



Andy Schor, Mayor

CITY OF LANSING
PURCHASING OFFICE
1110 S. Pennsylvania Ave.
Lansing, Michigan 48912
(517) 702-6197 / FAX (517) 702-6042
<http://www.lansingmi.gov/purchasing>

June 1, 2018

**REQUEST FOR PROPOSAL
RFP/18/088
SALE OF COOLEY HAZE HOUSE REISSUE**

The City of Lansing officially distributes all Purchasing documents through the Michigan Inter-governmental Trade Network (MITN) and the City of Lansing Purchasing Office. Our office no longer mails bid documents, notices or addendums to our vendors. To register for the MITN system or access bid information, including addendums, go to www.mitn.info

Proposals marked “RFP/18/088, SALE OF COOLEY HAZE HOUSE REISSUE” will be accepted at the **City of Lansing, Purchasing Office, 1110 S. Pennsylvania Ave, Lansing MI. 48912**, until 2:00 p.m., local time in effect on **August 22, 2018**.

Official City issued Proposal form must be returned via U.S. mail, UPS, Fed Ex or in person.

Appointments can be made by contacting Brett Kaschinske, Director, Parks and Recreation Department at 517-483-4233.

Proposal results will **only** be released via email or self-addressed stamped envelopes. Please forward your email request to: stephanie.robinson@lbwl.com

The City of Lansing encourages Proposals from all vendors including MBE/WBE vendors.

The City of Lansing gives preference to Lansing-based job providers in the procurement of all goods and services.

Any contractual or Proposal package questions should be directed to Stephanie Robinson, Purchasing, at (517) 702-6197 or fax (517)702-6042 or Brett Kaschinske, at (517) 483-4233

Stephanie Robinson CPPB
Senior Buyer

Solicitation Number: RFP/18/088

Solicitation Name: SALE OF COOLEY HAZE HOUSE REISSUE

The City of Lansing Purchasing Office is collecting information regarding the use of the MITN e-procurement system. We are also collecting demographic information regarding woman-owned, minority-owned and Lansing based business. This form will not be used during the evaluation of bids or proposals. You may return this sheet, which is voluntary, with your submittal or shortly thereafter. Please, do not staple this to your Proposal document.

I. Where did your firm receive of this solicitation? Please check all that apply.

City of Lansing Purchasing Web Page <http://www.mitn.info>

City of Lansing Purchasing Office

Other, please list:

II. Demographic Information:

Is your firm located or have a business office within the corporate city limits of Lansing
yes _____ no _____

III. Company Information

Federal Tax ID Number _____

Firm Name

Address (Street, City, State, ZIP)

Phone Number

Fax Number

Web Site Address

Contact Person

Thank you for your participation.

CITY OF LANSING
PURCHASING OFFICE
1110 S. PENNSYLVANIA AVE
LANSING, MICHIGAN 48912

THIS IS NOT AN ORDER

NOTE: If your bid/quotation is not returned and **completed** on this form, it may not be considered.
Bid/quotation number must appear on outside of return envelope.

REQUEST FOR PROPOSAL # RFP/18/088
REISSUE

FOR: SALE OF COOLEY HAZE HOUSE

DATE: JUNE 1, 2018

PARKS AND RECREATION DEPARTMENT

PROPOSALS DUE 2:00 PM, LOCAL TIME IN EFFECT August 23, 2018

The City of Lansing Purchasing Office is requesting Proposals for the sale of the building and property known as 213 W Malcolm X St. Lansing MI. 48933 per the attached specifications listed below:

ITEM	DESCRIPTION	TOTAL LUMP SUM
A	Building and property located at 213 W Malcolm X St, (near Washington Ave.) Parcel Number 33-0101-21-131-009	\$

Appointments for viewing can be made by contacting Brett Kaschinske at (517) 483-4233.

The City reserves the right to accept any Proposal, to reject any or all Proposals and to make the award in the best interest of the City.

All vendors shall be current in payment of any taxes, licenses, fees, permits or any other monies due the City of Lansing at time of quote due date as per City of Lansing Ordinance Section 206.02(a)1(G).

Any contractual or Proposal package questions should be directed to Stephanie Robinson, Purchasing, at (517) 702-6197, fax (517) 702-6042. Or Brett Kaschinske at (517) 483-4233

FEDERAL I.D.# _____	ADDRESS _____	NOTE: PROPOSAL results will only be released via email request.
COMPANY _____	CITY & STATE _____	
SIGNATURE _____	TELEPHONE _____	
PRINTED NAME _____		
TITLE _____		
DATE: _____		

MICHIGAN CIVIL RIGHTS ACT

Contractor shall not discriminate in hiring or its terms and conditions of employment on the basis of race, religion, creed, nation origin, color, sex, marital status, age, height, or weight, nor on the basis of handicap except where the same is based on a bona fide job requirement. Neither shall Contractor discriminate in the sales of products or the rendering of services pursuant to this contract on the basis of any of those categories.

BACKGROUND

On November 7, 2017, the City of Lansing put a question to its electorate as follows:

Shall the City of Lansing be authorized to sell, or otherwise dispose of the Cooley-Haze Property that is the physical structure formerly known as the Michigan Women's Historical Center with a historic preservation covenant?

The question passed in the affirmative. As a result, the City of Lansing Parks and Recreation Department seeks to conditionally sell the Cooley-Haze House, to avoid further deterioration of the Property, which is in the best interest of the Property's cultural and structural preservation.

It is the intent of the City that by selling the Property, it can be put to good use by a local individual or organization and that the historic structure on the Property, the Cooley-Haze House, can be preserved and maintained without further expense from the City. To this end, any transfer of the Property will be subject to a restrictive covenant, detailed below, requiring that the exterior of the structure on the Property be maintained and remain unchanged in appearance.

This Request for Proposals is for a parcel commonly known as 213 W. Malcolm X Street, Lansing, MI 48933, more particularly described as:

LOT 20 BLOCK 177 ORIG PLAT, CITY OF LANSING, INGHAM COUNTY,
MICHIGAN,

Tax Parcel Number: 33-01-01-21-131-009

SUBMITTALS:

- Completed application.
- The successful applicant will be required to provide full payment for the Property prior to sale.
- The successful candidate will be required to enter into a "Property Structure Purchase Agreement" with The City of Lansing, which it will provide, among other things, that:
 1. The Property is being acquired "As is" and without warranty, (except warranty of title and that it will be free and clear of liens),
 2. The Property is being acquired with a Declaration of Covenants and Restrictions and will be enforced according to the Declaration sections and agreements below.
 3. The purchase is for the structure and underlying real estate.
 4. All risk of loss shifts to the purchaser at closing,
 6. Purchaser shall agree to indemnify, defend and hold the City of Lansing harmless from and against any liability or damage arising directly or indirectly from the purchase or renovation of the Property.

Each potential Owner must also give responses to the following questions and requests, for review by the City of Lansing Parks Department/Cooley-Haze RFP committee:

1. What is your (or your organization's) intended purpose with the Property if awarded the right to purchase?
2. Provide a compelling reason why you (or your organization) should be selected to purchase the Property.

3. What is your (or your organization's) philosophy or approach to historic preservation and your experience and understanding of the United States Department of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings?

4. Provide a profile of yourself (or your organization).

EVALUATION CRITERIA

Terms of Negotiation and Transfer

The designated Cooley-Haze RFP Review Committee will evaluate all submitted proposals against the goal of preserving the structural and cultural qualities of the Property and specifically the structure on the property known as the Cooley-Haze House. Potential purchasers may be asked to participate in an in-person interview for further evaluation.

The City of Lansing, its Parks Department, and the Cooley-Haze RFP Review Committee reserve the sole right and discretion to terminate or extend the period of review if necessary. After the application process is opened, one or more proposals may be selected for review. Once a potential purchaser has been selected, the City will enter into negotiations toward reaching a mutually agreeable Purchase Agreement.

THE CITY OF LANSING, ITS PARKS DEPARTMENT, AND THE COOLEY-HAZE RFP REVIEW COMMITTEE ARE NOT LIABLE FOR ANY COSTS INCURRED BY ANY POTENTIAL PURCHASER PRIOR TO SUCCESSFUL COMPLETION OF NEGOTIATIONS AND EXECUTION OF THE AGREEMENT OR PRIOR TO CLOSING ON THE SALE AND PURCHASE OF THE PROPERTY.

Notwithstanding the identification of a proposed purchaser for the purpose of further negotiations, such selection does not constitute acceptance of the proposal.

RESTRICTIVE COVENANT FOR PROPERTY AND COOLEY-HAZE HOUSE

Any sale of the property will be subject to the following restrictive covenants, which will be stated in the Purchase Agreement, and in the recorded Deed of Transfer as follows:

This conveyance is subject to Lansing City Council Resolution #2018-____, easements, encumbrances, restrictions and agreements of record, matters of survey and all applicable building and use restrictions, and zoning ordinances, if any, affecting the Property, including:

This conveyance is made for the express purpose that the described property and the historic structure on the property, known as the Cooley-Haze House, be preserved and maintained by grantee, its successors and assigns, in their current form for a period of not less than Thirty (30) Years from the date of this conveyance. Specifically, grantee, its successors and assigns, may not:

- *alter, modify, or change the exterior or façade of the Cooley-Haze House, including but not limited to the exterior walls, siding, windows, doors, elevations, roofs, rooflines, chimneys, and all exterior structural features, unless done with written authorization from the City of Lansing Planning Department and consistent with the United States Department of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings as they exist at the time of this conveyance;*

- *demolish, remove, deconstruct, or move the Cooley-Haze House unless such action has been approved in writing by the City of Lansing Planning Department as necessary for the safety, health, and welfare of the public, and is done consistent with the United States Department of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings as they exist at the time of this conveyance; or*
- *do or cause to be done any surface mining, extraction of any oil, gas, or other minerals or natural resources from any part of the Property.*

In the event the grantee, its successors and assigns, violates this express purpose, or engages in any of the prohibited activities listed above, then the title to the property hereby conveyed shall automatically revert to the grantor, its successors and assigns, and grantor shall retain all legal and other equitable remedies under the law for damage done by said violation or engagement in prohibited activity by grantee, its successors and assigns.

PROPOSAL

Proposal for center structure, only, located at: 213 W Malcolm X Dr.

PROPOSAL LUMP SUM PRICE: \$ _____
(Figures)

_____ Dollars

(Spell out in words)

If submitted by an organization or company, please complete the following:

Name: _____

Address: _____

Attention: _____

Telephone: _____

Fax: _____

Email: _____

Submitted by:

Name: _____

(Please print)

Signature: _____

(Authorized Agent of the Organization/Company)

Title: _____

Date: _____

Witness: _____

Date: _____

If submitted by an individual please complete the following:

Name: _____

(Please print)

Address: _____

Telephone: _____

Fax: _____

Email: _____

DATE _____

REQUEST FOR PROPOSAL
RFP/18/088

Please complete Section I and Section II.

Section I

PROPOSAL AND AWARD

Initial: _____

The undersigned, having become thoroughly familiar with and understanding the entire quote documents attached hereto, agrees to provide the services as specified herein, for the total fees as stipulated herein, subject to negotiation.

I hereby state that all of the information I have provided is true, accurate and complete. I hereby state that I have authority to submit this proposal which will become a binding contract if accepted by the City of Lansing. I hereby state that I have not communicated with, nor accepted anything of value from an official or employee of the City of Lansing that would tend to destroy or hinder free competition.

I hereby state that I have read, understand and agree to be bound by all the terms of this proposal document.

Please initial next to Proposal and Award, sign Section II and submit with your response to this solicitation.

Section II

SIGNATURE

SIGNED: _____ NAME: _____

TITLE: _____ DATE: _____

FIRM NAME: _____

FEDERAL TAX ID NUMBER: _____

ADDRESS: _____
(Street) (City) (State) (Zip)

PHONE: (_____) _____ FAX: (_____) _____

EMAIL ADDRESS: _____