proposals, when it is judged to be in the best interest of the City of Manistee.

## Scope of Services

The successful firm shall agree to contract with the City of Manistee to provide the following:

- Develop strategies for sale of properties,
- Work with the city to negotiate the sale of properties with buyers and prospects,
- Coordinate real estate appraisals if needed
- Coordinate real estate transaction closings
- Handle all other customary activities and services associated with real estate transactions.
- Attendance and presentations at City Council meetings may be required.

## Broker's Qualifications

Respondents to this RFP shall have the following qualifications:

- Must be licensed and in good standing with the Michigan Department of Licensing and Regulatory Affairs (LARA).
- Must have an excellent reputation in the real estate community.
- Must be knowledgeable in the Northern Michigan real estate market
- Must be knowledgeable in the use of all public real estate records.
- Must have documented success promoting and selling residential and/or commercial properties.

## Fee Schedule

The proposed fee schedule shall state your commission rate for scope of services.

## Term of Contract

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

### **Evaluation and Award Process**

Issuance of this RFP and receipt of proposals does not commit the City of Manistee to award a contract. The City of Manistee reserves the right to postpone receipt date, accepting or rejecting any or 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.

### **RFP Submittal Requirements**

By submitting a proposal, you represent that you have (1) thoroughly examined and become familiar with the scope of services outlined in this RFP and (2) are capable of performing quality work to achieve the City of Manistee's objectives. The following information must accompany your proposal:

1. List years in business, previous names of the firm, if any.
2. Description of your firm
3. Describe experience
4. Additional services offered through your firm.
5. Listing of current litigation, outstanding judgments and liens, if any.

All information submitted or otherwise know by the City of Manistee may be considered. Selection is subjective and at the sole discretion of the City of Manistee. The City of Manistee reserves the right to reject any and all proposals, to waive informalities or to award to the firm which in its judgment will be the City's best interest. A contract for services will be negotiated with the selected firm or individual.

### **Attachments**

- Parcel #51-211-105-01
- Parcel #51-260-703-15
- Parcel #51-260-703-17
- Parcel #51-612-375-15

Proposal Form

## Sale of Surplus City Owned Property Real Estate Broker Services

City Clerk  
City of Manistee  
70 Maple Street  
Manistee, MI 49660

The undersigned Independent Contractor has reviewed the Specifications for “Real Estate Broker Services – Sale of Surplus City Owned Property” and hereby states that they will provide all necessary labor, equipment, tools and materials to perform the work specifically described on attachments for the following costs:

Name of Business	
Name of Authorized Representative	
Signature of Authorized Representative	
Address	
Phone Number	
Cell Phone Number	
Email Address	

Provide Licenses and License Numbers.	
Provide relevant credentials you believe especially qualify your firm for the contract.	

Commission Rate for scope of services	
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**Attachment  
Parcel #51-211-105-01**

Zoned [R-3 High Density Residential](#)

5.6 acres +/-

*Part of South Washington Area Development Plan (BRA)*

Tax Roll Description: PT OF GOVT LOT 1, COM AT NE COR OF SD GOVT LOT, TH S 269.82 FT, TH S 89 DEG 34 MIN 06 SEC W 249.4 FT TO POB, TH S 111 FT, TO N'LY EDGE OF MANISTEE RIVER, TH S 83 DEG 18 MIN 30 SEC W 238.44 FT, TH N 137 FT, TH N 89 DEG 34 MIN 06 SEC E 57.67 FT, TH S 50 FT, TH N 89 DEG 34 MIN 06 SEC E 100 FT, TH N 50 FT, TH N 89 DEG 34 MIN 06 SEC E 79.33 FT TO POB. .56 A\*M/L. SEC 11 T21N R17W. \_\_\_\_\_ P.ADDR: S SIDE OF 6TH AVE [[SALE(98) 3685 0042





**Attachment  
Parcel #51-260-703-15**

Zoned [R-1-Low Density Residential](#)

.384 acres +/-

Tax Roll Description: PT LOTS 7, 8 & 11 BLK 2 KINGS ADDITION TO THE CITY OF MANISTEE, COM SW COR LOT 7, TH N 31 DEG 43 MIN 39 SEC W 139.95 FT, TH N 58 DEG 19 MIN 17 SEC E 119.92 FT TH S 31 DEG 36 MIN 03 SEC E 139.68 FT, TH S 58 DEG 11 MIN 31 SEC W 119.61 FT, TO POB. .384 A M/L (PARCEL B) NW'LY OF 318 ST MARY'S PKY







**Attachment  
Parcel #51-260-703-17**

Zoned [R-1-Low Density Residential](#)

.399 acres +/-

Tax Roll Description: PT LOTS 6, 9 & 10 BLK 2 KINGS ADDITION TO THE CITY OF MANISTEE, COM SW COR LOT 6, TH N 31 DEG 36 MIN 03 SEC W 144.89 FT, TH N 58 DEG 19 MIN 18 SEC E 120.12 FT TH S 31 DEG 48 MIN 06 SEC E 143.67 FT, TH S 57 DEG 44 MIN 24 SEC W 120.63 FT TO POB. .399 A M/L (PARCEL A) NW'LY OF 312 ST MARY'S PKY





**Attachment  
Parcel #51-612-375-15**

Zoned [R-2-Medium Density Residential](#)

66 x 131 +/-

Tax Roll Description: PT N 1/2 NE 1/4 SE 1/4 SW 1/4 COM NE COR THEREOF, TH S 33 FT TH W 383.52 FT, TH S 133.74 FT, TH W 24 FT TO POB, TH S 132.23 FT, TH W 66 FT, TH N 132.22 FT, TH E TO POB. .20\*A M/ L SEC 12 T21N R17W

