

# Request for Quotes



Tax Foreclosure  
2020

RFQ Released: 03/12/2020  
Deadline for Questions: 4pm on 04/06/2020  
Deadline for Submission: 4pm on 04/08/2020  
Interviews Conducted: 2-5 p.m. 04/09/2020

Economic Development and Communications Department  
14300 Oak Park Blvd.  
Oak Park, MI 48237

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## **Section 1: Summary**

This is an opportunity to bid on purchasing the tax foreclosed properties within the City of Oak Park through the City's right of first refusal. The ideal Bidder will rehabilitate the property and sell it to homeowner occupants. Vacant lots will have new homes constructed on them and commercial properties will be rehabilitated and either sold or leased to desirable businesses. The Successful Bidder will purchase the properties "as is" at the cost of foreclosure plus administration fees and any outstanding water, property taxes, assessments, and city code violations.

### *What We Need*

Bidders with experience in doing similar projects and a proven track record. A Bidder who has the financial wherewithal to complete the project within a short time frame. A Bidder who can take the worst house on the block and transform it into the best house on the block, thus helping to improve market values in the community.

### *About Us*

The City of Oak Park is situated on the southern border of Oakland County, Michigan, and serves as a suburban ambassador to Detroit. Incorporated as a city in 1945, Oak Park's current population exceeds 29,000 and is home to more than 1,000 local businesses, including corporate headquarters.

## **Section 2: Key Information**

### *1.1 Context*

- a. This Request for Quote (RFQ) is an invitation to suitably qualified Bidders to submit a Quote for the tax foreclosure program opportunity.
- b. This RFQ is a three-step procurement process. In order for a bidder to be evaluated in Step 2 they must meet all requirements in Step 1. Step 3 involves an interview phase for all bidders that meet the requirements of Step 1 and Step 2. Bidders must be available for interviews on April 9, 2020 between 3 p.m. to 6 p.m. to be considered.

### *1.2 Our Timeline*

Here is our timeline for the RFQ process:

- RFQ Released: 03/12/2020
- Deadline for Questions: 4pm on 04/06/2020
- Deadline for Submission: 4pm on 04/08/2020
- Interviews: 2 p.m. to 5 p.m. 04/09/2020
- Bidders Notified: 04/22/2020

### *1.3 Contact Information*

All inquiries must be directed to our Point of Contact. We will manage all external communications through this Point of Contact.

Point of Contact:

Kim Marrone

Economic Development and Communications Director, City of Oak Park

kmarrone@oakparkmi.gov

(248) 691-7404

### *1.4 Developing and Submitting Your Quote*

- a. This is an open and competitive process. The RFQ sets out the step-by-step process and conditions that apply.
- b. Take time to read and understand the RFQ.
- c. If anything is unclear or you have a question, ask the Point of Contact. Please do so before the Deadline for Questions on 04/06/2020. Email kmarrone@oakparkmi.gov or call (248) 691-7404.
- d. In submitting your Quote, Bidders must submit the Response Form provided. See link: [www.oakparkmi.gov](http://www.oakparkmi.gov) , Helpful Links section
- e. Bidders must also complete and sign the declaration at the end of the Response Form.

f. Check that you have provided all information requested, and that all information is in the order requested.

g. Please ensure you get your Quote to us before the Deadline for Quotes on 04/08/2020.

**h. Incomplete submissions will NOT be considered.**

#### *1.5 Address for Submitting Your Quote*

a. Six (6) hard copies of the Quote must be submitted in a sealed envelope to the City Clerk's Office at Oak Park City Hall, located at 14000 Oak Park Blvd, Oak Park, MI 48237.

b. In addition to the hard copies, an electronic copy of the Quote must also be emailed to the Point of Contact or provided via USB submitted with the packet.

Point of Contact:

Kim Marrone

[kmarrone@oakparkmi.gov](mailto:kmarrone@oakparkmi.gov)

c. Bids will be accepted and reviewed for completeness, only, on this date. Bidders with complete submissions which meet the requirements in Step 1 and 2 will be invited in for an interview sometime between 3 p.m. and 5 p.m. on 04/09/2020.

#### *1.6 RFQ Terms and Conditions*

a. In submitting a Quote, the Bidder agrees that their Quote will remain open for acceptance by the City for thirty (30) days from the Deadline for Quotes.

b. The entire RFQ process is subject to the RFQ Terms and Conditions described in Section 4.

#### *1.7 Later Changes to the RFQ or RFQ Process*

If, after publishing the RFQ, the City needs to change anything about the RFQ or RFQ process, or if the City wants to provide suppliers with additional information, we will let all stakeholders know via the City website RFQ page information.

### **Section 3: Our Evaluation Approach**

We will be evaluating Bidders on a wide variety of criteria, broken down into two categories: required and additional. The Quote submitted by each Bidder should include all required criteria, and should include as many additional criteria as possible.

#### **STEP 1**

##### *Required Criteria*

Construction Experience: Demonstrated experience of at least 2 years doing construction projects of a similar scope and size. If the bidder holds a builders license, include proof of licensing through the State of Michigan as regulated by the Bureau of Construction Codes. If the bidder will be subcontracting the work, please provide proof of the contractor anticipated to do the work.

Minimum Investment: Commitment to a minimum of \$35,000 invested into each property.

Average Investment: Commitment to an average investment of \$50,000 among all properties.

Admin Fee: Payment to the City of at least \$7,000 per property for administrative fees.

Financial Stability: Demonstrated financial stability with supporting documentation evidencing that the applicant has sufficient cash reserves and/or guaranteed financing to complete a minimum of 7 homes. Bidders must not owe delinquent taxes, utilities, or have outstanding building code violations or enforcement actions pending in any County/municipality. Bidders subject to any tax levy, or that have outstanding tax obligations to the IRS or State of Michigan, will not be considered.

Occupant Type: Commitment that all homes will be marketed for sale, and sold to a homeowner occupant by Warranty Deed at fair market value. No land contract sales. Bidders that suggest an intention to use residential properties as rentals will not be considered. Bidders may not sell properties back to former owners or lienholders of a property without the express written permission of the City of Oak Park.

Vacant Lot: Commitment to build a new home on all vacant lots. Completion of the homes must be done within 18 months.

## STEP 2

### *Additional Criteria*

Capacity Experience: Demonstrated experience in working with a similar amount/capacity of homes in a certain timeframe.

Quality of Work: Evidence of quality of past home construction work (i.e. before/after photos).

Materials Used: The use of sustainable, energy efficient construction materials and design.

Sales: Evidence of comparable sales of similar homes at fair market value in the surrounding geographic area. Include MLS data, if available.

Community Support: Evidence of past support for the community and/or demonstrated commitment to future support for the community.

Timeline: Provide comprehensive timeline of project.

When reviewing each Quote and scoring each Bidder, each criteria will be given a score of 1-5, with 1 being a poor score and 5 being a great score. Points for each criteria will be added up, thus giving each Bidder a final score that will be used to make the final award decision.

STEP 3- only bidders that satisfy the criteria in STEPS 1 and 2 will be invited to participate in STEP 3.

#### *Interview*

Interviews with the applicant and judging panel will take place on April 9, 2020 between the hours of 3 p.m. to 5 p.m. Interviews will last a maximum of 15 minutes and the applicant should come prepared to answer any questions the panel may have. Notice of time slots assigned to each applicant will be sent via email on April 8, 2020. Applicants must be available during this time for an interview. The panel will not consider any additional documentation at the time of the interview that was not included in the Bidder's Submission.

### **Section 4: RFQ Terms and Conditions**

#### *1. City's Point of Contact*

- a. All enquiries regarding the RFQ must be directed by email or phone to the City's Point of Contact. Bidders must not directly or indirectly approach any representative of the City, or any other person, to solicit information concerning any aspect of the RFQ.
- b. Only the Point of Contact is authorized to communicate with Bidders regarding any aspect of the RFQ. The City will not be bound by any statement made by any other person.
- c. The City may change the Point of Contact at any time. The City will notify Bidders of any such change via the City website RFQ page.

#### *2. Conflict of Interest*

- a. Each Bidder must complete the Conflict of Interest Declaration in the Response Form and must immediately inform the City should a Conflict of Interest arise during the RFQ process. A material Conflict of Interest may result in the Bidder being disqualified from participating further in the RFQ.

#### *3. Ethics*

- a. Bidders must not attempt to influence or provide any form of personal inducement, reward, or benefit to any representative of the City in relation to this RFQ.
- b. A Bidder who attempts to do anything of the sort may be disqualified from participating in this RFQ process and future RFQ processes.

c. The City reserves the right to require additional declarations, or other evidence from a Bidder, or any other person, throughout the RFQ process to ensure probity of the RFQ process.

#### *4. Anti-Collusion and Bid-Rigging*

a. Bidders must not engage in collusive, deceptive, or improper conduct in the preparation of their Quotes or other submissions or in any discussions or negotiations with the City. Such behavior will result in the Bidder being disqualified from participating further in the RFQ process. In submitting a Quote the Bidder warrants that its Quote has not been prepared in collusion with another Bidder.

b. The City reserves the right, at its discretion, to report suspected collusive or anti-competitive conduct by Bidders to the appropriate authority and to give that authority all relevant information including a Bidder's Quote.

#### *5. Confidential Information*

a. The City and Bidder will each take reasonable steps to protect confidential information and will not disclose confidential information to a third party without the other's prior written consent.

b. The City and Bidder may each disclose confidential information to any person who is directly involved in the RFQ process on its behalf, such as officers, employees, consultants, contractors, professional advisors, evaluation panel members, partners, principals, or directors, but only for the purpose of participating in the RFQ.

#### *6. Confidentiality of RFQ Information*

a. For the duration of the RFQ, to the date of the announcement of the Successful Bidder, or the end of the RFQ process, the Bidder agrees to keep the RFQ strictly confidential and not make any public statement to any third party in relation to any aspect of the RFQ, the RFQ process or the award of any contract without the City's prior written consent.

#### *7. Costs of Participating in the Process*

a. Each Bidder will meet its own costs associated with the preparation and presentation of its Quote and any negotiations.

#### *8. Ownership of Documents*

a. The RFQ and its contents remain the property of the City. All intellectual property rights in the RFQ remain the property of the City or its licensors. The City may request the immediate return or destruction of any or all RFQ documents and any copies. Bidders must comply with any such request in a timely manner.

b. All documents forming the Quote will, when delivered to the City, become the property of the City. Quotes will not be returned to Bidders at the end of the process.

#### *9. Elimination*

a. The City may exclude a Bidder from participating in the RFQ if the City has evidence of any of the following, and is considered by the City to be material to the RFQ:



- i. the Bidder has failed to provide all information requested, or in the correct format, or materially breached a condition of the RFQ
- ii. the Quote contains a material error, omission, or inaccuracy
- iii. the Bidder is in bankruptcy, receivership, or liquidation
- iv. the Bidder has made a false declaration
- v. there is a serious performance issue in a historic or current contract delivered by the Bidder
- vi. the Bidder has been convicted of a serious crime or offence
- vii. there is professional misconduct or an act or omission on the part of the Bidder which adversely reflects on the integrity of the Bidder
- viii. the Bidder has failed to pay taxes, utilities, or other levies, or has a history of enforcement actions for failure to comply with local ordinances or laws.
- ix. the Bidder, whether it be individuals or corporate entities with common ownership interests, has previously been awarded properties under the RFQ process and failed to comply in any respect with RFQ guidelines.

#### *10. City's Additional Rights*

a. Despite any other provision in the RFQ, the City may, on giving due notice to Bidders:

- i. amend, suspend, cancel, and/or re-issue the RFQ, or any part of the RFQ
- ii. make any material change to the RFQ on the condition that Bidders are given a reasonable time within which to respond to the change.

b. Despite any other provision in the RFQ, the City may:

- i. accept a late Quote if it is the City's fault that it is received late
- ii. in exceptional circumstances, accept a late Quote where it considers that there is no material prejudice to other Bidders. The City will not accept a late Quote if it considers that there is risk of collusion on the part of a Bidder, or the Bidder may have knowledge of the content of any other Quote
- iii. in exceptional circumstances, answer a question submitted after the Deadline for Questions, if applicable
- iv. accept or reject any Quote, or part of a Quote

v. provide or withhold from any Bidder information in relation to any question arising in relation to the RFQ. Information will usually only be withheld if it is deemed unnecessary, is commercially sensitive to a Bidder, is inappropriate to supply at the time of the request or cannot be released for legal reasons

vi. amend the proposed contract at any time, including during negotiations with the shortlisted Bidder

vii. waive irregularities or requirements in the RFQ process where it considers it appropriate and reasonable to do so.

c. The City may request that a Bidder agree to::

- i. selecting any individual elements of the requirements that is offered in a Quote and capable of being delivered separately, unless the Quote specifically states that the Quote, or elements of the Quote, are to be taken collectively
- ii. selecting two or more Bidders to deliver the requirements as a joint venture or consortium.

## 11. Disclaimer

- a. The City will not be liable in contract, tort, equity, or in any other way whatsoever for any direct or indirect damage, loss, or cost incurred by any Bidder or any other person in respect of the RFQ process.
- b. Nothing contained or implied in the RFQ, or RFQ process, or any other communication by the City to any Bidder shall be construed as legal, financial, or other advice. The City has endeavored to ensure the integrity of such information. However, it has not been independently verified and may not be updated.

## Section 5: Definitions

*Bidder*: An entity that is engaging in the RFQ process by making a bid.

*Bidders Notified*: The anticipated date that Bidders will be notified about whether they were successful or unsuccessful.

*City*: Refers solely to the City of Oak Park.

*Deadline for Questions*: The last date that Bidders may ask questions about the RFQ.

*Deadline for Quotes*: The last date that Bidders may submit Quotes.

*Point of Contact*: The agent of the City responsible for conducting the RFQ process and dealing with inquiries and questions from Bidders.

*Quote*: The response a Bidder submits in reply to the RFQ.

*Response Form*: The online form to be used by Bidders as part of the RFQ process.

*RFQ*: Request for Quote.

*RFQ Released*: The date that the RFQ is posted.

*Successful Bidder*: The entity that submitted a quote for this RFQ that is selected to carry out the project.