

CHARTER TOWNSHIP OF PLYMOUTH



REQUEST FOR PROPOSAL REAL ESTATE BROKERAGE AND CONSULTING SERVICES

STATEMENT AND PURPOSE

The Charter Township of Plymouth seeks a real estate brokerage and consulting firm to perform the full range of services related to the successful disposition of the subject property on Five Mile Road. (see Exhibit A). The property was appraised in 2017 at \$4,080,000. (A copy of the full, 85-page appraisal is available upon request by contacting either the Supervisor or Clerk's Offices).

Interested brokers and consultants may submit qualifications, in PDF form and three (3) hard copies, to:

Township Clerk Jerry Vorva at jvorva@plymouthtwp.org

Township Supervisor Kurt L. Heise at kheise@plymouthtwp.org

9955 N. Haggerty Road, Plymouth MI 48170

For questions, call Executive Assistant Susan Brams at (734) 354-3201

The deadline for submission is Friday, July 7, 2017 at 4 p.m.



BACKGROUND ON PLYMOUTH TOWNSHIP

Plymouth township was organized in 1827. According to the United States Census Bureau, the Charter Township has a total area of 16.0 square miles, of which 15.9 square miles is land and 0.04 square miles, or 0.25% is water.

The primary governing body of Plymouth Township consists of a Board of Trustees. The membership of this board consists of the three primary full-time elected executives (Supervisor, Treasurer, and Clerk), plus four additional, part-time trustees. All seven members are elected to four-year terms that coincide with the United States Presidential election cycle.

Plymouth Township is a business friendly environment and is home to global companies such as Aisin, Brembo, ZF Group, Adient, Honeywell, Oerlikon, Federal Mogul, just to name a few.



BID INSTRUCTIONS

All questions, requests for further information or clarifications should be directed to the persons indicated on the cover sheet of this RFP during the specified time period.

In the event a bidder identifies the need for information not in the RFP but feels that the information will allow for a more complete response, Plymouth Township will share such information if appropriate with all prospective vendors.

Bidders are required to comply with all applicable state and federal laws, and the Charter Township of Plymouth's Purchasing Policy of 2017; copies of that policy may be obtained by contacting the Township Supervisor's office.



BID INSTRUCTIONS

1. All bids submitted for consideration **must** follow the format of this RFP. All sections requiring a response must be completed. Should a response require further space than that provided in a particular appendix section, continue the response on an inserted page immediately following that appendix.
2. Bidder may, at its choosing, submit additional literature or supporting information concerning its organization. However, these materials will **NOT** be considered in lieu of requests for specific answers or descriptions requested in the appendices.
3. The intention of these requirements is not to restrict the submittal of information, but to streamline bidder's submittal into a form that enhances the analysis procedures that must take place, allowing both Plymouth Township and the bidder's time to be efficiently utilized.
4. If the submitted proposal involves any variation or inability to meet any of the specified criteria requested on this RFP, it must be so stated and thoroughly explained in the indicated areas in the appendices.
5. Enumeration of what is to be included shall in no way operate to exclude anything otherwise necessary to furnish high quality service to Plymouth Township, equal to the quality level required for the use intended or as implied by these specifications.



BID INSTRUCTIONS

6. All language used in the bid should be clear and concise. Unclear, ambiguous statements such as "all reasonable effort to provide", etc., must be avoided. The word "support" may not be substituted for "comply."
7. The words "shall," "will" and "must" imply that within the context of its usage, the particular parameter, criterion or concept must be satisfied. In contrast, the word "should" implies that within the context of usage, the particular parameter, criterion or concept is desirable but is not mandatory.
8. Extensions to the due date and time will **not** be granted. Bids not received by the following date and time will be automatically disqualified from consideration.
9. The information contained in this RFP and the ensuing responses may not be used or disseminated without the express prior written consent of Plymouth Township including but not limited to news media and press releases. Similarly, Plymouth Township will preserve the confidentiality of all information submitted in response to this RFP as provided for in the Michigan Freedom of Information Act (FOIA) and Open Meetings Act (OMA).



BASIS OF AWARD

Plymouth Township will review all proposals to ensure compliance with the work product requirements and for compliance with the specifications. Plymouth Township, at its sole discretion, may reject or accept any, all or any part of the proposals received.

All items requested in the appendices must be responded to as thoroughly as possible. Failure to address any of the requirements may subject the response to rejection.

Plymouth Township reserves the right to terminate the relationship after one (1) year if the successful bidder cannot fulfill the terms of their bid representations to the Township as determined by the Township.



CONTRACTUAL RELATIONSHIP

Nothing contained in this RFP shall create any contractual relationship between Plymouth Township and the bidder, any contractor, subcontractor or supplier until signed by all named parties. However, any statement(s), condition(s), or response(s) submitted as part of the successful bidder's RFP shall become part of the contract with the successful bidder. Plymouth Township shall not be responsible for any submittal costs.



SUBJECT PROPERTY OVERVIEW

Location: Southwest corner of Ridge Road and Five Mile Road

Municipality: Plymouth Township

County: Wayne

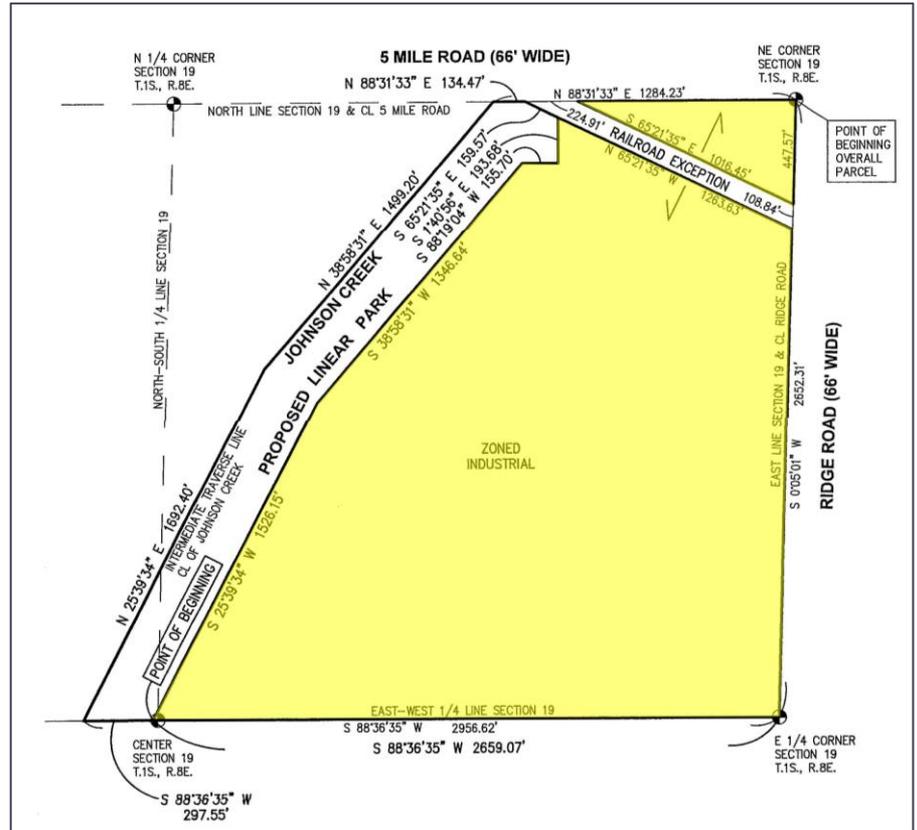
Zoning: Industrial

Dimension: Irregular

Land Area: 133.12 total acres of which +/- 71 acres are usable

Utilities: Available Near Site

Parcel ID #: 78-001-99-0001-000



SCOPE OF SERVICES

- Perform market analysis and apprise Plymouth Township of local, regional and national trends effecting the properties.
- Analyze listings and sales data of comparable properties.
- Coordinate with neighboring parcel owners and other stakeholders where appropriate.
- Develop a sales strategy for the subject property.
- Prepare and disseminate marketing materials for the subject property.
- Post listings on appropriate websites and listing services.
- Solicit buyers that specialize in land acquisition and development.
- Evaluate offers and advise Plymouth Township on the most favorable options.
- Work with Plymouth Township to negotiate the property sale and coordinate real estate transaction closings.
- Provide reports and presentations to Plymouth Township on request.
- Partner with Plymouth Township on related advisory services including environmental, survey and demolition if needed during the listing.



SELECTION CRITERIA

The successful respondent to this RFP will offer:

- A highly qualified professional team with a single point of contact
- Strong knowledge of the market, locally, regionally and nationally
- A complete range of services to complete the assignment successfully
- Shall be available to work with a national network of affiliates
- Ability to secure a high-quality business/industrial park developer
- No conflicts of interest with the proposed assignment



QUESTIONS FOR RESPONSE

Your Company

1. Briefly describe your firm's history and background.

Your Team

2. Tell us about your proposed team and its qualifications. Include professional profiles for each team member. Also, please designate one person to be your lead representative for this RFP.
3. Describe your experience with similar projects. Include three case studies.
4. Outline your disposition plan for the subject property. Describe analyses to be performed, types of marketing materials, identification of listing services, estimation of highest and best use, target buyer profiles and time line. Include your proposed term of agreement for this assignment.



QUESTIONS FOR RESPONSE

Your Process

5. Describe any additional services your company offers that may be of interest to Plymouth Township.
6. Provide a sample real estate broker agreement with your firm for the sale of commercial property.

Conflict of Interest

7. Disclose any conflict of interest, actual apparent, that your firm has with this assignment.



QUESTIONS FOR RESPONSE

Compensation

8. Describe your commission structure and any incentive compensation.

References

9. Provide three references from three current clients, preferably for similar assignments in this area. For each reference include:

- Property
- Year Sold
- Services provided
- Contact name, title, company, phone and email



QUESTIONS FOR RESPONSE

Additional Qualifications

10. Tell us what makes your firm uniquely qualified to work on this assignment.



SELECTION TARGET DATES

| Activity | Date |
|------------------------|------------------------|
| RFP distribution | To be determined |
| RFP responses due | July 7, 2017 at 4 p.m. |
| Interviews | Top 4 selected |
| Selection | To be determined |
| Relationship effective | To be determined |



EXHIBIT A – Overall Property Description and Legals

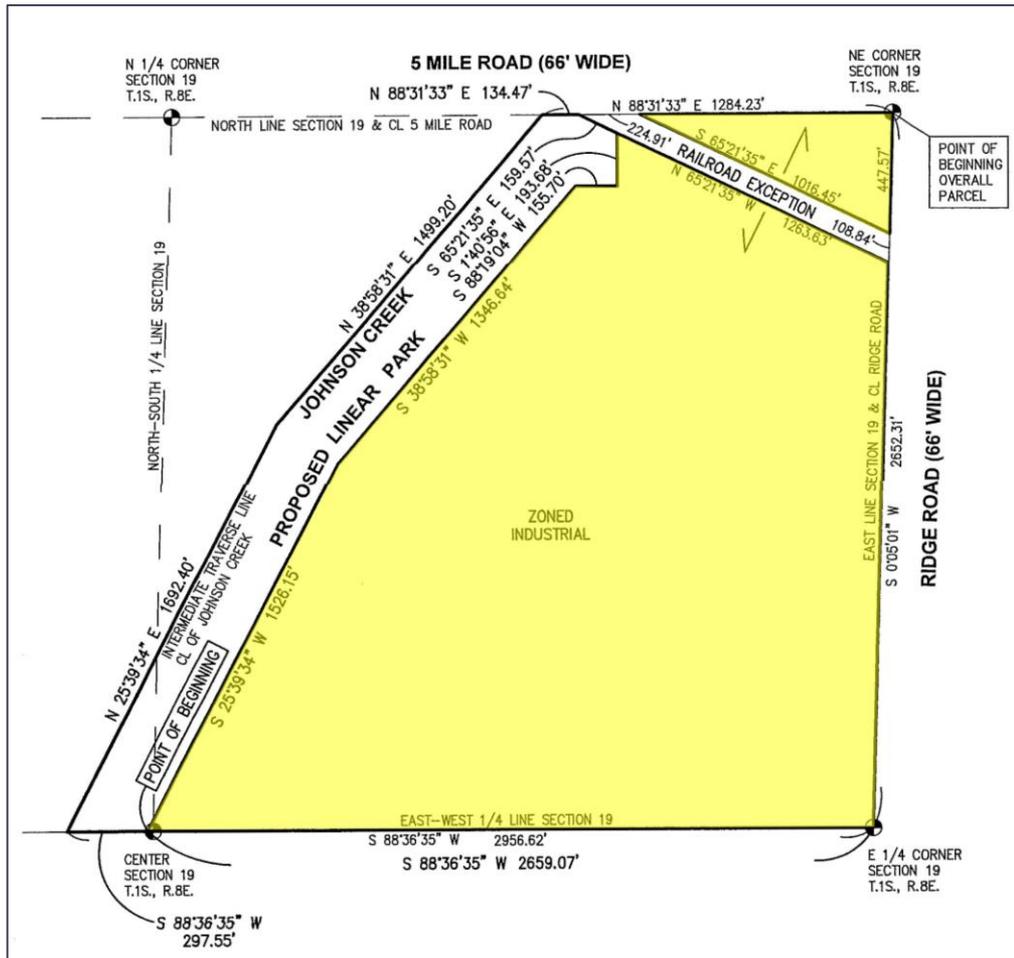


EXHIBIT A – OVERALL PROPERTY DESCRIPTION

A PARCEL OF LAND IN TOWNSHIP OF PLYMOUTH, WAYNE COUNTY, MICHIGAN, DESCRIBED AS FOLLOWS:

A PARCEL OF LAND LYING EASTERLY OF JOHNSON CREEK IN THE NORTH ½ OF SECTION 19, TOWN 1 SOUTH, RANGE 8 EAST, PLYMOUTH TOWNSHIP, WAYNE COUNTY, MICHIGAN, AND BEING MORE SPECIFICALLY DESCRIBED AS BEGINNING AT THE NORTHEAST CORNER OF SAID SECTION 19; THENCE SOUTH 00 DEGREES 05'01" WEST 2652.31 FEET ALONG THE EAST LINE OF SAID SECTION 19 AND THE CENTERLINE OF RIDGE ROAD TO THE EAST AND WEST ¼ LINE OF SAID SECTION 19; THENCE SOUTH 88 DEGREES 36'35" WEST 2956.62 FEET ALONG THE EAST AND WEST ¼ LINE TO AN INTERMEDIATE TRAVERSE LINE OF THE CENTERLINE OF JOHNSON CREEK; THENCE NORTH 25 DEGREES 39'34" EAST 1692.40 FEET ALONG THE INTERMEDIATE TRAVERSE LINE OF JOHNSON CREEK; THENCE NORTH 38 DEGREES 58'31" EAST 1499.20 FEET ALONG THE INTERMEDIATE TRAVERSE LINE OF JOHNSON CREEK TO THE NORTH LINE OF SAID SECTION 19 AND THE CENTERLINE OF FIVE MILE ROAD; THENCE NORTH 88 DEGREES 31'33" EAST 1284.22 FEET ALONG THE NORTH LINE OF SAID SECTION 19 AND THE CENTERLINE OF FIVE MILE ROAD TO THE EAST LINE OF SAID SECTION 19 AND THE POINT OF BEGINNING.

EXCEPTING A PARCEL OF LAND OWNED BY THE CHESAPEAKE AND OHIO RAILROAD, LYING IN THE NORTH ½ OF SECTION 19, TOWN 1 SOUTH, RANGE 8 EAST, PLYMOUTH TOWNSHIP, WAYNE COUNTY, MICHIGAN, AND BEING MORE SPECIFICALLY DESCRIBED AS COMMENCING AT THE NORTHEAST CORNER OF SAID SECTION 19; THENCE SOUTH 00 DEGREES 05'01" WEST 447.57 FEET ALONG THE EAST LINE OF SAID SECTION 19 AND THE CENTERLINE OF RIDGE ROAD FOR THE POINT OF BEGINNING OF THIS EXCEPTION DESCRIPTION; THENCE CONTINUING SOUTH 00 DEGREES 05'01" WEST 108.84 FEET ALONG THE EAST LINE OF SAID SECTION 19 AND THE CENTERLINE OF RIDGE ROAD; THENCE NORTH 65 DEGREES 21'35" WEST 1263.63 FEET TO THE NORTH LINE OF SAID SECTION 19 AND THE CENTERLINE OF FIVE MILE ROAD; THENCE NORTH 88 DEGREES 31'33" EAST 224.91 FEET ALONG THE NORTH LINE OF SAID SECTION 19 AND THE CENTERLINE OF FIVE MILE ROAD; THENCE SOUTH 65 DEGREES 21'35" EAST 1016.44 FEET TO THE EAST LINE OF SAID SECTION 19 AND THE POINT OF BEGINNING.

CONTAINING 133.12 ACRES OF LAND, MORE OR LESS. SUBJECT TO EASEMENTS, RESTRICTIONS AND OTHER PERTINENT INSTRUMENTS.



EXHIBIT A – OVERALL PROPERTY DESCRIPTION

LINEAR PARK PARCEL DESCRIPTION

A PARCEL OF LAND IN THE TOWNSHIP OF PLYMOUTH, TOWN 1 SOUTH, RANGE 8 EAST, WAYNE COUNTY, MICHIGAN, DESCRIBED AS:

A PARCEL OF LAND LYING EASTERLY OF JOHNSON CREEK IN THE NORTH HALF OF SECTION 19, TOWN 1 NORTH, RANGE 8 EAST, PLYMOUTH TOWNSHIP, WAYNE COUNTY, MICHIGAN, AND BEING MORE SPECIFICALLY DESCRIBED AS; COMMENCING AT THE NORTHEAST CORNER OF SECTION 19; THENCE SOUTH 00 DEGREES 05 MINUTES 01 SECOND WEST 2652.31 FEET ALONG THE EAST LINE OF SECTION 19 AND CENTERLINE OF RIDGE ROAD TO THE EAST AND WEST QUARTER LINE OF SAID SECTION 19; THENCE SOUTH 88 DEGREES 36 MINUTES 35 SECONDS WEST 2659.07 FEET ALONG THE EAST AND WEST QUARTER LINE OF SAID SECTION 19 TO THE POINT OF BEGINNING OF THIS DESCRIBED PARCEL; THENCE CONTINUING ALONG THE EAST AND WEST QUARTER LINE OF SAID SECTION 19 SOUTH 88 DEGREES 36 MINUTES 35 SECONDS WEST 297.55 FEET; THENCE NORTH 25 DEGREES 39 MINUTES 34 SECONDS EAST 1692.40 FEET ALONG THE INTERMEDIATE TRAVERSE LINE OF JOHNSON CREEK; THENCE NORTH 38 DEGREES 58 MINUTES 31 SECONDS EAST 1499.20 FEET ALONG THE INTERMEDIATE TRAVERSE LINE OF JOHNSON CREEK TO THE NORTH LINE OF SAID SECTION 19 AND CENTERLINE OF FIVE MILE ROAD; THENCE NORTH 88 DEGREES 31 MINUTES 33 SECONDS EAST 134.47 FEET ALONG THE NORTH LINE OF SAID SECTION 19 AND CENTERLINE OF FIVE MILE ROAD; THENCE SOUTH 65 DEGREES 21 MINUTES 35 SECONDS EAST 159.57 FEET; THENCE SOUTH 01 DEGREE 40 MINUTES 56 SECONDS EAST 193.68 FEET; THENCE SOUTH 88 DEGREES 19 MINUTES 04 SECONDS WEST 155.70 FEET; THENCE SOUTH 38 DEGREES 58 MINUTES 31 SECONDS WEST 1346.64 FEET; THENCE SOUTH 25 DEGREES 39 MINUTES 34 SECONDS WEST 1526.15 FEET TO THE POINT OF ENDING ON THE EAST AND WEST QUARTER LINE OF SAID SECTION 19.

CONTAINING 19.64 ACRES OF LAND, MORE OR LESS. SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD.

