



STATE OF MICHIGAN

DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET  
LANSING

RICK SNYDER  
GOVERNOR

DAVID B. BEHEN  
DIRECTOR

## **REQUEST FOR PROPOSALS**

### **RFP No. 2015-0379**

**State of Michigan Real Property, and Improvements Thereon, Offered For Sale  
By The Michigan Department of Technology, Management & Budget (DTMB)**

**The Property Offered is Located at 227 North Sycamore Street, City of  
Lansing, County of Ingham, Michigan**

### **I. Introduction and Overview**

Pursuant to Public Act 435 of 2012, the Michigan Department of Technology, Management & Budget (DTMB), acting through its Real Estate Division (the "Office"), has been authorized to sell certain real property owned by the State of Michigan (the "State") located at 227 North Sycamore Street, in the City of Lansing, County of Ingham, Michigan (the "Property") which is also identified by City of Lansing parcel number 33-01-01-16-155-013 and the following legal description: Lot 2, Block 90 of the Original Plat of the City of Lansing as set forth in Liber 2 of Plats, pages 32 through 38, Ingham County records. There is a mutual driveway easement over the south 6 feet of the East 100 feet of the subject property and the north 6 feet of the east 100 feet of the adjacent Lot 3, Block 90 Original Plat, City of Lansing as set forth in Liber 293, Page 196, Ingham County records. Please see accompanying recorded deed and easement documents.

The property is approximately 66 feet by 162.35 feet (roughly 10,715 square feet or .246 acre) in size. Please consult the accompanying property survey map for precise dimensions. It is zoned "DM-3 Residential" - the official City of Lansing definition and intended uses of which can be found at [http://www.lansingmi.gov/zoning\\_definitions](http://www.lansingmi.gov/zoning_definitions).

The property features a two and a half story wood frame house containing approximately 3,136 square feet of above-grade space plus a 1,260 square foot basement. There is also a detached two car garage containing 400 square feet of space and a paved driveway big enough to hold ten cars. The house was originally built in 1890 and features eleven distinct rooms, including at least five bedrooms and two and a half bathrooms. The house's exterior is clad in vinyl siding and it has a front porch on both the first and second floors. There is a paved basketball court on the rear of the property.

The Property has been largely vacant since 2011 but is still maintained by DTMB. It was most recently used as State of Michigan offices and prior to that as a group home and as a private residence. Water, sewer and electric power utilities are presently shut off to the property and the existing boiler is thought to be non-functional. The roof was extensively repaired and updated in 1996.

GENERAL OFFICE BUILDING • 7150 HARRIS DR • SUITE 3B • DIMONDALE, MI 48821  
P.O. BOX 30026 • LANSING, MI 48909

**DTMB will accept sealed proposals to purchase the Property until 3:00 p.m. (Eastern Standard Time) on Friday, January 8, 2016 (the "Due Date").**

It is the intention of DTMB to notify, no later than Monday, December 14, 2015 the successful Bidder who, in the sole judgement of DTMB, is the most responsive to the RFP requirements and who offers the highest price or highest value to the State. Whenever possible, initial notification to a successfully bidder will be via telephone, followed by written notification. All other bidders will be notified of DTMB's decision by mail only. See also the bid extension provisions in Section VII below.

DTMB reserves the right to waive any irregularity or defect in any submission; request clarification or additional information regarding Proposals; to conduct a Best and Final Offer (BAFO); to cancel this Request for Proposal (RFP) and to reject any and all Bids at its sole discretion. The State shall assume no liability whatsoever for any expense incurred by a Bidder in replying to this RFP.

Bidders are cautioned that DTMB will not accept proposals contingent upon receiving tax credits, loan guarantees, rent rebates or other subsidies.

Note that for purposes of this RFP, and of all submitted responses thereto, the State uses the terms "proposal" and "bid" interchangeably and with the same meaning. Similarly, the words "proposer" and "bidder" are also used interchangeably and with the same meaning.

- A. The following documents are available on-line at DTMB's Real Estate Division website [www.michigan.gov/dtmb-realestate](http://www.michigan.gov/dtmb-realestate) (then click on the following link "Surplus Real Property For Sale through DTMB"):
1. This Request for Proposals (RFP No. 2015-0379)
  2. Bidder's Acknowledgement
  3. Offer to Purchase Real Property
  4. Release of Liability Form
  5. Public Act 435 of 2012
  6. City of Lansing 2015 Property Information Database report on the subject property.
  7. The recorded deed by which the State acquired the subject property and the recorded shared driveway easement on that property.
  8. A survey map illustrating and describing the subject property, prepared by the DTMB Office of Facilities, dated 10-4-2006.
  9. Illustrations of main building floor layouts and building footprints on the subject property.
  10. Selected interior and exterior photos of the subject property.

Printed copies of the documents listed above are also available for review by appointment only at the Real Estate Division located at 7150 Harris Drive, Suite 3-B, Dimondale, MI 48821 or at such other address as the DTMB Real Estate Division may post on its website. Please contact The DTMB Real Estate Division at (517) 335-6877 for an appointment to view them before the RFP due date.

## B. Overview of Key RFP Dates

1. Friday, November 20, 2015 – RFP release date.
2. Thursday, December 10, 2015, by 5:00 p.m. EST – Deadline for prospective bidders to register to participate in the guided site tour.
3. Friday, December 11, 2015, starting at 10:00 a.m. EST - Date of guided site tour (weather permitting) for prospective bidders who have pre-registered. If the tour has to be cancelled due to expected or actual severely inclement weather, notice of that and a rescheduled tour date will be placed on the DTMB Real Estate Division website as soon as practicable.
4. Wednesday, December 16, 2015, by 3:00 p.m. EST - Deadline for interested parties to submit written questions about the RFP and its attachments.
5. Wednesday, December 23, 2015 - Date by which official answers to properly submitted questions about the RFP and its attachments should be posted on the DTMB Real Estate Division website.
6. Friday, January 8, 2016 by 3:00 p.m. EST - Completed proposals due to the DTMB Real Estate Division offices in Lansing, Michigan.
4. Monday, January 11, 2016 - Date by which the State hopes to be able to accept a winning proposal to purchase the Property. If no acceptable proposals are received the State may also extend the deadline for submitting proposals as provided in Section VII below.

## II. Instructions to Bidders

### A. Proposal Submission Procedures:

1. Sealed proposals must be delivered to the person and address listed in Section II-A-3 below, before 3:00 p.m. EST on the Due Date of Friday, January 8, 2016. Proposals received after 3:00 p.m. EST on the Due Date will not be accepted or will be marked late, unopened, and returned to sender, unless the bid period is extended as provided in Section VII.
2. All components of a completed Proposal must be received in one sealed envelope or box with the words "RFP #2015-0379 Proposal" legibly and prominently printed on its face. The envelope or box must also contain the Bidder's name and return address legibly printed.
3. Proposals may only be delivered via U.S.P.S. mail, or private carrier service (including hand delivery) and should be addressed as indicated below. Electronic or facsimile Proposals will not be accepted.

Attn: RFP 2015-0379 Project Manager  
Real Estate Division  
Michigan Dept. of Technology, Management and Budget

**For U.S.P.S delivery:**

P.O. Box 30026  
Lansing, MI 48909

**For private carrier delivery:**

General Office Building  
7150 Harris Drive, Suite 3-B  
Dimondale, MI 48821

4. All information shall be entered on the Bidders Acknowledgement form and the Offer to Purchase Real Property form in ink, either written by hand or typewritten. Mistakes may be crossed out and all corrections inserted before submission of a Proposal. The person signing the Proposal shall initial and date corrections in ink as well as the bottom of each page in the space provided.
5. Bid documents, including the Offer to Purchase Real Property, shall be signed by the person(s) authorized to contractually bind the Bidder. Potential Bidders are encouraged to consult with legal counsel to ensure that their proposal constitutes a legally binding offer. Failure to submit a legally binding offer is grounds for rejection of a Proposal. Proposals must contain original signatures.
6. Bid documents, including the Offer to Purchase Real Property, signed by persons on behalf of entities, other than for a natural person, must be accompanied by documents evidencing authority as follows:
  - a. Submissions by corporations or limited liability companies shall be signed by a person with authority to bind the corporation or limited liability company and shall be accompanied by a current certificate of good standing and certified copies of resolutions authorizing such submission, including the Offer to Purchase Real Property.
  - b. Submissions by municipalities or municipal entities shall be signed by two officers with authority to bind the municipality or the municipal entity and shall be accompanied by certified resolution authorizing the submission, including the Offer to Purchase Real Property.
  - c. Submissions by partnerships shall be signed by the authorized partner and shall be accompanied by a certified copy of the partnership certificate on file with the appropriate County Clerk and a copy of the partnership agreement and any amendments in effect as of the date of submission.
  - d. Submissions by persons doing business under an assumed name shall be accompanied by a certified copy of an assumed name certificate on file with the appropriate County Clerk.
  - e. Submissions by one natural person on behalf of another natural person shall be accompanied by a power of attorney which would be fully effective on the date of signature and irrevocable thereafter and which would authorize such action with regard to this specific transaction.

### **III. Proposal Package Contents**

- A. Bidders must submit one clearly marked original and one complete photocopy of their Proposal package, containing the following information, tabbed in the order below:
  1. Copy of this Request for Proposal (RFP).
  2. Signed Bidder's Acknowledgement, as provided in this RFP.
  3. Signed and initialed Offer to Purchase Real Property with Purchase Price completed and property legal description attached, as included in this RFP, and Addendum, if applicable.
  4. Earnest Money in the form of a cashier's or certified check equal to ten percent (10%) of the proposed purchase price, made payable to the State of Michigan shall be submitted with this Proposal, as security for the Offer to Purchase Real Property. The Earnest Money will be deposited by

the State in a State account and will be applied at closing as a credit against the Purchase Price of the successful Bidder. No escrowing of the Earnest Money deposit will be accepted. Treatment of Earnest Money is more specifically defined in the attached Offer to Purchase Real Property. Earnest Money submitted by unsuccessful Bidders will be returned by certified mail, return receipt requested, and will be placed in the mail no later than ten (10) business days after a successful bidder is selected by DTMB.

5. Signed Release of Liability Form, as provided in this RFP.
6. Evidence of Bidder's financial capability to complete the purchase, including the source of funds that will be used to purchase the Property.

Failure to provide any of the above requested information may result in disqualification of proposal.

The State reserves the right to request additional information pertaining to the Proposal Package, or any other matters related to the Request for Proposal.

The winning Proposal made to the State shall be irrevocable, unless the State cancels this Request For Proposal as provided in Section I.

#### **IV. Property Inspection and RFP Questions**

A guided tour of the subject property for prospective bidders is scheduled for 10:00 a.m. EST on Friday, December 11, 2015. Prospective bidders are encouraged to participate on that tour, but it is not required. Interested parties must pre-register for the tour by completing and submitting the accompanying "Release of Liability" Form by e-mail or fax to the RFP 2015-0379 Project Manager with the DTMB Real Estate Division no later than 5:00 p.m. EST on Thursday, December 10, 2015.

Fax: 517-284-7974

E-mail: [dtmb-realestate@michigan.gov](mailto:dtmb-realestate@michigan.gov)

Each copy of the Release of Liability form can accommodate the signature of one person.

##### **A. Questions Regarding Request for Proposal**

Questions regarding the RFP must be made in writing and submitted electronically to the DTMB Real Estate Division e-mail address [dtmb-realestate@michigan.gov](mailto:dtmb-realestate@michigan.gov) no later than Wednesday, December 16, 2015, by 3:00 p.m. EST. Answers to properly submitted questions will be posted by Wednesday, December 23, 2015.

All questions and answers from all Bidders will be made available on the DTMB Real Estate Division web site [www.michigan.gov/dtmb-realestate](http://www.michigan.gov/dtmb-realestate), under the following link "Surplus Real Property For Sale through DTMB".

The State will not respond to telephone inquiries or visitation by Bidders or their representatives with respect to this RFP, except as may be specifically provided elsewhere in this RFP.

## **V. Method of Award and Selection Criteria**

Complete responses to this RFP will be evaluated by DTMB, which may convene a Joint Evaluation Committee (JEC), based on the extent to which each proposal responds to the information requested herein. Selection criteria will include, but is not limited to, the following:

- A. Specific details in the response, particularly in terms of dates, numbers and dollars. Vague and/or general responses are not acceptable.
- B. The most responsive and responsible Bidder that will allow the State to realize the highest price or highest value.
- C. Evidence of Bidder's financial capability to complete the purchase.
- D. Compliance with statutory, constitutional, and terms set forth in this RFP, including the Offer to Purchase.

The bid shall in all respects be governed by, and construed in accordance with, the laws of the State of Michigan.

## **VI. Best and Final Offer (BAFO)**

If the selection process does not lead to a viable award recommendation, or if deficiencies are identified, DTMB, at its discretion, may prepare a Deficiency Report and/or Clarification Request (DR/CR) for each proposal determined to be in the competitive range. Bidders will be allowed to respond in writing to the DR/CR with a Best and Final Offer (BAFO). The BAFO may include changes to the original proposal, including alterations to the original price proposed. BAFO's must be submitted by the deadline established by DTMB.

After reviewing the BAFO's, DTMB will reevaluate the proposals using the original evaluation method. If an alteration to the original published evaluation criteria is to be made, changes in the criteria will be published to all Bidders as part of the issuance of the DR/CR's.

Bidders will NOT be provided any information about other proposals or where the Bidder stands in relation to others at any time during the evaluation process. Any request for such information will be viewed as a compromise to the evaluation process and the requesting Bidder may be eliminated from further consideration. Requests for proposal information by a Bidder, its subcontractor, or an affiliated party before bid award may also result in disqualification.

Bidders are cautioned to propose their best possible offer at the onset of the process, as there is no guarantee that any proposal will be allowed an opportunity to submit a BAFO.

## **VII. Bid Period Extension**

In the event that the initial bid period does not produce an acceptable bid, DTMB may, at its sole discretion, extend the bidding period until it receives one. Notification of a bidding extension will be made on DTMB's Real Estate Division website

[www.michigan.gov/dtmb-realestate](http://www.michigan.gov/dtmb-realestate) (link "surplus Real Property For Sale through DTMB") Interested parties known to the DTMB Real Estate Division, will also be notified of a bid period extension by mail, whenever possible, as well. The first acceptable bid that is received and accepted by DTMB in the bidding extension period will end the bidding extension period.

#### **VIII. Freedom of Information Act (FOIA)**

All information in a Bidder's proposal is subject to the provisions of the Freedom of Information Act (FOIA), 1976 Public Act 442, as amended, MCL 15.231, et seq.

**Thank you for your interest in doing business with the State of Michigan.**