

Michigan Association of Land Banks (MALB)

Request for Qualifications and Pricing: Association Support Services

DATE ISSUED: December 27, 2021

DATE DUE: January 21, 2022; 4:00 PM (LOCAL TIME)

RFQ/P will be submitted electronically and opened by the MALB President

REQUEST FOR QUALIFICATIONS AND PRICING: ASSOCIATION SUPPORT SERVICES

The Michigan Association of Land Banks (MALB) is soliciting statements of qualifications and pricing from professionals to provide association services in accordance with the attached Work Plan. Ideally the qualified applicant would be an individual or firm available to perform this work for 5-10 hours/week for MALB, as outlined in the attached Work Plan.

BACKGROUND

Michigan Association of Land Banks – MALB strives to ensure that Michigan Land Banks have the statewide policies, support, and capacity to effectively operate and share information about local land bank programs.

Its priorities include building strong policy and advocacy networks through a policy subcommittee, tracking state land bank legislation, exploring legislative changes that would provide a dedicated funding source for land bank operations, and acquainting Michigan lawmakers with MALB and the work of its members across the state.

In addition, MALB maintains a Resource Center with policy and program best practices to build land bank capacity, hosts meetings to discuss land bank challenges, opportunities and successes, as well as creates opportunities for leadership and professional connection, and advocates for a voice in the process of developing statewide programs to fund land bank related activities. More information is available on its [website](#).

MALB Members – MALB membership consists of Land Banks, Treasurers, and associate members who work in adjacent industries.

- Treasurers work with taxpayers to prevent foreclosure due to non-payment of property taxes through various programs at their disposal, such as the Hardship Extension of time to pay taxes and establishing payment plans. If taxes remain unpaid for a period of three years, Treasurers then foreclose for non-payment of taxes and subsequently auction foreclosed properties per MCL PA 123 of 1999.
- Land Banks typically receive properties that remain unsold at the end of the tax foreclosure process and manage these properties through various programs. Land Banks are often tasked with solving complex property issues including public safety concerns, environmental contamination, title concerns, and managing a challenging inventory without a secure funding source. Land Banks were authorized under MCL PA 258 of 2003, and more information can be found in this [Quantitative & Qualitative Impact Assess of Land Bank Activity in Michigan](#) or at the website for the [Center for Community Progress](#).

IMPORTANT DATES

RFQ/P Issue Date: December 27, 2021

Proposal Due Date: January 21, 2022 at 4:00 pm

SCOPE OF WORK

See attached Work Plan (Appendix B) for an outline of support services that have been identified as important. Once an individual or firm is chosen, the MALB Board of Directors will work with the individual or firm to prioritize tasks and assign time commitments to each.

Interested Bidders: Interested bidders should submit the required information electronically, with the subject “MALB Associate Support Services RFQ/P” by 4:00 P.M. on Friday, January 21 by emailing Anne Giroux, MALB President, at agiroux@mqtco.org.

REQUIRED PROPOSAL CONTENT

- 1. Letter of Interest containing the following:**
 - a. Name of lead individual or firm and any subcontractors.
 - b. Point of contact (name, title, email, and phone number).
- 2. Personnel Overview (including subcontractors) including the following:**
 - a. Qualifications and technical competence of individual or firm and sub-consultants in the type of work required in the attached Work Plan. Please provide the number of years working in the Land Bank industry and a detailed explanation of experience working with Land Banks or in the Land Bank industry.
- 3. Pricing Proposal:**
 - a. Proposed payment structure such as your proposed monthly rate or hourly rate
 - b. Estimate of hours/month you are able to provide this service
- 4. Three References** (see Appendix A)

OTHER ASPECTS TO CONSIDER

A. RFQ/P Overview

It is understood that the selected Respondent acting as an individual, partnership, corporation or other legal entity, shall be capable of providing the specified services. The Respondent shall be financially solvent and its employees and or subcontractors shall be competent to perform the services required under this Request for Qualifications/Pricing.

Nothing in this RFQ/P shall be construed to create any legal obligation on the part of MALB or any respondents. MALB reserve the rights, in its sole discretion, to amend, suspend, terminate, or reissue this RFQ/P in whole or in part, at any stage. In no event shall MALB be liable to respondents for any cost or damages incurred in connection with the RFQ/P process, including but not limited to, any and all costs of preparing a response to this RFQ/P or any other costs incurred in reliance on this RFQ/P. No respondent shall be entitled to repayment from MALB for any costs, expenses or fees related to this RFQ/P or responding to it. All supporting documentation submitted in response to this bid will become the property of MALB. Respondents may also withdraw their interest in the RFQ/P, in writing, at any point in time as more information becomes known. Submissions are to be firm and cannot be withdrawn for a period of thirty (30) calendar days after opening.

B. Terms of Contract

Any contract awarded pursuant to this RFQ/P solicitation shall be effective for a twelve-month period, with an opportunity for an additional twelve (12) months, under the same contract terms, at the discretion of the MALB. All contracts made by the successful applicant with subcontractors shall be covered by the terms and conditions of the contract which will incorporate this RFQ/P and any response by applicants.

RFQ/P SUBMITTAL GUIDELINES

SELECTION PROCESS

The MALB Executive Team will review qualifications in accordance with the objectives and policies for ultimate recommendation to the MALB Board of Directors. Submissions that are submitted timely and comply with the mandatory requirements of the RFQ/P will be evaluated in accordance with the terms of the RFQ/P. Any contract resulting from this RFQ/P will not necessarily be awarded to the vendor with the lowest overall price. Instead, contract shall be awarded to vendor whose proposal received the most points in accordance with criteria set forth in the RFQ/P.

MALB reserves the right to select the contractor that best meets its goals and objectives, quality levels, as well as its educational and service level expectations. MALB further reserves the right, in its sole discretion, to reject any/or all proposals, to waive any irregularities and technical defects contained therein, to award the contract in its entirety, in part, or not at all and/or to determine which proposal is the lowest and/or best to enter into a Contract, as deemed to be in the best interest of MALB.

QUESTIONS

Written questions must be submitted via email to agiroux@mqtco.org by **5:00pm Thursday, January 6, 2022**. Written answers will be posted on the Marquette County website (co.marquette.mi.us) by **5:00pm Friday, January 7, 2022**.

SUBMITTAL DUE DATE

Responses to this RFQ/P are due by 4:00pm (local time) on Friday, January 21, 2022. The prevailing clock shall be www.time.gov.

Each Respondent is responsible for emailing a complete electronic copy of its submission to:

Michigan Association of Land Banks
ATTN: Anne Giroux, President
agiroux@mqtco.org

LATE PROPOSALS WILL NOT BE CONSIDERED

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 MALB 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)

APPENDIX A

List of Three (3) References

Reference 1

Company/Municipality: _____

Contact Person: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Relationship to Reference: _____

Reference 2

Company/Municipality: _____

Contact Person: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Relationship to Reference: _____

Reference 3

Company/Municipality: _____

Contact Person: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Relationship to Reference: _____

Michigan Association of Land Banks (MALB)
2022 Work Plan Tasks

Appendix B

1. Develop priorities and annual plan with Executive Board
 - Monthly check-in with Committee Chairs
 - Weekly or bi-weekly check-in with President
2. Membership services - Regular check in with all Land Bank counties (Treasurer and/or Director)
 - Coordinate this approach with Center for Community Progress (National Land Bank Network) and State Land Bank
 - Policy and Legislation network to foster calls to action
 - Local capacity building
 - Explore and promote State Land Bank (SLB) and Community Progress resources
 - Schedule county visits on 2-year cycle
 - Monthly newsletter to MALB membership (could coordinate with SLB)
 - Identify and plan training opportunities
3. Enhance web resources and communication strategy; communicate regularly with:
 - Center for Community Progress
 - State Land Bank
 - Michigan Municipal League
 - Michigan Association of Counties
 - MI State Housing Development Authority
 - MI Economic Development Corporation

Identify opportunities and share MALB info. at other conferences

Share resources with membership

 - Housing plans – inventory
 - Housing Trust Funds
 - Community Land Trust
 - National Vacant Properties Campaign
 - Deconstruction
 - Land use/vacant space development
4. Conference Planning Coordination with Committee Chairs
 - Sessions (education, tours, networking)
 - Develop larger Associate Membership
 - Determine funding strategy to make Summit more self sufficient
5. Policy work – focus on funding
 - American Rescue Plan Act
 - Millage
 - Grants
 - Legislation
6. With Center for Community Progress, develop learning and sharing network with other state Land Bank associations and National Organizations