



STATE LAND BANK AUTHORITY

REQUEST FOR QUALIFICATIONS

RFQ 2021-001

REAL ESTATE DEVELOPMENT PARTNERS

Important Dates:

| Event | Date Due | Time Due | Method of Communication |
|----------------------------|--|-----------------|--|
| RFQ Release | July 16, 2021 | | SLBA website |
| Questions on RFQ | July 26, 2021 | 5:00 pm | Submit questions to: landbank@michigan.gov |
| Answers to Questions | July 30, 2021 | 5:00 pm | SLBA website |
| INITIAL Submissions | August 13, 2021 | 5:00 pm | Submit submissions to: landbank@michigan.gov |
| Award/Reject Notice | August 31, 2021 | | Direct |
| Term of Qualified Listing | The list of Qualified Respondents will begin September 1, 2021 and run through December 31, 2024 ("Term"). | | |
| ONGOING Submissions | Respondents are welcome to continue submitting after the initial due date; those submissions will be reviewed at the end of each quarter. Qualified Respondents utilizing the ongoing submission process will only be added to the list for the remainder of the Term. | | |

REMINDER

Please check your submission to make sure you have included all of the information which is required in this Request for Qualifications (“RFQ”). In addition, please submit files as noted on the RFQ cover page which include the following:

- Cover Sheet (Attachment A)
- Technical Submission (Section II)

Submit marked electronic files of your Technical Submission as noted on the RFQ cover page. The State Land Bank Authority (“SLBA”) will review submissions immediately following the initial due date. Further submissions received after that time will be reviewed at the end of each quarter that it was submitted in. **Submissions will only be accepted as noted on the RFQ cover page.**

RESPONDENTS ARE RESPONSIBLE FOR ASSURING THAT THE FOLLOWING IDENTIFYING INFORMATION APPEARS IN THE FILE NAME OF YOUR SUBMISSION:

- “RFQ 2021-001 Technical Submission”

The SLBA will not respond to telephone inquiries, or visitation by Respondents, or their representatives. Respondent’s sole point of contact concerning the RFQ is below and any communication outside of this process may result in disqualification.

State Land Bank Authority
Post Office Box 30766
Lansing, Michigan 48909
landbank@michigan.gov

Table of Contents

| | |
|---|-----|
| Section I – Statement of Work | 2 |
| A. Purpose & Background Statement | 2 |
| B. Scope & Qualifications..... | 2-3 |
| Section II – Submission Format | 4 |
| A. Submission..... | 4 |
| B. Submission Requirements & Format..... | 4-5 |
| Section III – RFQ Process and Terms & Conditions | 6 |
| A. Questions | 6 |
| B. Submissions..... | 6 |
| C. Economy of Preparation | 6-7 |
| D. Selection Criteria..... | 7 |
| E. Respondent’s Costs..... | 7 |
| F. Taxes..... | 7 |
| G. Conflict of Interest..... | 7 |
| H. Breach of Contract | 8 |
| I. Disclosure of Litigation..... | 8 |
| J. False Information | 8 |
| K. Disclosure | 8 |
| L. Clarification/Changes in the RFQ..... | 8 |
| M. Reservation of SLBA Discretion | 9 |
| N. Jurisdiction | 9 |
| O. Additional Certification | 9 |
| Attachment A – Cover Sheet | A-1 |

REQUEST FOR QUALIFICATIONS
RFQ 2021-001

REAL ESTATE DEVELOPMENT PARTNERS

This RFQ is issued by the SLBA. The SLBA is the sole point of contact with regard to all bidding and contractual matters relating to the services described in this RFQ. The SLBA is the only office authorized to change, modify, amend, alter, clarify, etc. the specifications, terms and conditions of this RFQ and any potential contract(s) awarded as a result of this RFQ. The SLBA will remain the SOLE POINT OF CONTACT throughout the bidding process. ***The SLBA will not respond to telephone inquiries, or visitation by Respondents or their representatives. Respondent's sole point of contact concerning the RFQ is below and any communication outside of this process may result in disqualification.***

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Post Office Box 30766
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SECTION I STATEMENT OF WORK

A) PURPOSE & BACKGROUND STATEMENT

The SLBA seeks corporate firms, companies, partnerships, teams, individuals or professionals (“Respondent”) to undertake development of real estate presently owned or controlled by SLBA or which may become owned or controlled by SLBA. SLBA may also choose to propose or organize development teams which may include architectural, engineering, legal, construction, management and financial service.

SLBA seeks interested Respondents with a record of success in real estate development, especially those able to demonstrate redevelopment or rehabilitation expertise. This RFQ is restricted to services for the SLBA; and submissions with respect to other entities or projects shall be rejected. Submissions are requested from any qualified developer in good standing with the State of Michigan.

The selection process under this RFQ will result in the selection of a group of developer partners or agents. A successful Respondent will demonstrate that they possess the necessary qualifications, structure, and experience to implement a comprehensive new-build, redevelopment, or rehabilitation plan for development on specific sites presented by SLBA. The Respondent, working in concert with the SLBA, will be responsible for, but not limited to, all design, master planning, financing, pre-development and development activities in accordance with agreed upon plans and specifications.

B) SCOPE & QUALIFICATIONS

SLBA issues this RFQ to procure development services for all phases of planning and development required for the future development or rehabilitation of specific properties to be determined by the SLBA. Depending on the assigned project, SLBA may maintain responsibility for decision-making or, alternatively, the Respondent may take on the responsibility for managing parts or all of the entire development process, coordinating the work of the development team, serving as the central point for communication and decision making, and providing advice to the SLBA or its affiliate. In addition, the Respondent may undertake specific tasks either independently or in conjunction with other members of a development team. The range of tasks include, but are not limited to, the following:

- Oversee the preparation of development program and concept plan(s);
- Undertake specific/areawide market analysis;
- Identify, evaluate and assist with property acquisition;
- Initiate or assist with project design (particularly from market and budget perspectives);
- Create development and operating financial proformas;
- Develop conceptual building formats, layouts and elevations;
- Preparing conceptual and final details site development plans;
- Prepare capital and operating cost budgets;
- Initiate, conduct, or assist with zoning and entitlements;
- Prepare applications for government assistance;
- Prepare marketing/sales materials;
- Coordinate marketing/application/pre-leasing-sales processes;

- Prepare financing applications and negotiate terms;
- Coordinate procurement methods and construction contracts;
- Prepare and conduct project cost tracking and analysis; and
- Assist with organizing property management.

Respondent shall present demonstrated experience and expertise in the following:

- The redevelopment or revitalization at site or neighborhood scales;
- Maximizing the use of various financing vehicles/tools;
- The development, construction, and operation of real estate projects;
- Involving neighborhood area residents in community participation; and
- Working with governmental and regulatory authorities necessary for revitalization efforts.

SECTION II SUBMISSION FORMAT

To be considered, each Respondent must submit a COMPLETE submission in response to this RFQ using the format specified. Respondent's submission must be submitted in the format outlined below. There should be no attachments, enclosures, or exhibits other than those required in the RFQ or considered by the Respondent to be essential to a complete understanding of the submission. Each section of the submission should be clearly identified with appropriate headings:

A) SUBMISSION

This RFQ is an open solicitation, meaning Respondent may submit at any time for consideration.

1. One (1) complete electronic copy of the statement/credentials package must be received via email to landbank@michigan.gov.
2. Respondent shall limit its statement/credentials package file to 15MB. Respondent may send more than one file for its statement/credentials package in response to this RFQ.

B) SUBMISSION REQUIREMENTS & FORMAT

The statement/credentials package shall include the following items to be considered:

1. Letter of Interest. The Letter of Interest shall contain Respondent name(s), address, contacts name, title, email, and telephone number to be contacted for clarification or additional information regarding submissions. Copies of, as applicable, Certificate of Incorporation, Articles of Organization, Partnership Agreement, Joint Venture or other organizational document and a corporate resolution, if applicable, signed by the authorized signatory of the Respondent(s), certifying the name of the individual(s) authorized to sign the offer, the contract and any amendments thereto. The Letter of Interest shall be signed by the person designated to represent the Respondent.
2. Organizational Structure. Respondent shall submit an organizational chart showing all individuals/entities to be involved or assigned, with resumes of the key individuals included and a detailed description of the responsibilities that they will be required to perform. All entities that comprise a team are to be identified, indicating their specialization(s) and specific contribution to the team, and the team leader should be clearly identified. A narrative shall be provided that explains structure or relationship(s) proposed.
3. Experience and Competency. The Respondent shall demonstrate experience in producing real estate development projects, in no more than five (5) pages. Submissions are required to detail prior experience relevant to the above-identified tasks, including descriptions, costs, and dates of projects the party considers relevant to demonstrate competency.

4. Financial/Legal Information. The Respondents shall demonstrate legal status and financial capacity via submittal of:
 - A. Certificate of Good Standing under Michigan Law.
 - B. Possession of licensure, as appropriate.
 - C. The most recent financial statements or CPA-prepared balance sheet that clearly show assets, liabilities, credit lines, income debt and/or their most recent audit.
 - D. Other documents which support the financial health of the Respondent.
5. Business References. Respondent shall provide two (2) independent references. Include a brief description of Respondent's business relationship with the reference.
6. Real Estate Types for Consideration. To be considered for any potential development, submissions shall identify one or more of the following real estate types, and provide appropriate information as required in this RFQ:
 - A. Residential (for-sale or for-rent)
 - i. One-family detached or attached
 - ii. Multi-family/missing middle (2-20 units in various building types)
 - B. Commercial
 - i. Single-purpose commercial
 - ii. Mixed residential/commercial
 - C. Industrial
 - i. Warehouse
 - ii. Research/Development
 - D. Energy
 - i. Solar
 - ii. Wind
 - E. Other
 - i. Respondent may propose a type not identified above
7. Apprenticeship Program. Respondent shall demonstrate its experience operating, and/or working with subcontractors who operate an apprenticeship program recognized by the United States Department of Labor. If Respondent does not have prior experience, Respondent shall describe its willingness in exploring, partnering, developing, registering, and launching an apprenticeship program, and/or working with subcontractors who have a registered apprenticeship program.

**SECTION III
RFQ PROCESS AND TERMS & CONDITIONS**

A) QUESTIONS

Questions from any Respondent concerning the specifications in this RFQ must be received via e-mail to landbank@michigan.gov, no later than **5:00 pm on July 26, 2021**.

B) SUBMISSIONS

To be considered, Respondent must submit a complete response to this RFQ, using the format provided in Section II of this RFQ, as noted on the RFQ cover page. No other distribution of submission is to be made by a Respondent.

The Cover Sheet must be **signed physically or electronically** by the Respondent's Authorized Signatory. The Cover Sheet, Attachment A, must be the first page of the Technical Submission.

C) ECONOMY OF PREPARATION

Each submission should be prepared simply and economically, providing a straightforward, concise description of the Respondent's ability to meet the requirements of the RFQ. Emphasis should be on completeness and clarity of content.

D) SELECTION CRITERIA

The selection of a qualified Respondent will be based on SLBA's review on content and quality of submittals in addressing the requirements described in Section II of this RFQ, and each submission will be evaluated on a two-step selection process described below. This RFQ is not a binding agreement. Submittals will be assessed in accordance with the evaluation criteria, and Respondents will be notified whether they have been selected.

1) Step I – Initial Evaluation for Compliance

- a) *Submission Content* – SLBA staff will screen the submissions for technical compliance to include, but not be limited to:
- timely submission of the statement/credentials package
 - submission is signed
 - submission satisfies the form and content requirements of this RFQ

2) Step II – Criteria for Satisfactory Submissions

- a) Only submissions satisfying Step I will be considered by a Joint Evaluation Committee ("JEC") comprised of individuals selected by the SLBA. Only those submissions that satisfy the submission content requirements described in this RFQ, as determined in the sole discretion of the JEC, will be considered for evaluation in Step II. The JEC reserves the right to request additional information from any Respondent.

- b) *Competence, Experience, and Capacity* – The Respondent should indicate its ability to meet the requirements of this RFQ.

| | | Points Possible |
|--------------|-------------------------------------|------------------------|
| 1. | Respondent Information/Completeness | 10 |
| 2. | Prior Experience | 30 |
| 3. | Personnel | 30 |
| 4. | Financial Stability | 30 |
| TOTAL | | 100 |

- c) During the JEC’s review, Respondent may be required to make an oral presentation of its proposal to the JEC. The presentation provides an opportunity for the Respondent to clarify the proposal. The SLBA will schedule any presentations, if requested by the JEC.

E) RESPONDENTS COSTS

SLBA will not reimburse Respondent for any cost(s) involved in the preparation and submission of its response to this RFQ or in the preparation for and attendance at subsequent interviews. Furthermore, this RFQ does not obligate SLBA to accept or contract for any expressed or implied services.

F) TAXES

The SLBA may refuse to qualify a Respondent who has failed to pay any applicable taxes or if the Respondent has an outstanding debt to the State of Michigan or the SLBA.

Except as otherwise disclosed in an exhibit to the submission, Respondent certifies that all applicable taxes are paid as of the date the Respondent’s qualifications were submitted to the SLBA and the Respondent owes no outstanding debt to the State of Michigan or the SLBA.

G) CONFLICTS OF INTEREST

The Respondent must disclose, in an exhibit to the submission, any possible conflicts of interest, as part of their response, to SLBA. SLBA will consider the nature of the Respondent’s responsibilities and the degree of potential or apparent conflict in deciding the course of action that the Respondent needs to take to remedy the conflict of interest. A conflict of interest exists wherever an individual could benefit directly or indirectly from access to information or from a decision over which they may have influence and includes a perceived conflict where someone might reasonably perceive there to be such benefit and influence. A conflict of interest occurs when a staff member or consultant attempts to promote a private or personal interest that results in an interference with the objective exercise of their job responsibilities or gains any advantage by his/her position and working relationship with SLBA. Conflicts of interest may be real, potential or perceived. Failure by the Respondent to disclose a conflict of interest, be it real, potential, or perceived, will result in disqualification.

H) BREACH OF CONTRACT

Except as otherwise disclosed in an exhibit to Respondent's submission, Respondent is not in material default or breach of any contract or agreement that it may have with the State of Michigan or any of its departments, commissions, boards or agencies, or any other public body in the State of Michigan. Further, Respondent represents and warrants that it has not been a party to any contract with the State of Michigan or any public body that was terminated within the previous five (5) years because the Respondent failed to perform or otherwise breached an obligation of such contract.

I) DISCLOSURE OF LITIGATION

Except as otherwise disclosed in an exhibit to Respondent's submission, there is no criminal litigation, investigations or proceedings involving the Respondent or any of the Respondent's officers or directors or any litigation or proceedings under the Sarbanes-Oxley Act. In addition, Respondents must disclose in the exhibit requested under this Section of the RFQ any civil litigation, arbitration or proceeding to which the Respondent is a party and which involves: (1) disputes that might reasonably be expected to adversely affect the viability or financial stability of the Respondent; or (2) a claim or written allegation of fraud or breach of contract against Respondent, by a governmental or public entity arising out of their business dealings with governmental or public entities. Details of any settlements which Respondent is prevented from disclosing under the terms of the settlement may be annotated as such.

J) FALSE INFORMATION

If the SLBA determines that a Respondent purposefully or willfully submitted false information in response to this RFQ, the Respondent will not be considered and will result in disqualification.

K) DISCLOSURE

All Respondents should be aware that submissions submitted to the SLBA in response to this RFQ may be subject to disclosure under the provisions of Public Act 442 of 1976, as amended, known as the Freedom of Information Act ("FOIA"). Accordingly, confidential information should be excluded from Respondents' submissions. Respondents, however, are encouraged to provide sufficient information to enable the SLBA to determine the Respondent's qualifications and to understand or identify areas where confidential information exists and could be provided.

L) CLARIFICATION/CHANGES IN THE RFQ

Changes made to the RFQ as the result of responses made to qualifying questions or concerns will be posted on SLBA's website. Respondents are encouraged to regularly check for changes or other information related to this RFQ.

If the initial period does not produce a viable response, the SLBA may, at its discretion, extend the period until it receives a viable submission. Timeliness will be moved to correspond to the accepted submission date. Notification of an extension will be made on SLBA's website. The first qualifying submission that is received and accepted will end the extension period.

M) RESERVATION OF SLBA DISCRETION

Notwithstanding any other statement in this RFQ, the SLBA reserves the right to:

- 1) reject any and all submissions;
- 2) waive any errors or irregularities in the bidding process or in any submission;
- 3) rebid the project;
- 4) revise or reduce the scope of the project, and rebid or negotiate with any Respondent regarding the revised project;
- 5) defer or abandon the project
- 6) amend or revise the RFQ; AND/OR
- 7) request clarification of information submitted and to request additional information of one or more Respondents.

The SLBA's decision is final and not subject to appeal. Any attempt by a Respondent, collaborating entity, or other party of interest to the project to influence the awards process, to appeal, and/or take any action, including, but not limited to, legal action, regarding the submission or awards process in general may result in the Respondent's disqualification and elimination from the award process.

N) JURISDICTION

The laws of the State of Michigan shall govern this RFQ. The parties shall make a good faith effort to resolve any controversies that arise regarding this RFQ. If a controversy cannot be resolved, the parties agree that any legal actions concerning this RFQ shall be brought in the Michigan Court of Claims or, as appropriate, the Ingham County Circuit Court in Ingham County, Michigan. Respondent acknowledges that it is subject to the jurisdiction of this court and agrees to service by first class or express delivery wherever Respondent resides, in or outside of the United States.

O) ADDITIONAL CERTIFICATION

Pursuant to Public Act 517 of 2012, an Iran linked business is not eligible to submit a submission on a request for qualifications, with a public entity.

Respondents must certify on the Cover Sheet that it is not an Iran-linked business as defined in MCL 129.312.

Failure to sign this certification will result in disqualification from consideration.

ATTACHMENT A

Request for Qualifications Response Cover Sheet Form
(attach as a cover sheet to your submission file)
REAL ESTATE DEVELOPMENT PARTNERS
RFQ 2021-001

General Information:

Firm Legal Name: _____ SIGMA ID #*: _____

Firm's DBA (if any): _____

Firm's Address: _____

Firm's Telephone #: _____ Fax #: _____

Contact's Email Address: _____

Name of Authorized Signatory for the firm: _____

Michigan Limited Liability Company Michigan Corporation

Other: _____

Check if firm qualifies as any of the following: DBE MDE WBE

CERTIFICATIONS - Authorized Signatory to initial each of the following, as applicable:

_____ Respondent certifies that it is not an Iran-linked business as defined in MCL 129.312.

_____ Respondent certifies that it is not presently subject to any legal action or judgement, as described in Section III(I).

_____ Respondent certifies that taxes are paid to federal, state, and local jurisdictions as of this date.

_____ Respondent certifies that it owes no outstanding debt to the State of Michigan or SLBA.

_____ Respondent certifies that: (check one)

- To the best of its knowledge, there exists no actual or potential conflict of interest between Respondent, Respondent's project manager(s) or its family's business or financial interests ("Interests") and the service provided under a potential agreement.
- That there is an actual or potential conflict which is explained in the submittal.

Signature of Authorized Signatory

Date: _____

*Your SIGMA ID Number is located in your State of Michigan vendor file. If you are not currently registered as a vendor with the State of Michigan, you may go to: www.michigan.gov/SIGMAVSS and register. If you have any problems, please contact the SIGMA helpline at 1-800-856-6246.