



Genesee County Land Bank Authority

452 S. Saginaw St. 2nd Floor, Flint, MI 48502

Request for Proposal: Attorney at Law Services

BID NUMBER: LB 23-S001

Due Date: Monday, July 31, 2023 at 4:00 pm EST

Genesee County Land Bank Authority (GCLBA)



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REQUEST FOR PROPOSALS – ATTORNEY AT LAW SERVICES

INTRODUCTION

A. Overview

This Request for Proposals (“RFP”) is being issued by Genesee County Land Bank Authority (“GCLBA”). GCLBA invite the submission of proposals from Attorneys at Law to facilitate the drawing up and forming of a condominium association.

Attorney services may involve assistance with creating a legal entity, establishing authority, electing a governing board, electing an officer or officers, establishing management, complying with filing and taxation requirements, opening bank accounts after obtaining a tax ID, confirming condo associations insurance, establishing collection procedures and fines

Attorney must be licensed to practice law in the state of Michigan. GCLBA encourage participation by respondents who are MBE/WBE.

Nothing in this RFP shall be construed to create any legal obligation on the part of GCLBA or any respondents. GCLBA reserves the right, in its sole discretion, to amend, suspend, terminate, or reissue this RFP in whole or in part, at any stage. In no event shall GCLBA be liable to respondents for any cost or damages incurred in connection with the RFP process, including but not limited to, any and all costs of preparing a response to this RFP or any other costs incurred in reliance on this RFP. No respondent shall be entitled to repayment from GCLBA for any costs, expenses or fees related to this RFP. All supporting documentation submitted in response to this RFP will become the property of the GCLBA. Respondents may also withdraw their interest in the RFP, in writing, at any point in time as more information becomes known.

Each proposer is responsible for labeling the exterior of the sealed envelope containing the proposal response with the proposal number, proposal name, proposal due date and time, and your firm’s name. The proposal request number and due date for this Bid is:

PROPOSAL REQUEST NUMBER: #LB 23-S001

DUE DATE: July 31, 2023 @ 4:00 PM EST

Attorneys at Law must comply with the Genesee County Land Bank Authority Fair Housing Policy as stated below:

Equal housing opportunity for all persons, regardless of race, color, national origin, religion, age, sex, familial status, marital status, sexual orientation or disability, is a fundamental policy of the Genesee County Land Bank Authority. GCLBA is committed to diligence in assuring equal housing opportunity and non-discrimination to all aspects of its housing activities. As a county governmental authority undertaking housing activities, GCLBA has an ethical as well as legal imperative to work aggressively to ensure



that GCLBA housing programs comply fully with all local, state and federal fair housing laws. See the Land Bank website for more information. <http://www.thelandbank.org/policies.asp>

For questions on Fair Housing, please contact our Fair Housing Compliance Specialist, Alexandria Riley at (810) 257-3088 ext 525 or ariley@thelandbank.org.

All Attorneys chosen must comply with all Federal Fair Housing Laws as well as discrimination prohibitions.

B. Time of Completion

Any agreement awarded pursuant to this RFP solicitation shall be in accordance with the scope of work and compensation as outlined below, and, within a mutually agreed upon expedited timeframe.

C. Term of Service

Any Attorney selected as a result of this RFP solicitation shall provide services to GCLBA for a year with the possibility of up to five years determined on a yearly basis.

D. Background

The Land Bank's mission is to restore value to the community by acquiring, developing and selling vacant and abandoned properties in cooperation with stakeholders who value responsible land ownership.

The GCLBA acquires properties through the tax foreclosure process. All tax foreclosed properties that go unsold through public auction and are not accepted by the state or local unit of government are transferred from the County Treasurer to the GCLBA. Once properties are under the ownership of the GCLBA, they can be sold on a case by case basis. The GCLBA may also do some rehabilitation work on some of the properties it acquires.

The GCLBA also completes some demolitions when grant funding allows helping clean up blight in the community.

PROFESSIONAL SERVICE REQUIREMENTS

1. A. Scope of Work

GCLBA needs assistance with forming a condominium association for a 16 unit residential development in the City of Flint; GCLBA is currently the developer. The units consist of attached duplex and triplex residences of 2-3 bedrooms each. Homes will be sold as single family residential homes to income eligible buyers.

Services include but are not limited to:

1. Assistance with creating a legal entity
2. Establishing authority



3. Electing a governing board
4. Electing an officer or officers
5. Establishing management
6. Complying with filing and taxation requirements
7. Opening bank accounts after obtaining a tax ID
8. Confirming condo associations insurance
9. Establishing collection procedures and fines

2. B. Compensation

All proposals shall include Attorney fees for each service.

EVALUATION CRITERIA AND SCORING

In evaluating responses to this Request for Proposal, GCLBA will take into consideration the experience, capacity, and costs that are being proposed by the Respondent. The following Evaluation Criteria will be considered in reviewing submittals:

3. A. Experience and Capacity

The point system is to evaluate the experience and capacity of the Respondent.

1. Experience with Michigan Residential Real Estate Law. (30 points total)

One (1) to five (5) years of experience.	10 Points
Five (5) to ten (10) years of experience.	20 Points
Greater than ten (10) years of experience.	30 Points

2. Number of condominium associations developed by Respondents in last 5 years (20 points total)

Bottom 1/3 of proposals	5 Points
Middle 1/3 of proposals	10 Points
Top 1/3 of proposals	20 Points

3. Respondents will be awarded up to 30 points for their **detailed plan** and strategy to address the scope of work.

4. Specialized experience in Genesee County (20 points)

Bottom 1/3 of proposals	5 Points
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Middle 1/3 of proposals	10 Points
Top 1/3 of proposals	20 Points

5. Compensation (30 points)

Highest 1/3 of proposals	10 Points
Middle Cost 1/3 of proposals	20 Points
Lowest Cost 1/3 of proposals	30 Points

SUBMITTAL REQUIREMENTS

RFP responses must be submitted via hard copy. Each respondent shall submit one (1) original and two (2) copies of the following documents in a clear, legible, 12 point font, and 8.5 by 11 inch format. **Responses not submitted via hard copy will not be considered.** Respondents are advised to adhere to the Submittal Requirements. Failure to comply with the instructions of this RFP will be cause for rejection of submittals.

GCLBA reserve the right to seek additional information to clarify responses to this RFP. Each response must include the following:

4. A. Letter of Interest

Please submit a Cover Letter of Interest signed by a duly authorized officer or representative of the Respondent, not to exceed two pages in length. The Letter of Interest must also include the following information:

1. The principal place of business and the contact person, title, telephone/fax numbers and email address.
2. A brief summary of the qualifications of the Respondent and team.
3. Description of organization (i.e. Corporation, Limited Liability Company, or Joint Venture).
4. The names and business addresses of all Principals of the Respondent. For purposes of this RFP “Principals” shall mean persons possessing an ownership interest in the Respondent.
 - If the Respondent is a partially owned or fully-owned subsidiary of another organization, identify the parent organization and describe the nature and extent of the parent organization’s approval rights, if any, over the activities of the Respondent.
 - If the Respondent is a partially owned or fully-owned subsidiary of another organization, identify the parent organization and describe the nature and extent of the parent organization’s approval rights, if any, over the activities of the Respondent.

5. B. Threshold Requirements



These documents must be submitted and acceptable before GCLBA will review the Experience and Capacity proposal:

1. Copy of Respondent's Law License
2. Copy of Respondent's Business License
3. Certificate of Good Standing for a Corporation or Certificate of Existence for Limited Liability Company) issued by the Michigan Secretary of State (If Respondent is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable, must be submitted for each entity comprising the joint venture.)
4. Evidence of Insurance: Commercial General Liability with limits not less than \$2,000,000; Workers Compensation and Employers Liability with limits not less than \$500,000; Automobile Liability with limits not less than \$1,000,000 per occurrence; and, Professional Liability with limits not less than \$1,000,000. Please be sure to include the attached Insurance Checklist fully completed.
5. Evidence of Financial Stability: All Respondents shall include their most recent financial statements with the proposal response. This information will assist GCLBA in determining the Respondent's financial condition. GCLBA is seeking this information to ensure that the proposer's have the financial stability and wherewithal to assure good faith performance.
6. Three (3) references of related projects, including date of project, contact person and phone number, and a brief description of the project.
7. Conflict of Interest Statement & Supporting Documentation: Respondent shall disclose any professional or personal financial interests that may be a conflict of interest in representing the GCLBA. In addition, all Respondents shall further disclose arrangement to derive additional compensation from various investment and reinvestment products, including financial contracts.
8. Certification Form Note and Signature Page attached hereto at the end of this RFP and incorporated herein by reference must be signed by Respondent and attached to the Letter of Interest. Additionally, at least one of the proposals submitted is to include an **original signature** of an official authorized to bind the proposer to the proposal response.

6. C. Main Proposal

Please ensure that you are addressing the scoring criteria in your proposal. Please provide the following information:

1. Experience with Michigan Residential Real Estate Law.
2. Experience in facilitating the formation of condominium associations.
3. Number of condominium associations formed by Respondents in Michigan in the last 5 years, please identify if any of these properties were attached homes.
4. Outline of plan to address the scope of work.
5. Respondents should state whether they are a MBE/WBE. If so, please provide a copy of a current MBE/WBE certification letter.
6. Compensation – All proposals shall include a fee schedule for each service.



7. Staff Experience and Resumes – All proposers shall provide a brief history of the firm including staff’s experience, résumé’s and accomplishments that are relevant to the scope of work stated in this proposal.
8. Description of areas within Genesee County familiar with and specialize in.

SELECTION PROCESS

The Selection Committee comprised of GCLBA staff will review qualifications in accordance with the evaluation criteria set forth herein. Proposals that are submitted timely and comply with the mandatory requirements of the RFP will be evaluated in accordance with the terms of the RFP. Any contract resulting from this RFP will not necessarily be awarded to the vendor with the lowest price. Instead, a contract shall be awarded to the vendor whose proposal received the most points in accordance with criteria set forth in RFP.

The Selection Committee will select one Attorney at Law to enter into a contract with.

QUESTIONS

Questions regarding this RFP should be submitted in writing via email to tgilbert@thelandbank.org.

SUBMITTAL DUE DATE

Responses to this RFP are due by 4:00 pm on Monday, July 31, 2023. Each Respondent is responsible for labeling the exterior of the sealed envelope containing the proposal response with the proposal number, proposal name, proposal due date and time, and your firm’s name. Hard copies must be delivered to:

Genesee County Land Bank Authority
Attn: Travis Gilbert, Real Estate Development & Communications Project
Manager
452 S. Saginaw St. 2nd Floor
Flint, MI 48502



GENESEE COUNTY INSURANCE CHECKLIST

PROFESSIONAL SERVICES CONTRACT FOR:

LB 23-S001 Attorney at Law

Coverage Required

Limits (Figures denote minimums)

<input checked="" type="checkbox"/> 1. Workers' Compensation	Statutory limits of Michigan
<input checked="" type="checkbox"/> 2. Employers' Liability \$500,000 policy limit, disease	\$100,000 accident/disease
<input checked="" type="checkbox"/> 3. General Liability aggregate	Including Premises/operations \$1,000,000 per occurrence with \$2,000,000
and	Including Products/Completed Operations
<input checked="" type="checkbox"/> 4. Professional liability aggregate	Contractual Liability \$1,000,000 per occurrence with \$2,000,000
<input type="checkbox"/> 5. Medical Malpractice aggregate	Including errors and omissions \$200,000 per occurrence \$800,000 in
<input type="checkbox"/> 6. Automobile liability accident- Non-owned	\$1,000,000 combined single limit each Owned, Hired,
<input type="checkbox"/> 7. Umbrella liability/Excess Coverage	\$1,000,000 BI & PD and PI
<input type="checkbox"/> 8 <u>named as an additional insured on other than workers' compensation via endorsement. A copy of the endorsement or evidence of blanket Additional Insured language in the policy must be included with the certificate.</u>	
<input type="checkbox"/> 9. Other insurance required:	
<input type="checkbox"/> 10. Best's rating: A VIII or better, or its equivalent (Retention Group Financial Statements)	
<input type="checkbox"/> 11. The certificate must state bid number and title	

Prospective Respondant's Statement

I understand the insurance requirements and will comply in full if awarded the contract.

Respondent

Signature

Required general insurance provisions are provided in the checklist above. These are based on the contract and exposures of the work to be completed under the contract. Modifications to this checklist may occur at any time prior to signing of the contract. Any changes will require approval by the Executive Director of the GCLBA. To the degree possible, all changes will be made as soon as feasible.



CERTIFICATION FORM NOTE

THIS PAGE MUST BE COMPLETED AND INCLUDED WITH THE SUBMITTAL CERTIFICATION

The undersigned hereby certifies, on behalf of the Respondent named in this Certification (the “Respondent”), that the information provided in this RFP submittal to GCLBA is accurate and complete, and I am duly authorized to submit same. I hereby certify that the Respondent has reviewed this RFP in its entirety and accepts its terms and conditions.

(Name of Respondent)

(Signature of Authorized Representative)

(Typed Name of Authorized Representative)

(Title)

(Date)



SIGNATURE PAGE

GENESEE COUNTY RFP #LB 23-S001 ATTORNEY AT LAW SERVICES

The undersigned represents that he or she:

1. is duly authorized to make binding offers on behalf of the company,
2. has read and understands all information, terms, and conditions in the RFP,
3. has not engaged in any collusive actions with any other potential proposers for this RFP,
4. hereby offers to enter into a binding contract with Genesee County for the products and services herein offered, if selected by Genesee County within 120 days from proposal due date,
5. certify that it, its principals, and its key employees are not “Iran linked businesses,” as that term is described in the Iran Economic Sanctions Act, P.A. 2012, No. 517, codified as MCL 129.311, et seq.
6. acknowledges the following addenda _____ issued as part of the RFP:

Conflict of Interest:

____To the best of our knowledge, the undersigned firm has no potential conflict of interest due to any other County contracts, or property interest for this proposal.

OR

____The undersigned firm by attachment to this form, submits information which may be a potential conflict of interest due to other County contracts, or property interest for this Proposal.

Exceptions to Solicitation and/or Standard Contract: NO _____ YES _____ (include attached statement)

Name (typed): _____

Signature: _____ Title: _____

Company: _____

Federal Employee Identification Number (FEIN): _____

DUNS Number: _____

Date: _____

Contact Person of company representative for matters regarding this RFP

CONTACT NAME

POSITION

E-MAIL

MAILING ADDRESS

CITY

STATE

ZIP CODE



PHONE

FAX

RFP SUBMITTAL REQUIREMENTS CHECKLIST

Please provide Checklist with response to RFP

- RFP Submittal Requirements Checklist
- Letter of Interest
- State License and or Certification
 - Copy of Real Law License
 - Copy of Business License
- Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Michigan Secretary of State (If Respondent is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable, must be submitted for each entity comprising the joint venture.)
- Evidence of Insurance and Insurance Checklist
- Evidence of Financial Stability
- References
- Conflict of Interest Statement & Supporting Documentation
- Certification Form Note and Signature Page
- Description of Company
- Experience of Company
- Pricing Proposal
- MBE/WBE if applicable

