

# **MANISTEE COUNTY LAND BANK AUTHORITY**

## **AGENDA**

**March 7, 2023**  
**2:00 P.M.**

**Manistee County Court House**  
**Board of Commissioners Meeting Room**  
**415 Third St, Manistee, MI 49660**

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Public Comment
5. Approval of Minutes
  - a. February 7, 2023 Regular Meeting
6. Finance Report (APPENDIX A)
  - a. Revenue & Expenditure Report (October 1, 2022 – February 28, 2023)
  - b. Trial Balance Report (as of February 28, 2023)
7. Old Business
  - a. Bear Lake (US-31) Property
    - a. Inquiries
    - b. Potential RFP
    - c. Sewer Project/Two Lakes Sewer Authority
    - d. Other Uses for Property
      - i. Flowers/plants
  - b. Bear Lake (Maple St) Property
  - c. Land Bank Project Manager Position
  - d. ARPA Funds
  - e. Blight Elimination Funds – Round 1 and Round 2 (and 3!)
  - f. Potential Collaboration with Habitat
  - g. Potential Collaboration with Charter Township of Filer/DDA

- h. Consultant RFQ (APPENDIX B)
- i. Manistee County Big Day of Serving

8. New Business

9. Comments from the Authority Chair

10. Comments from Authority Members

11. Adjournment

APPENDIX A

Fund 238 - LAND BANK AUTHORITY FUND

Account	Description	2022-23 Amended Budget	YEAR-TO-DATE THRU 02/28/23	Available Balance	Used
<b>Revenues</b>					
Department 000: GENERAL					
437.000	TAX CAPTURE - LAND BANK				
10/21/2022	CR VILLAGE OF EASTLAKE/2022 PORTION OF LAND BANK TAXES PAR		238.88 Receipt #: 76120		
12/22/2022	CR MAPLE GROVE TOWNSHIP/2022 WINTER TAX DISBURSEMENT RANGE		280.42 Receipt #: 76834		
01/04/2023	CR CLEON TOWNSHIP/LAND BANK		3.33 Receipt #: 76942		
01/09/2023	CR NORMAN TOWNSHIP/2022 WINTER TAX DISBURSEMENT BLOCK: 12/		181.60 Receipt #: 76998		
437.000	TAX CAPTURE - LAND BANK	600.00	704.23	(104.23)	117.37
615.019	APPROPRIATIONS REVENUE				
11/09/2022	CR MANISTEE COUNTY/LAND BANK ARPA APPROPRIATION 2022		500,000.00 Receipt #: 76373		
615.019	APPROPRIATIONS REVENUE	0.00	500,000.00	(500,000.00)	100.00
667.001	LAND CONTRACT				
10/07/2022	GJ JE# 7073		253.20 JE# 7073		
11/21/2022	GJ JE# 7187		253.20 JE# 7187		
12/13/2022	GJ JE# 7275		253.20 JE# 7275		
01/10/2023	GJ JE# 7349		598.00 JE# 7349		
01/10/2023	GJ JE# 7350		253.30 JE# 7350		
01/10/2023	GJ TO REVERSE MANUAL JOURNAL ENTRY: 7350		(253.30) JE# 7373		
01/10/2023	GJ JE# 7374		253.20 JE# 7374		
02/10/2023	GJ GJ# 7400		253.20 JE# 7400		
667.001	LAND CONTRACT	3,038.00	1,864.00	1,174.00	61.36
<b>Total - Dept 000</b>		<b>3,638.00</b>	<b>502,568.23</b>	<b>(498,930.23)</b>	<b>13,814</b>
<b>Total Revenues</b>		<b>3,638.00</b>	<b>502,568.23</b>	<b>(498,930.23)</b>	<b>13,814</b>
<b>Expenditures</b>					
Department 000: GENERAL					
727.000	OFFICE SUPPLIES				
01/26/2023	AP JACKPINE BUSINESS CENTERS/LAND BANK LETTERHEAD		103.00 Inv #: '481573-0' Vendor '3400'		
727.000	OFFICE SUPPLIES	500.00	103.00	397.00	20.60
801.000	CONTRACTED SERVICES	500.00	0.00	500.00	0.00
806.000	ATTORNEY FEES				
11/03/2022	AP LUCAS MIDDLETON/TINY DEVELOPERS EXTENSION		187.50 Inv #: '185' Vendor '4175'		
806.000	ATTORNEY FEES	1,400.00	187.50	1,212.50	13.39
812.000	DUES AND FEES				
10/21/2022	AP VISA/MALB CONFERENCE/TRAVEL		100.00 Inv #: '0669-SEPT 22' Vendor '6780'		
02/23/2023	AP MICHIGAN ASSOCIATION OF LAND BANKS/2023 MEMBERSHIP DUES		125.00 Inv #: '2023' Vendor '4595'		
812.000	DUES AND FEES	175.00	225.00	(50.00)	128.57
860.000	TRAVEL				
10/20/2022	AP RACHEL NELSON/MILEAGE REIMBURSEMENT		327.50 Inv #: '10/18/2022' Vendor '5022'		
10/21/2022	AP VISA/MALB CONFERENCE/TRAVEL		530.82 Inv #: '0669-SEPT 22' Vendor '6780'		
11/22/2022	AP VISA/ADOBE/PARKING CONFERENCE		56.00 Inv #: '0669 - OCT 2022' Vendor '6780'		

REVENUE AND EXPENDITURE REPORT FOR MANISTEE COUNTY  
Balances as of 02/28/2023

A-2

Fund 238 - LAND BANK AUTHORITY FUND

Account	Description	2022-23 Amended Budget	YEAR-TO-DATE THRU 02/28/23	Available Balance	Used
Expenditures					
Department 000: GENERAL					
860.000	TRAVEL	500.00	914.32	(414.32)	182.86
901.000	ADVERTISING	500.00	0.00	500.00	0.00
955.001	MISC. EXPENSE	63.00	0.00	63.00	0.00
Total - Dept 000		3,638.00	1,429.82	2,208.18	39.30
Total Expenditures		3,638.00	1,429.82	2,208.18	39.30
NET OF REVENUES AND EXPENDITURES		0.00	501,138.41	(501,138.41)	

A-3

GL NUMBER	DESCRIPTION	2022-23 AMENDED BUDGET	BALANCE DEBIT	BALANCE CREDIT
Fund 238 - LAND BANK AUTHORITY FUND				
238-000-001.000	CASH		528,706.84	
238-000-202.000	ACCOUNTS PAYABLE			
238-000-214.000	DUE TO OTHER FUNDS			
238-000-390.000	FUND BALANCE			25,111.51
238-000-404.000	REVENUE CONTROL	0.00		
238-000-437.000	TAX CAPTURE - LAND BANK	600.00		704.23
238-000-540.000	STATE REIMBURSEMENTS	0.00		
238-000-615.019	APPROPRIATIONS REVENUE	0.00		500,000.00
238-000-642.010	SALE OF LAND	0.00		
238-000-667.001	LAND CONTRACT	3,038.00		1,864.00
238-000-699.020	TRANSFER IN - OTHER FUNDS	0.00		
238-000-727.000	OFFICE SUPPLIES	500.00	103.00	
238-000-801.000	CONTRACTED SERVICES	500.00		
238-000-806.000	ATTORNEY FEES	1,400.00	187.50	
238-000-807.000	DUES	0.00		
238-000-812.000	DUES AND FEES	175.00	225.00	
238-000-860.000	TRAVEL	500.00	914.32	
238-000-901.000	ADVERTISING	500.00		
238-000-955.001	MISC. EXPENSE	63.00		
238-000-955.013	MISC EXPENSE (APPROPRIATION)	0.00		
Total Fund 238 - LAND BANK AUTHORITY FUND				
NET OF REVENUES/EXPENDITURES - 2021-22		0.00	530,136.66	2,456.92
				530,136.66

# REQUEST FOR QUALIFICATIONS & COST PROPOSAL

LAND BANK & BROWNFIELD REDEVELOPMENT CONSULTING SERVICES

March 24, 2023

I. PROCEDURES

a. ISSUING ENTITY

The Manistee County Land Bank Authority ("MCLBA") and the Manistee County Brownfield Redevelopment Authority ("MCBRA") are the entities issuing the RFQ/P.

b. DEADLINE FOR RECEIPT OF PROPOSALS

The deadline for receipt is April 21, 2023, 4:00 PM EST.

c. SUBMISSION AND RECEIPT OF PROPOSALS

For a submission to receive consideration, it must be received prior to the deadline. No late submission will be accepted. An authorized officer of the Consultant shall sign the Certification and all proposal forms. Proposals must be clearly labeled "QUALIFICATIONS & COST PROPOSAL – LANK BANK & BROWNFIELD REDEVELOPMENT CONSULTING SERVICES". An electronic copy shall be submitted. One complete copy of the proposal, including all attachments must be submitted in PDF format and submitted to [landbank@manisteecountymi.gov](mailto:landbank@manisteecountymi.gov).

d. AWARD

Proposals will be reviewed by the MCLBA and MCBRA for evaluation. Proposing firms may be asked to participate in an interview to further discuss qualifications and to answer questions. The contract will be awarded to the responsible, responsive firm whose proposal, conforming to this solicitation, will be most advantageous to the MCLBA and MCBRA, price and other factors considered.

**The MCLBA and MCBRA reserve the right to accept or reject any or all proposals, in part or whole, and to waive informalities and minor irregularities in bids received.**

e. WITHDRAWAL

Proposals may only be withdrawn by written notice prior to the date and time set for the submission of proposals. No proposal may be withdrawn after the deadline for submission.

f. DEFAULT

No bid or proposal shall be accepted from any party (contractor) who is in default on the payment of taxes, licenses or other monies due to Manistee County.

g. NON-COLLUSION CLAUSE

By signing and submitting this proposal, proposer states that his/her proposal is genuine and not collusive or sham; such proposer has not colluded, conspired, connived, or agreed, directly or indirectly, with any proposer or person, to put in a sham bid, or that such other person will refrain from proposing and has not in any manner, directly or indirectly, colluded, conspired, connived, or agreed, with any person, to fix the price of affiant or any other proposer, or to fix any overhead, profit or cost element of said proposal price.

h. NON-DISCRIMINATION CLAUSE

By signing and submitting this proposal for consideration of an award, the proposer covenants not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment or a matter directly

or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, sexual orientation, or a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Breach of this covenant may be regarded as a material breach of the contract.



II. PROJECT DETAILS

a. DESCRIPTION

The MCLBA and MCBRA are seeking qualifications and cost proposals from Consultants to provide Land Bank, Brownfield Redevelopment, and related technical, administrative and consulting services to the MCLBA and MCBRA. The selected Consultant will be the primary provider of such services as outlined in Section II.c below.

b. BACKGROUND

The MCBRA was created more than 15 years ago, and the MCLBA was established in 2019. These authorities can work hand-in-hand to address the economic redevelopment and housing needs of Manistee County. The MCBRA has a seven member board, and the MCLBA has a five member board. By statute, the County Treasurer is the Chair of the MCLBA.

c. SCOPE OF WORK

The technical, administrative, and consulting services to the MCLBA and MCBRA solicited under this RFQ/P will include by way of example, but not limitation:

- i. Plan, generate, and process Brownfield Plans, Act 381 Work Plans, Development & Reimbursement Agreements and related documents as needed to facilitate brownfield redevelopment projects.
- ii. Review, evaluate, and assist in negotiating Brownfield Plans, Act 381 Work Plans, Development & Reimbursement Agreements and related documents prepared by third parties.
- iii. Plan, conduct, prepare material for, and participate in meetings/presentations of/with the MCLBA, MCBRA, Manistee County Board of Commissioners, and other entities as needed. Provide technical and administrative advice and legislative updates.
- iv. Oversee the Brownfield Revolving Fund.
- v. Assist prospective developers/redevelopers with applying for funds from the Brownfield Revolving Fund, evaluate applications, and provide recommendations.
- vi. Assist prospective developers/redevelopers with pursuing funding and technical assistance and incentives through Federal, State and local agencies and programs as needed.
- vii. Apply as needed for area-wide or site-specific State and/or Federal Brownfield Assessment, Cleanup and other grants/loans as needed and available.
- viii. Manage some or all aspects of grants/loans awarded to the MCLBA and/or MCBRA as requested.
- ix. Assist with administrative functions as required by State or Federal programs including but not limited to annual reports, Brownfield TIF capture & reimbursements, and related functions as requested.
- x. Evaluate and facilitate transfers of property into the MCLBA for brownfield incentive eligibility.
- xi. Identify and pursue appropriate incentives for projects in which the MCLBA and/or MCBRA are involved.
- xii. Provide all other administrative and consulting services as requested.

d. **SELECTION CRITERIA**

Requested information is intended to provide information that will assist the MCLBA and MCBRA in selecting the most qualified, competent, experienced, responsive and economical Consultant, who will best serve the needs to the MCLBA and MCBRA. During the evaluation process, where it may serve in their best interest, the MCLBA and MCBRA reserve the right to request additional information or clarifications from proposers, to reject any or all proposals or unauthorized modifications, to allow corrections of errors or omissions, or to waive irregularities.

The MCLBA and MCBRA boards will evaluate the proposals based upon the submittal requirements. After a review of the written proposals, selected firms may also be asked to make an in-person presentation or field follow-up questions. The MCLBA and MCBRA will chose the proposal(s) that best for their needs.

The MCLBA and MCBRA are not obligated to recommend a contract based on any singular criteria, including cost.

The selected firm will be required to enter into a written agreement with the MCLBA and MCBRA that will detail the specifics of the relationship and include scope of work, compensation, insurance requirements and other matters.

This agreement is anticipated to run for three years. If an agreement cannot be reached, the MCLBA and MCBRA reserve the right to render the proposal invalid and may award the contract to another qualified proposer at their sole discretion.

### III. SUBMITTAL REQUIREMENTS

Proposals should demonstrate the qualifications, experience, service level, cost of services, competence, and capacity of the Consultant. The MCLBA and MCBRA consider qualified Consultants to be those that demonstrate the appropriate experience, capacity, knowledge, and financial ability to implement the Scope of Work outlined in Section II.c above.

As part of the MCLBA and MCBRA's determination regarding a proposer's qualifications, the MCLBA and MCBRA will review and analyze the experience and qualifications of the proposer as a whole, **placing emphasis on the individual ("key" personnel) who will provide the bulk of the consulting services** outlined in Section II.c above.

Each statement of qualifications must address all points listed below:

#### a. FIRM OVERVIEW

- i. Full name and address of the firm with a short description of the firm. Include a description of the business organization, year established, federal ID number, the firm's legal formation (e.g. corporation, sole proprietor, etc.) and state of incorporation, if applicable. List the firm's officers (up to three).
- ii. List the location and address of the firm's office in Michigan that will provide the services to the MCLBA and MCBRA, and where the "key" personnel is located.
- iii. Provide a list of firm's primary services. Provide a list of the firm's Land Bank and/or Brownfield redevelopment services (if different than primary services).

#### b. QUALIFICATIONS

- i. Provide resume for the "key" personnel. The MCLBA and MCBRA anticipate that the "key" personnel will be the individual acting as contact with the MCLBA and MCBRA, and who will provide the vast majority of consulting services listed in the Scope of Work. Resume and/or narrative response shall provide, at a minimum, his/her education degree(s), institution(s) issuing the degrees, and year(s) received; certifications and registrations; years and position(s) with the company; years with other firms and firm names; types of services "key" individual is qualified to perform; demonstration of familiarity by "key" individual with services required for this project; recent experience of "key" individual and his/her roles in similar projects; recent experience of the "key" personnel with other redevelopment programs/incentives (OPRA, NEZ, HRTC, LIHTC, etc.) not specifically listed in the Scope of Work.
- ii. Provide resumes for not more than two (2) staff persons who may assist the "key" personnel with performing services listed in Section II.c above. Resume and/or narrative response shall provide, at a minimum, education degree(s), institution(s) issuing the degrees, and year(s) received; certifications and registrations; years and position(s) with the company; years with other firms and firm names; types of services the staff persons are qualified to perform; demonstration of familiarity by

the staff persons with services required for this project; recent experience of staff persons and their roles in similar projects.

- iii. Please demonstrate the previous experience of "key" personnel by describing five (5) similar projects completed or in progress with governmental entities within the past five (5) years. For each project, provide a summary that includes:
  1. Project name and location
  2. Client name; specify entity or department
  3. Short project description
  4. Role of "key" personnel
  5. List of services provided
  6. Client contact information (name, title, phone number, email address)
- iv. Describe what additional "value added services" firm can provide.
- v. List the key differentiators of the firm. What factors distinguish it from competitors?

c. REFERENCES

MCLBA and MCBRA reviewers may solicit references from some or all client contacts as provided above with previous experience profiles.

d. COMPENSATION/FEES

For each year (2023, 2024, 2025) of the anticipated three year contract, in tabular form, please provide the following:

- i. Travel fee to Manistee from the Consultant's office (if any).
- ii. Lump sum fee for attending the MCLBA and/or MCBRA's board meetings.
- iii. Lump sum fee for preparing a Brownfield Plan in accordance with state statute.
- iv. Hourly professional billing rate for the following:
  1. "Key" personnel
  2. Up to two (2) technical staff persons
  3. Administrative support person
  4. Graphic designer/CAD staff person
  5. Other (please describe)
- v. The percentage markup, if any, on approved subcontractors.
- vi. Other fees/charges (if any).

e. CONFLICT OF INTEREST

- i. Disclose any conflicts or perceived conflicts of interest this contract may produce.
- ii. Identify what procedures your firm utilizes to identify and resolve conflicts of interest.

f. COPIES OF THE FOLLOWING ITEMS

- i. Comprehensive General Liability and Property Damage coverage
- ii. Professional Liability (Errors and Omissions) coverage
- iii. Worker’s Compensation coverage
- iv. Any and all relevant license/registration numbers

g. CERTIFICATION

I hereby state that I have read, understand, and become thoroughly familiar with and understand the terms and scope of work contained in the RFQ/P.

I hereby state that all information I have provided is true, accurate and complete to the best of my knowledge.

I hereby state that I have authority to submit this proposal, which will become the basis for a binding contract if recommended by the MCBRA and approved by the Manistee County Board of Commissioners and MCLBA.

I hereby state that this proposal will remain valid for not less than six (6) months from this certification date.

Signed: \_\_\_\_\_

Type or Print Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone(s): \_\_\_\_\_

Contact Email: \_\_\_\_\_

IV. CONTRACT

If awarded the contract, it will include, but not be limited to:

- a. 90 day termination clause
- b. Requirement to disclose any relationship with developer(s) on a project by project basis.
- c. Requirement to provide all documents and electronic files to the MCLBA and/or MCBRA. These documents and electronic files will become property of the MCLBA and/or MCBRA. Files on electronic media of text, data or graphics or of other types that are furnished by the Consultant shall be in a compatible software format for use by the MCLBA and/or MCBRA.