

**REAL ESTATE CONSULTING & BROKER SERVICES**

**FOR**

**Property Evaluation Options and Possible Property Sales  
or Lease**

**GRAND RAPIDS PUBLIC SCHOOL DISTRICT**

**REQUEST FOR PROPOSALS**

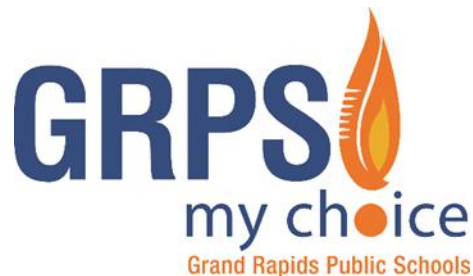
**Issued by:**

**Grand Rapids Public Schools  
Office of Facilities & Operations**

**Proposal Due Date: January 24, 2025**

**Complete submittal of information requested in this document is essential to the selection process. Failure to provide this information may result in not being considered for the award of a contract.**

**January 6, 2025**



## **Grand Rapids Public Schools**

**REQUEST FOR PROPOSALS REAL ESTATE CONSULTING AND BROKER SERVICES:** Evaluation of Options including Possible Sale of properties owned by Grand Rapids Public Schools,

**OVERVIEW** Grand Rapids Public Schools (GRPS) is seeking proposals from real estate consulting firms / brokers to evaluate and recommend options for GRPS to market and sell properties located within the City of Grand Rapids. This Request for Proposal (RFP) intends to have the successful firm/broker enter a Professional Services Contract with the Grand Rapids Public Schools to supply real estate services as outlined herein.

### **PROPERTIES BEING CONSIDERED FOR DISPOSITION**

The following properties may be considered to be put up for sale or lease:

1. Stocking Elementary  
863h St NW, Grand Rapids, MI 49504  
Building size – 36,949 GSF  
Year Built - 1923  
Site size – 3.69 Acres
2. Alexander  
1010 Alexander SE, Grand Rapids, MI 49507  
Building size – 41,483 GSF  
Year Built - 1975  
Site size – 3.06 Acres

### **PROPOSAL OVERVIEW**

The following information is required and must accompany your proposal:

1. **COVER LETTER:** Provide a cover letter indicating your interest and summarizing your unique offering in serving as the real estate firm to serve Grand Rapids Public Schools.
2. **ORGANIZATION BACKGROUND AND ASSIGNED TEAM INFORMATION:** list years in business with a description of your firm, including the size, location, number, and nature of the professional staff in your firm, organization chart for those assigned to this contract, and a brief resume for each key person listed. Provide resumes and roles for each team member assigned to the GRPS.
3. **EXPERIENCE SUMMARY:** Describe your firm's pertinent real estate services experience, with a specific emphasis on working with public school districts (minimum five years previous experience with proven effectiveness). Describe your approach to assisting GRPS with determining whether and how to dispose of each property, to serve the highest interest of the district.
4. **MARKETING METHODS:** Describe the methods of identifying target user groups and a description of the marketing materials and the strategy for presenting the sites to a regional and national marketplace.

5. **ADDITIONAL SERVICES:** Describe additional relevant/unique services offered through your firm.
6. **FEE SCHEDULE:**
  - a. State your approach to compensation for serving GRPS in this work. This may be structured as a commission/rate for listing and selling of property, or other approach dependent upon district disposition strategy.
  - b. State any other costs GRPS should anticipate regarding the real estate services provided.
  - c. State any required 'carry-over compensation' for your firm, which means compensation after the real estate service agreement expires. NOTE: Quoted fees shall be valid for at least 90 days upon receipt.
7. **REFERENCES:** Provide a list of not less than three applicable references, with a focus on K-12 public school districts, if possible. Include each reference's name, title, contact information, and a brief description of services your firm provided.
8. **CONFLICT OF INTEREST:** To avoid a conflict of interest or the appearance of a conflict of interest, your firm should not engage in any outside activities that are inconsistent, incompatible, or appear to conflict with your ability to exercise independent/objective judgment in the best interest of the district. Please outline all conflicts of interest that may exist for your firm in relation to providing real estate services for Grand Rapids Public Schools, including representation of potential buyers of these properties.
9. **GOOD STANDING:** Your firm must comply with Federal, State, County, and local units of government, which includes explicitly good tax payment status and good corporate registration status. Please indicate the tax payment status applicable to your firm. Additionally, please provide your firm's legal corporate name and tax ID number, as reflected in State of Michigan records.
10. **CONTRACT FORM:** Provide a copy of the professional services agreement you would propose to be entered into with the District.

## **GENERAL INSTRUCTIONS**

1. A total of 6 copies of the proposal must be submitted in a sealed envelope marked "Real Estate Consulting & Brokerage Services" to the Grand Rapids Public Schools, Attention Alex Smart, Executive Director of Facilities and Operations, 900 Union Avenue NE, Grand Rapids, Michigan 49503 , on or before **2:00 pm January 24, 2025**. In addition to the sealed proposals, an electronic copy must be submitted via email to Alex Smart, [smarta@grps.org](mailto:smarta@grps.org). The Selection Committee will review the proposals and develop a list of finalists. The Applicants are responsible for ensuring that their proposal, however submitted, is received on time and at the location specified. Late proposals will be returned unopened.
2. To be considered, firms must submit a complete response to the RFP in the form requested. Firms not responding to items requested in the RFP or indicating exceptions to such items may have their submittals rejected. Firm must submit the following completed forms (included in this RFP);

- a. Sworn Statement of Familia Relationship
  - b. Iran Business Relationship Affidavit
  - c. Criminal Background Affidavit
  - d. Non-Collusive Affidavit
  - e. Debarment and Suspension Certification
3. GRPS reserves the right to reject all proposals, or any parts thereof, or to waive any informality or defect in any bid if it is in the best interest of the District. All proposals, plans, and other documents submitted shall become the property of GRPS. Responses to this RFP are considered public information and are subject to discovery under the Freedom of Information Act.
4. Respondents are responsible for their own expenses in preparing, delivering, or presenting a proposal and for subsequent negotiations with the District, if any.
5. All questions may be directed to Alex Smart at [smarta@grps.org](mailto:smarta@grps.org), 616-819-3010.

## **SCOPE OF SERVICES**

The successful firm shall agree to contract with the Grand Rapids Public Schools to provide the following:

1. Highest & Best Use and Site Study: assist in understanding current market factors, site conditions and financial feasibility to determine disposition strategy and range of value, including:
  - a. Assess current market conditions, trends, and market area development activity to aid in key analysis assumptions such as rent and operating expenses and understand highest and best use on the subject site. Analysis includes assessing the competitive market based on in-depth market knowledge, coupled with database sources. (Utilize market studies conducted by the GRPS or its partners, if available)
  - b. Socioeconomic & Trade Area: Analyze the regional economic development context influence on future development in the region, and at the subject site specifically. Describe future growth patterns in the local area through an analysis of key socio-economic and demographic statistics pertaining to various asset classes.
  - c. Assess key site attributes that could impact development including:
    - i. Entitlements/zoning, particularly updates to City zoning ordinances
    - ii. Locational factors / nearby site activity and sales
    - iii. Due diligence items including utility/infrastructure availability/capacity, title, survey, environmental, etc. (as available)
  - d. Perform a high-level feasibility and underwriting analysis to understand development feasibility for the highest and best use of the site from a third-party/developer perspective and to assess fair market value prior to sale.
2. Develop strategies and options for selling the identified properties if deemed appropriate.
3. Develop electronic and/or hard copy marketing materials to advertise property for sale, distribute the materials to potential buyers via the appropriate form(s) of media, and report results to GRPS on an agreed-upon frequency.
4. Advise GRPS on strategies to promote and sell the identified property.

5. Participate in site tours of the GRPS property for sale to potential buyers.
6. Analyze offers from potential buyers and advise the District concerning negotiations.
7. Represent GRPS in negotiations with a prospective buyer from the time of offer to and including closing.
8. Coordinate real estate transaction closings and,
9. Handle all other customary activities and services associated with real estate transactions.
10. Presentations to the Board of Education, if requested by GRPS.

## **TERM OF CONTRACT**

The successful agent/firm's contract period will be one year from the award date. The contract may be renewed for additional terms upon satisfactory performance by the broker/firm and at a negotiated rate agreed to in writing by both the agent/firm and GRPS. Alternative contract periods may be considered.

## **EVALUATION AND AWARD PROCESS**

Issuance of this RFP and receipt of proposals does not commit the District to award a contract. GRPS reserves the right to postpone the receipt date, accept or reject any or all proposals received in response to this RFP, negotiate with any of the brokers/firms submitting an RFP, or cancel all or part of this RFP.

## **SELECTION CRITERIA**

Selection of a broker/firm will be made based on the following criteria:

1. Ability of the contractor(s) to meet or exceed the requirements defined in the RFP.
2. Experience, qualifications, references.
3. Knowledge of the regional commercial real estate market and ability to market to prospects beyond the region.
4. Regional reputation and local presence/experience.
5. Fee schedule.

## **ORAL PRESENTATION/INTERVIEWS**

Firms submitting a proposal in response to this RFP may be required to give an oral presentation. Additional technical and/or cost information may be requested for

clarification purposes, but the original proposal submitted will not be changed in any way. Interviews are optional and may or may not be conducted. If an interview is conducted, the consultant's personnel must be assigned to the work, and key representatives must be present and participate in the interview.

## **Schedule**

January 6, 2025	Issue RFP
January 24, 2025	Response Due @ 2:00 PM
January 24 – Feb. 7, 2025	Evaluation / Possible Interviews
February 10, 2025	Board of Education Presentation / Approval

## **Inquiries**

Questions that arise as a result of this Request for Proposal must be submitted via email to Alex Smart, Executive Director of Facilities at [SmartA@grps.org](mailto:SmartA@grps.org).

# SWORN STATEMENT OF FAMILIAL RELATIONSHIP

As required by Section 1267 of the Revised School Code – MCL 380.1267

STATE OF MICHIGAN

COUNTY OF \_\_\_\_\_

\_\_\_\_\_, being duly sworn, deposes and says:

That \_\_\_\_\_ (The "Bidder") has bid for an improvement to the following described project located in Kent County, Michigan, which is owned by the Grand Rapids Public Schools:

**Project Name:** \_\_\_\_\_

That the following is a statement of disclosure of any familial relationship that exists between the owner or any employee of the Bidder and any member of the Grand Rapids Public Schools Board of Education or Superintendent, as required pursuant to Section 1267 of the Revised School Code, as amended.

1.  That there are no such familial relationships existing at this time.

OR

2.  That a familial relationship exists between

\_\_\_\_\_,

an  owner  employee of the Bidder who is the

\_\_\_\_\_

Relationship of \_\_\_\_\_, who is  a

member of the Board,  the Superintendent.

Deponent \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Acting in: \_\_\_\_\_

My commission expires: \_\_\_\_\_

## IRAN BUSINESS RELATIONSHIP AFFIDAVIT

Effective April 1, 2013, all bids, proposals, and/or qualification statements received in the State of Michigan must comply with the "Iran Economic Sanctions Act". The following certification is to be signed and included at time of submittal.

### Certification

Pursuant to the Michigan Iran Economic Sanctions Act, 2012 P.A. 517, by submitting a bid, proposal or response, Respondent certifies, under civil penalty for false certification, that it is fully eligible to do so under law and that it is not an "Iran linked business" as the term is defined in the Act.

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Signature

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Title

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Company



**Criminal Background Affidavit**

The undersigned, the owner or authorized officer of the below-named Firm, pursuant to the criminal background compliance certification requirements of Grand Rapids Public Schools (the "School District") hereby represents and warrants that the Firm has performed and/or will perform sufficient criminal background checks, including at a minimum, an Internet Criminal History Tool ("ICHAT") check, for all of its owners, employees, agents, representatives, contractors and/or other personnel who will be on any School District premises to carry out the services contemplated by the Contract Documents. The Firm further hereby certifies that no owner, employee, agent, representative, contractor and/or other personnel of the Firm will be on any School District premises if they are a registered criminal sexual offender under the Sex Offenders Registration Act, Public Act 295 of 1994, or have been convicted of "Listed Offense" as defined under Section 722 of the Sex Offenders Registration Act, MCL 28.722.

The Firm further acknowledges that if it is found to have submitted a false certification or otherwise fails to comply with the requirements of this certification, the School District may immediately terminate the Contract.

FIRM:

\_\_\_\_\_ Name of FIRM

By: \_\_\_\_\_

Its: \_\_\_\_\_

STATE OF \_\_\_\_\_) )ss.

COUNTY OF \_\_\_\_\_)

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_.

\_\_\_\_\_  
Notary Public  
\_\_\_\_\_ County \_\_\_\_\_, My  
Commission Expires: \_\_\_\_\_

Acting in the County of: \_\_\_\_\_



## DEBARMENT AND SUSPENSION CERTIFICATION

The bidder, under penalty of perjury, certifies that, except as noted below, he/she or any other person associated therewith in the capacity of owner, partner, director, officer, manager:

- Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any Federal agency;
- Has not been suspended, debarred, voluntarily excluded or determined ineligible by any Federal agency within the past 3 years;
- Does not have a proposed debarment pending; and
- Is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) in any matter involving fraud or official misconduct within the past 3 years.

If there are any exceptions to this certification, insert the exceptions in the following space:

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Exceptions will not necessarily result in denial or award, but will be considered in determining bidder responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

**Notes:** *Providing false information may result in criminal prosecution or administrative sanctions. The above certification is part of the Bid. Signing this document on the signature portion thereof shall also constitute signature of this Certification.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date