



REQUEST FOR PROPOSALS (RFP)
for a Real Estate Brokerage
To Market and Sell 9 Renovated Properties



Event	Date Due	Time Due	Method of Communication
RFP Release	July 8, 2026	5:00 pm	Posted on Website; Direct Emails
Questions on RFP	July 14, 2026	5:00 pm	Email lbarak@waynecountymi.gov
Answers to Questions	July 14, 2026	5:00 pm	Email to Respondents asking questions
RFP Response Due	July 17, 2026	5:00 pm	Email lbarak@waynecountymi.gov

This Request for Proposals (RFP) is issued by the Wayne County Land Bank (WCLB). Please check your submission to make sure you have included all the information which is required in the Request for Proposals section III.

Respondents are responsible for assuring that the submission is emailed to lbarak@waynecountymi.gov no later than 5:00 pm Friday, July 17, 2026, with the subject line “RFP – Real Estate Broker to Market/ Sell 9 Renovated Properties.” Late submissions may not be accepted.

I. Purpose

The Wayne County Land Bank (WCLB) is completing the renovation of nine (9) single-family residential properties located in Wayne County as part of the Blight Elimination Program (BEP) (See **Exhibit A**). After the renovations are complete, the WCLB will be selling these properties to income-qualified owner occupants. The purpose of this RFP is to receive proposals from a licensed real estate brokerage for marketing and selling these properties as soon as possible.

II. Project Scope

If selected, Respondent’s scope of work would include:

- Walking through each property, taking photographs and videos, and gathering any information needed to effectively market the properties
- Listing the properties on the MLS, and marketing the properties using multiple platforms
- Generating and following up on leads for potential buyers
- Meeting potential buyers and their agents at the properties to show the properties

- Collecting information on interested buyers and ensuring buyers qualify
- Presenting offers to WCLB
- Interfacing with all parties, such as title companies, buyers' agents, and attorneys
- Providing all other necessary support during the sales, negotiation, closing process, and post-closing process that is generally within the purview of a real estate brokerage firm
- Facilitating buyers' taking possession of the properties after successful closing
- Interfacing with WCLB staff and WCLB's agents to coordinate walk-throughs, gather information, market the properties, answer buyer questions, and attend any other meetings required by the WCLB necessary to quickly market and sell the properties

II. Requirements and Preferences

Respondent must meet the requirements listed below:

- Have significant brokerage experience with residential sales within Wayne County
- Have experience working with low-income and income-qualified buyers
- Have access to multiple marketing platforms, including a website, social media platforms, and other mechanisms to effectively market the property
- Have the capacity to list and market all properties within one week of being selected, and addresses have been provided.
- Are currently licensed, insured, and are in good standing with all regulatory agencies

*Respondents will be preferred if they:

- Have physical offices within Wayne County
- Have experience marketing residential properties for sale with government agencies

II. Submission Requirements

To be considered, each Respondent must submit a complete submission in response to this RFP using the format specified. Respondent's submission must be submitted in the format outlined below. There should be no attachments, enclosures, or exhibits other than those required in the RFP or considered by the Respondent to be essential to a complete understanding of the submission. Each section of the submission should be clearly identified with appropriate headings:

Scoring:

1. Applicant Information – If a private individual, state full name, mailing address, contact phone number, and email. If an entity, complete the business information questionnaire (BIQ) (See **Exhibit B**).
2. Confirmation of Project Scope – Provide written confirmation that Respondent is able to

fulfill the scopes of work.

3. Narrative Regarding Requirements and Preferences – A detailed narrative elaborating on how Respondent meets each of the requirements and preferences described herein. In this section, Respondents must provide information on methods to determine qualified and capable purchaser, and a detailed breakdown of Respondent’s marketing process, including all marketing platforms Respondent uses.
4. Fees – Provide a breakdown of Respondent’s fee structure, including brokerage fees, other costs of listing/ marketing, and any other fees required for Respondent to perform the scopes of work.
5. Plan and Timeline – Provide a time schedule outlining all planned steps with benchmarks and target dates.
6. Physical Office – Provide the physical address of office.

III. Selection Criteria

1. Selection Criteria

Submissions to this RFP will be evaluated based upon a three-step selection process. The submission must address the requirements described in Section III of this RFP. Respondents will move on to the next step if the minimum described below is met.

1) Step I – Initial evaluation for compliance

- a) The WCLB staff will screen the submissions for:
 - Timely submission of the documentation.
 - Submissions satisfy the form and content requirements of this RFP.

2) Step II – Criteria for Satisfactory Submissions

- a) During the second step of the selection process, submissions will be considered by an evaluation committee comprised of individuals selected by the WCLB. Only those submissions that satisfy Step I will be considered for evaluation in Step II. The evaluation committee reserves the right to request additional information from any Respondent.
- b) The submission should indicate the ability of the Respondent to meet the requirements of talent and expertise in the fields detailed in this RFP.

Scoring:

Criterion	What we evaluate	Points
1. Applicant Information	Respondent provided all the information requested	5
2. Confirmation of Project Scope	Respondent confirmed the scopes of work in the response	5
3. Narrative Regarding Requirements and Preferences	Respondent provided a thorough narrative thoughtfully addressing the requirements and preferences described for this project	40
4. Fees	Respondent has included a list of all fees. Points will be allocated with highest points given to lowest fees and lowest points given to highest fees	20
5. Plan and Timeline	Respondent provided an aggressive but accurate plan and timeline to get the properties sold	20
6. Wayne County Business	Respondent has a physical office in Wayne County	10
Total		100

- c) Only those submissions receiving a score of 70 points or more in the technical proposal evaluation will be considered for Step III.

3) Step III – Selection for Specific Projects

- a) Based on what is in the best interest of the WCLB, the WCLB may request an interview from Respondents who score at least the minimum number of points in Step II. The WCLB will consider value, quality, experience, and the ability to meet the objectives of a specific project in awarding contracts.
- b) The award recommendation will be made to the responsive and responsible qualified Respondent who offers the best value to the WCLB. Best value will be determined by the Respondent meeting the requirements and offering the best proposal that meets the objectives of the specific project.
2. The WCLB is not liable for any costs incurred by any Respondent prior to the signing of a Contract by all parties.

3. The WCLB may refuse to qualify a Respondent who has failed to pay any applicable taxes or if the Respondent has an outstanding debt to the State of Michigan or The Charter County of Wayne.
4. If the WCLB determines that a Respondent purposefully or willfully submitted false information in response to this RFP, the Respondent will not be considered for an award., or the property(s) will be unconditionally withdrawn and agreement shall be terminated.
5. Notwithstanding any other statement in this RFP, the WCLB reserves the right to:
 - a. reject any and all submissions.
 - b. waive any errors or irregularities in the bidding process or in any submission;
 - c. rebid the project.
 - d. negotiate with any Respondent for a reduced price, or for an increased price to include any alternates that the Respondent may propose.
 - e. revise or reduce the scope of the project and rebid or negotiate with any Respondent regarding the revised project.
 - f. defer or abandon the project.
 - g. amend or revise the RFP; and/or
 - h. request clarification of information submitted and to request additional information of one or more Respondents.

IV. Process & Terms

Respondents will be notified of the WCLB's determination no later than July 31, 2026.

EXHIBIT A – LIST OF PROPERTIES

- 19 Cora, River Rouge, MI 48218
- 23 Florence, River Rouge, MI 48218
- 25 W Anchor, River Rouge, MI 48218
- 134 Charles, River Rouge, MI 48218
- 256 Richter, River Rouge, MI 48218
- 838 Nightingale, Dearborn, MI 48128
- 15124 Meadow, Romulus, MI 48174
- 18981 Kingsville, Harper Woods, MI 48225
- 20661 Kenosha, Harper Woods, MI 48225

EXHIBIT B – BUSINESS INFORMATION QUESTIONNAIRE (BIQ)

BUSINESS INFORMATION QUESTIONNAIRE

Name of Company _____

Principal Office Address _____

Telephone Number _____

Email _____

Website _____

Form of Ownership

Corporation _____ LLC _____ Joint Venture _____

State of Incorporation/Registration _____ Date of Incorporation/Registration _____

Partnership _____ If Partnership, select one: Limited _____ General _____

Individual _____

If applicable, please attach your articles of organization or incorporation, and other relevant corporation information.

List of Partners, Principals, Corporate Officers or Owners

Name/Title

Person(s) with Authority to Act for Company

Name _____

Title _____

Phone _____

Email _____

Has your company operated under any different name in the past five years? Yes / No

If yes, please identify the name(s) under which your company has operated:

I hereby certify that the foregoing business information is true and correct to the best of my knowledge and belief.

By _____
Signature

Name

Title

By _____
Signature

Name

Title