

CITY OF DOUGLAS

NOTICE REQUEST FOR QUALIFICATIONS

The City of the Village of Douglas, Michigan is hereby requesting proposals from qualified real estate brokers to assist with the sale, or lease of City-owned properties, that are deemed surplus. It is the intent of this Request for Qualification (RFQ) to have the successful broker enter into a professional services contract with the City to provide real estate services as outlined in the RFQ. Under Ordinance 02-2022, an Ordinance to Establish Procedures for Transfer of Surplus Real Property for the City of the Village of Douglas, the City may engage with a licensed real estate broker.

Proposals will be received until 2:00 PM on Thursday, September 5, 2024, at Douglas City Hall. Proposal instructions and specifications may be obtained at City Hall, 86 W Center St., Douglas, MI 49406 or by emailing Jenny Pearson at douglas@douglasmi.gov.

It is the intent of the City of Douglas to enter into a professional services contract with the real estate broker whose proposal is the most conforming to the RFQ and will be most advantageous to the City of Douglas, provided it has been submitted in completion and accordance with the proposal requirements. Proposals will be reviewed by a committee, and the selected proposal will be presented to City Council for consideration. If a proposal is selected, it will be the most advantageous regarding costs and other factors which the City of Douglas may consider. The City expressly reserves the right to accept a proposal other than the lowest cost and reserves the right to negotiate any terms prior to a professional services contract. City Council has the sole authority to award a professional services contract at their pleasure.