

City of Quincy

“REQUEST FOR PROPOSALS” TAX POSSESSION AUCTION SERVICES FOR

THE SALE OF LAND ACQUIRED THROUGH FORECLOSURE OF TAX TITLE

TAX DEPARTMENT

MAY 11, 2011 @11:00 A.M.

The City of Quincy, acting through Deborah Coughlin, Collector of Taxes for the City and as custodian of property pursuant to Massachusetts General Law Chapter 60 section 77B, wishes to receive proposals for professional services that relate to the marketing and subsequent sale of land acquired through the foreclosure of tax title. The desired services include the marketing of the properties and the advertisement of the sales, to include all notice requirements arising under M.G.L. Chapter 60 and all other laws, and 2) conducting the actual sale by public auction. It is anticipated that the fee for these services will be paid by the successful bidder as a “buyer’s premium.” All terms and conditions governing the sale must comply with the purposes, terms and intent of M.G.L. Chapter 60 and all other Laws of the Commonwealth which may apply.

For the purposes of this Request for Proposals (“RFP”), the properties to be sold consist of the various parcels now held by the City and such other properties as the City may hereafter so hold which are or become ripe for sale and are actually sold during the term of said contract. The term of the contemplated contract shall be for one year, together with the right of the City, in its sole discretion, to extend said contract for up to 2 (two) additional one-year periods.

Detailed specifications are available on-line at the City of Quincy’s website, www.quincyma.gov and also available at the office of the Purchasing Agent, Quincy City Hall, 1305 Hancock Street, Quincy, Massachusetts, 02169, between the hours of 8:30^{AM} and 4:30^{PM} for a non-refundable printing charge of \$25.00

The City of Quincy may cancel this RFP, or accept or reject any or all proposals in whole or in part, at any time whenever it is deemed to be in its best interests.

The City of Quincy will not be responsible for any costs incurred by a proposer in preparing and submitting a proposal in response to this RFQ.

The submission and review of such proposals must comply with the purposes, terms and intent of M.G.L. Chapter 30B and all other applicable laws of the Commonwealth. Acceptance of any submission and price proposal to provide such services is subject to the availability of funding. The award of the contract for auctioneer services is subject to approval by the City of Quincy.

Bids/Proposals will be received at the office of the Purchasing Agent until the time and date stated above, at which time and date they will be opened and registered. Late Bids/Proposals, delivered by mail or in person, will be rejected.

Thomas P. Koch, MAYOR

Kathryn R. Hobin, Chief Procurement Officer

City of Quincy

REQUEST FOR PROPOSALS AND PRICE PROPOSAL

TAX POSSESSION AUCTION SERVICES

FOR

A SALE OF LAND ACQUIRED THROUGH FORECLOSURE OF TAX TITLES

A. Overview

1. Overview: The City of Quincy wishes to receive proposals for professional services to be provided to the City that relate to the marketing and subsequent sale by public auction of land acquired through foreclosure of tax title. It is anticipated that the fee for these services will be paid by way of a “buyer’s premium” so-called. All terms and conditions governing the sale must comply with the purposes and intent of M.G.L. Chapter 60 and all other applicable laws of the Commonwealth.
2. For the purposes of this Request for Proposals and Price Proposal (“RFP”), the properties to be sold consist of the various parcels now held by the City upon which the right to redeem has been foreclosed and such other properties as the City may hereafter so hold which are or become ripe for sale and are actually sold during the term of the contemplated contract. The term of the contemplated contract shall be for one year, together with the right of the City, in its sole discretion, to extend said contract for up to 2 (two) additional one-year periods.
3. A submission shall remain valid through the award date of the contract for the services sought hereby.
4. The City of Quincy may cancel this RFP, in whole or in part, at any time whenever such is deemed to be in its best interest.
5. The City of Quincy will not be responsible for any costs incurred by a proposer in preparing and submitting a submission in response to this RFP.
6. Any questions pertaining to the services required by the City of Quincy or the technical aspects of this RFP should be directed to Kathryn R. Hobin, Purchasing Agent through fax: 617-376-1074 and emailed to: khobin@quincyma.gov and cc: to mmarine@quincyma.gov
7. Questions will be received and answered up until 4:00 p.m. on May 6, 2011.

B. Submission - Submission Procedures

1. The submission and review of such submission must comply with the purposes and intent of M.G.L. Chapter 30B and all other applicable laws of the Commonwealth.

Acceptance of any submission and fee quotation to provide such services is subject to the availability of funding.

2. A sealed envelope must clearly identify the party submitting the submission and indicate that it contains information for **Tax Title Auction Services**. An original and five (5) copies must be contained in the submission and submitted to:

**City of Quincy, Purchasing Department
Kathryn R. Hobin, Purchasing Director
1305 Hancock Street - Quincy, MA 02169**

Submissions must be received **no later than 11:00 A.M. on May 11, 2011.**

3. The City of Quincy reserves the right to accept or reject any or all submissions if it is deemed to be in the best interest of the City to do so.
4. The fee quotation shall be submitted in a separate, sealed envelope clearly marked "**Price Proposal – Tax Title Auction Services.**" Price proposals that are submitted in the same envelope as the non-price submission *will be rejected* without further consideration. The price proposal shall include adequate provision for all proposed services including any direct reimbursable expenses.

C. Modifications to Submissions

1. Modifications to submissions or fee quotations may be submitted prior to the date and time specified for receipt of submissions.
2. An original and five (5) copies must be submitted together with a transmittal letter signed by an authorized official of the firm.
3. Any modifications of the specifications will be done in the form of an addendum and must be signed and submitted with complete sealed bid documents.

D. Submission Requirements: The following shall be considered to be the minimum requirements for submission. Each submission submitted must contain the following:

1. Responses to Comparative Evaluation Criteria contained herein. You must type the question prior to each response and then explain how each of the criteria is met.
2. Certificates of non-collusion, non-discrimination and affirmative action, and compliance.
3. A list of at least three (3) references.
4. A list of three (3) similar sales completed within the past three (3) years.
5. The name and title (if any) of all persons who will be assigned to this activity.

If any part of the scope of services under this RFP is to be completed by a subcontractor, the proposer will provide a complete description of the services to be subcontracted, along with a complete description of the qualifications and capabilities of the subcontractor. As part of the contract award for services, the City of Quincy reserves the right to approve or disapprove of any and all such subcontractors and to revoke any approval previously given.

E. Quality Requirements: The following shall be considered minimum standards necessary to perform the scope of work. Acceptable evidence or certification must be provided to demonstrate the minimum standards are being met. Failure to meet the minimum standards as described below shall result in the rejection of the submission.

1. Licensed Real Estate Salesperson in the Commonwealth of Massachusetts for five (5) or more years.
2. Licensed Auctioneer in the Commonwealth of Massachusetts for five (5) or more years with substantial experience in real estate auction.
3. Completion of ten (10) or more tax possession or municipal real property sales of similar scope within the past ten (10) years.
4. Staff or subcontractors assigned to the project must have not less than five (5) years of directly related experience, and there must be at least one (1) staff member employed full time in the auction business for at least five (5) years.

F. Marketing Plan. Proposers shall submit a written outline of a marketing plan to advertise and market the properties to the highest potential pool of qualified bidders

G. Scope of Services: The services to be provided, at a minimum, include the following:
Marketing:

- Meet with representative(s) of the City of Quincy to discuss objectives of sale.
- Develop plan to broadly advertise and market the property to inform and contact the highest potential pool of qualified bidders.
- Meet or exceed all legal requirements for advertising a sale of municipal land acquired through foreclosure of tax titles pursuant to M.G.L. chapter 60.
- Inspect properties and sites prior to auction.
- Coordinate Date/Time with the Collector of Taxes and the City's attorneys
- Maintain consistent contact with Collector of Taxes and the City's attorneys regarding date and time of auction and possible postponement or cancellation of auction.

Advertising:

- Prepare necessary schedule in accordance with Auction date.
- Design, prepare and place advertisement in local and/or major newspaper as required.

Direct mailing, faxing and e-mail:

- Prepare fliers, make copies and either fax, mail or e-mail to all potential buyers, local real estate agents and any other interested parties.

Maintenance Records:

- Maintain a record of all incoming calls including:
 - Name, mailing address, telephone number.
 - What auction is their inquiry regarding.
 - Additional information that may be useful for future auctions.
- Telephone conferences with potential bidders and interested parties.

The Auction:

- Obtain permit(s) if required.
- Attendance at auction, postponement or cancellation.
- Confirm qualifications and eligibility of prospective bidders.
- Registration of all bidders, proof of bank check, cash or registered check at actual auction.
- List of names, etc. of those in attendance at auction postponement or cancellation for rescheduling.
- Provide services of qualified and experienced auctioneer to conduct the sale.
- Conduct Auction in accordance with law.
- Receive bid deposits on behalf of the City.

Miscellaneous:

- All services typically associated with an Auctioneer.
- Require and ensure that successful bidder completes and executes all necessary and required auction documents.

H. Comparative Evaluation Criteria

Each proposer must indicate if and how it meets the following **Comparative Evaluation Criteria**. Responses to each of these criteria will be judged in four (4) rating categories:

Highly Advantageous

Advantageous

Not Advantageous

Unacceptable

A composite rating for each submission will be based on the rating of each of the following Comparative Evaluation Criteria.

To what extent are the following met?

1. Experience in tax possession/municipal real property sales over the past ten years.

Highly advantageous More than Two Hundred (200) properties sold of similar scope over the past Ten (10) years.

Advantageous Greater than Fifty (50) but less than Two Hundred (200) properties sold of similar scope over the past Ten (10) years.

Not Advantageous Ten (10) or more but less than Fifty (50) properties sold of similar scope over the past Ten (10) years.

Unacceptable Less than Ten (10) properties sold of similar scope over the past Ten (10) years.

2. Qualifications of professional staff/subcontractors employed by the firm.

Respond to those that apply:

Massachusetts Real Estate Licensed Salesperson

Highly advantageous Twenty (20) or more years experience.

Advantageous Fifteen (15) or more years experience but less than Twenty (20) years experience.

Not Advantageous Five (5) or more years experience but less than Fifteen (15) years experience.

Unacceptable Less than Five (5) years experience.

Licensed and Bonded Massachusetts Auctioneer

<i>Highly advantageous</i>	<i>Twenty (20) or more years experience.</i>
<i>Advantageous</i>	<i>Fifteen (15) or more years experience but less than Twenty (20) years experience.</i>
<i>Not Advantageous</i>	<i>Five (5) or more years experience but less than Fifteen (15) years experience</i>
<i>Unacceptable</i>	<i>Less than Five (5) years experience.</i>

3. Completeness of Submission.

<i>Highly advantageous</i>	<i>All requested items satisfactorily addressed.</i>
<i>Advantageous</i>	<i>One (1) or Two (2) requested items not included or unclear.</i>
<i>Not Advantageous</i>	<i>More than Two (2) requested items not included or unclear</i>
<i>Unacceptable</i>	<i>More than Three (3) requested items not included or unclear.</i>

Final acceptance of a submission will be based on the information gathered from compliance with Quality Requirements, responses to the Comparative Evaluation Criteria, Marketing Plan and Proposed Fee.

I. Rule of Award

The City of Quincy will review the submissions and then make an overall evaluation, rating each submission as being “*Highly advantageous*”, “*Advantageous*”, “*Not Advantageous*” or “*Unacceptable*”. Those submissions failing to meet the Quality Requirements shall be deemed as non-responsive and shall be rejected.

The City of Quincy shall select the responsive and responsible proposer submitting the most advantageous submission, taking in to consideration the proposer’s experience, staff capacity, references and plan for services as well as the fee proposal.

The City of Quincy will evaluate the qualifications and capabilities of each proposer, taking into consideration the proposer's ability to perform the required services as set forth in this RFP. The City shall arrive at a composite rating for the comparative evaluation criteria for each submission received. In this manner, all submissions will be ranked. In determining the best overall submission, the City will consider whether or not all of the above questions are answered in a satisfactory manner. It will also consider whether or not the minimum requirements as set forth in these specifications are met; the demonstrated ability of the firm to perform the services desired; responses from references; and the proposed fee for services. In this way the City

will ultimately choose the most appropriate responsive and responsible proposer to provide these services for the City.

As previously stated, the City reserves the right to reject any submission that, in its sole judgment, fails to meet the minimum requirements of this RFP; that is incomplete, conditional, or obscure; that contains additions or irregularities; in which errors occur, or if it is deemed to be in the best interests of the City to do so.

The City reserves the right to waive minor discrepancies or permit a proposer to clarify such discrepancies and so conduct discussions with all qualified proposers in any manner necessary to serve the best interests of the City.

The City of Quincy will be the awarding and contracting authority.

City of Quincy

REQUEST FOR PROPOSALS AND PRICE PROPOSAL:

TAX TITLE AUCTION SERVICES

FOR

THE SALE OF LAND ACQUIRED THROUGH FORECLOSURE OF TAX TITLE

ATTACHMENT A: NON-DISCRIMINATION AND AFFIRMATIVE ACTION CERTIFICATION

The Contractor agrees to comply with all applicable Federal and State statutes, rules and regulations prohibiting discrimination in employment, including but not limited to, the Americans with Disabilities Act 42 USC 12101, 28 CFR Part 35, or as amended; 29 USC S.791 et. seq.; Executive Orders 227, 237, 246; MGL C. 151B; and MGL C. 272, S. 92A, S98 et.seq., or any amendments to these provisions. Pursuant to Executive Orders 227 and 246, the Contractor is required to take affirmative actions designed to eliminate the patterns and practices of discrimination including providing written notice of its commitment to non-discrimination to any labor association with which it has an employment agreement, and to certified minority and women-owned businesses and organizations or businesses owned by individuals with disabilities. The City of Quincy shall not be liable for any costs associated with the Contractor's defense of claims of discrimination.

Signature

Name of Person Signing Submission

Name of Firm

Date

City of Quincy

REQUEST FOR PROPOSALS AND PRICE PROPOSAL:

TAX POSSESSION AUCTION SERVICES FOR THE SALE OF LAND ACQUIRED THROUGH FORECLOSURE OF TAX TITLE

ATTACHMENT B: COMPLIANCE CERTIFICATION

Qualification and Taxes: The Contractor represents that it is qualified to perform the services required under this contract and possesses or shall obtain all requisite licenses and permits.

Pursuant to MGL C.62C, S.49A, under the penalties of perjury that, to the best of its knowledge and belief, the Contractor is in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Employment Security Contributions and Compulsory Workers' Compensation Insurance: Pursuant to MGL C.151A, S.19 and MGL C.152, the Contractor certifies compliance with all laws of the Commonwealth relating to payments to the Employment Security System and all Commonwealth laws relating to required worker's compensation insurance policies.

Signature

Name of Person Signing Submission

Name of Firm

Date

City of Quincy

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ATTACHMENT C: CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this submission or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature

Name of Person Signing Submission

Name of Firm

Date

City of Quincy

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ATTACHMENT D: PRICE PROPOSAL / FEE QUOTATION

I/we _____, agree to provide all services
(Name of firm or appropriate individual)

requested under the above referenced RFP to the City of Quincy for a set percentage of the final winning bid:

_____ %
(State fee in percentage.)

_____ per cent
(State percentage in words.)

I/we understand and agree that said payment will be made by way of a “buyer’s premium” and shall not be an obligation of the City of Quincy.

Auctioneer shall earn the fee only upon actual transfer of ownership of a parcel. Fees and administrative costs shall be paid directly by the successful bidder.

THIS FORM MUST BE SUBMITTED SEPARATELY, IN ACCORDANCE WITH INSTRUCTIONS IN THE RFP

Signature

Name of Person Signing Proposal

Name of Firm

Date

City of Quincy

REQUEST FOR PROPOSALS AND PRICE PROPOSAL:

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ATTACHMENT E: SCHEDULE OF PROPERTIES RIPE FOR SALE

175 Intervale Avenue, Quincy, Mass.	currently business/industrial use
189 Intervale Avenue, Quincy, Mass.	currently business/industrial use
1143 Sea Street, Hough's Neck, Quincy, Mass.	currently single family residence
39 Island Avenue, Hough's Neck, Quincy, Mass.	currently single family residence
60 Brackett Street, Quincy, Mass.	currently single family residence