

CITY OF OAK PARK

Tax Foreclosure RFQ Submittal

14000 Oak Park Blvd., Oak Park, MI 48237

Request for Quotes Tax Foreclosure 2019 RFQ Released: 04/04/19 Deadline for Questions: 4pm on 04/18/19
Deadline for Quotes: 4pm on 04/25/19 Economic Development and Communications Department 14300 Oak Park
Blvd Oak Park, MI 48237

DATE ISSUED: April 4, 2019

DATE DUE: April 25, 2019, 4:00PM (LOCALTIME)
Bid will be opened publicly at this time at,

CITY OF Oak Park
ATTN: Ed Norris, CITY CLERK
14000 Oak Park Blvd.
Oak Park, MICHIGAN, 48237

Evaluation and Scoring

Qualifications of proposed bidders will be determined by the evaluation committee's assessment of technical qualifications contained in the sealed bid. A maximum score of 100 could be awarded with a minimum score of 75 needed to qualify.

<u>Part One Criteria</u>	<u>Points</u>	<u>Description</u>
<u>All must be met to be considered for Part two</u>		
Qualifications of Firm	5	Demonstrated experience
Minimum Investment	5	Committed minimum amount invested per property of \$35,000
Average Investment	5	Commitment to an average investment per property of \$50,000
Administrative Fee	5	Fee to cover City administrative costs per property of \$6,000
Financial Stability	5	Evidence of financial stability that cash reserves and/or guarantee of financing a minimum of seven homes
Occupant Type	5	Must commit that all homes be sold to homeowner occupants
Vacant Lot	5	Build new home on vacant lot

Part Two

<u>Part Two Criteria</u>	<u>Points</u>	<u>Description</u>
Capacity Experience	5	Demonstrated experience in working with a similar amount/capacity of home in a certain timeframe
Quality of work	5	Evidence of quality of past home construction work (before/after pictures)
Materials Used	5	The use of sustainable, energy efficient materials and design
Sales	5	Evidence of comparable sales of similar homes at fair market value in the surrounding geographic area (past projects)
Community Support	5	Evidence of past support for the community and/or commitment to future support for the community
Timeline	5	Timeline of project from beginning to completion

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 RFQ submittal to the CITY OF OAK PARK is accurate and complete, and I am duly authorized to submit same. I hereby certify that the Respondent has reviewed this RFQ in its entirety and accepts its terms and conditions.

(Name of Respondent)

(Signature of Authorized Representative)

(Typed Name of Authorized Representative)

(Title)

(Date)

Respondent Name: _____

Company Name: _____

Date of submission: _____

<u>Criteria</u>	<u>Bid Detail</u>	<u>Supporting Documentation</u>
Qualifications of firm		
Minimum investment		
Average investment		
Administrative fee		
Financial stability		
Occupant type		
Vacant lot		
Capacity experience		
Quality of work		
Materials used		
Sales		
Community support		
Timeline		

APPENDIX A – Reference list (if available)

Reference 1

Company/Municipality: _____

Contact Person: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____ Telephone: _____

_____ Email: _____

Type of Project(s): _____

Reference 2

Company/Municipality: _____

Contact Person: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____ Telephone: _____

_____ Email: _____

Type of Project(s): _____

Reference 3

Company/Municipality: _____

Contact Person: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____ Telephone: _____

_____ Email: _____

Type of Project(s): _____
