

**SOUTH SUBURBAN LAND BANK AND DEVELOPMENT AUTHORITY (SSLBDA)**  
**REQUEST FOR QUALIFICATIONS: REAL ESTATE SERVICES**

**1. OVERVIEW**

The South Suburban Land Bank and Development Authority (SSLBDA) is seeking multiple locally-based Illinois licensed real estate brokers (“Brokers”) to assist in the marketing and sale of abandoned and distressed properties in 26+ municipalities in Cook and Will County.

The SSLBDA acknowledges that locally-based real estate professionals have deep knowledge of the real estate market, and therefore partnership with local real estate professionals is critical to effectively market and sell properties. This RFQ aims to identify those partners in SSLBDA’s member municipalities: Blue Island; Burnham; Calumet City; Calumet Park; Chicago Heights; Crete; Dolton; Ford Heights; Glenwood; Harvey; Hazel Crest; Homewood; Joliet; City of Kankakee; Lansing; Lynwood; Matteson; Midlothian; Oak Forest; Olympia Fields; Park Forest; Phoenix; Richton Park; Robbins; Sauk Village; South Holland; Steger; Summit; Tinley Park; and University Park (“Member Municipalities”).

All communications concerning this RFQ must be presented in writing via email with reference to “RFQ Real Estate Services” in the subject line and directed to:

Margaret Decker  
Director of Real Estate, South Suburban Land Bank & Development Authority  
[margaret.decker@southlanddevelopment.org](mailto:margaret.decker@southlanddevelopment.org)

**2. ABOUT THE SSLBDA**

The SSLBDA is an intergovernmental agency established in 2012 that facilitates the redevelopment of vacant and abandoned properties (residential, commercial, and industrial) through strategic partnerships with developers, community organizations, lenders, and local governments. The SSLBDA supports the capacity of 26+ municipalities in the Southland Region.

The SSLBDA’s mission is to reduce vacancy, stabilize the tax base, and enhance economic activities in the Southland Region through the acquisition and redevelopment of distressed properties in partnership with local governments.

### 3. KEY DATES

**RFQ released:** May 5, 2023

**Information session:** May 12, 2023 at 10:00 am

<https://us06web.zoom.us/j/81079376697?pwd=RFRnb1NsRXBGmJrR4SENld3JweWZLZz09>

Meeting ID: 810 7937 6697

Passcode: 629178

**Deadline for questions:** May 22, 2023 at 5:00 pm

**RFQ closed:** June 2, 2023 at 5:00 pm

### 4. SCOPE OF SERVICES

Selected Brokers will provide the following services for the SSLBDA (“Services”):

- Perform market analyses
- Provide the SSLBDA with monthly activity reports
- Provide Broker Price Opinions for properties
- Develop and execute marketing strategies including marketing materials for the sale of properties
- Advertise properties widely to ensure maximum market exposure, including advertisement on publicly-available websites, the Multiple Listing Service (MLS), or another public marketing platform
- Gather or coordinate the compiling of all offer related documents required by SSLBDA, including, but not limited to, any proof of buyer funds, proof of buyer development capacity and experience, scope of work, and buyer statements identifying any conflicts of interest
- Recommend offers based on the mission of of the SSLBDA and the goals of the local municipality
- Work with SSLBDA staff to negotiate with prospective buyers
- Coordinate real estate appraisals as requested by SSLBDA
- Coordinate site access in partnership with SSLBDA staff
- Handle all other customary activities and services associated with real estate transactions and as requested by SSLBDA
- Timely provide commission statements or invoices to facilitate payment at closing(s)
- Provide the SSLBDA with the original and/or copy of all documents produced by the Broker as a result of the work assigned, if requested

**5. PAYMENT**

Services will be paid at a total commission rate of:

- Five (5) percent of the purchase price per property for properties sold at or above \$50,000
- A flat fee rate of \$2,500 will be paid for properties sold below \$50,000.

Services will be paid at closing of the property from sale proceeds.

**6. ELIGIBILITY**

Applicants must:

- Hold a current Real Estate Broker’s License issued by the State of Illinois
- Have a minimum of three (3) years’ experience selling residential, commercial, and/or industrial properties in at least one of the SSLBDA’s Member Municipalities: Blue Island; Burnham; Calumet City; Calumet Park; Chicago Heights; Crete; Dolton; Ford Heights; Glenwood; Harvey; Hazel Crest; Homewood; Joliet; City of Kankakee; Lansing; Lynwood; Matteson; Midlothian; Oak Forest; Olympia Fields; Park Forest; Phoenix; Richton Park; Robbins; Sauk Village; South Holland; Steger; Summit; Tinley Park; and University Park
- Be knowledgeable about the municipality in which they are working as well as potential assistance or incentive programs available
- Women- and Minority-owned Business Enterprises (W/MBE) and locally-based real estate professionals are strongly encouraged to apply

**7. CONTENT OF RESPONSES**

Responses shall be submitted no later than 5:00pm Central on Friday June 2, 2023, by completing all required fields, with relevant attachments, in the form found here:

<https://forms.gle/CaksijmCmVxFTMKr9>

Incomplete responses will not be accepted and will automatically be disqualified.

A complete response will consist of responses to the following questions:

<b>Applicant Information</b>
Applicant name
Applicant title
Applicant phone number
Applicant email address

Managing broker name
What type of applicant are you? (Individual/sole proprietor or Firm)
Firm name (if applicable)
Which municipality or municipalities is the Broker based in?
Which municipality or municipalities are you proposing to work in?
What type of properties does the Broker specialize in?
Please upload a copy of the Broker's certificate of insurance, including general liability and errors and omissions.
List the names and percent ownership of each individual having a legal or beneficial interest in the Broker.
<b>Experience and Qualifications</b>
Please provide the names and titles of each of the professionals that will be involved in providing the Services.
Please upload the resume of each professional who will provide the Services.
Please describe experience relevant to the Services to be provided in this RFQ, including at least three sales transactions in the Member Municipalities where the firm, managing broker, or any other broker who would perform the Services were involved as the seller representative, the date of the transactions, and the type of entity represented (government or corporate). Please also highlight any experience 1) working with municipalities and 2) marketing and selling vacant properties.
Please upload a copy of the current Real Estate Broker's License issued by the State of Illinois for all Brokers expected to work on this contract, along with any other current professional licenses that may be relevant.
<b>References</b>
Please provide two (2) professional references for whom the Broker has provided relevant real estate brokerage services within the past three (3) years.
<b>Disclosure statements</b>
Provide a list of any active or pending litigation in which the Broker is or will be a party, including a brief description of the nature of the action.
Provide a statement regarding conflicts of interest, identifying any real or potential conflicts of interest.
I confirm that the Broker and any related professional that will provide the Services has not within the last five (5) years been convicted of or entered a plea or admission of guilt, civil or criminal, related to bribery or attempted bribery, proposal-rigging to attempting to rig proposals,

price-fixing or attempting to price-fix, defrauding or attempting to defraud any unit of government.
I confirm that Broker and any related professional that will provide the Services is not an owner or party responsible for the payment of any tax or fee administered by Cook County, Will County, a local municipality, or by the Illinois Department of Revenue, where such tax or fee is delinquent.
I confirm that the Broker and any related professionals that will provide the Services shall not engage in unlawful discrimination or sexual harassment against any individual.
I confirm that the Broker and any related professionals that will provide the Services agrees to abide by the requirements of the Illinois Human Rights Act (775 ILCS 5/2-105).
I confirm that, if the Broker is a non-individual entity, Broker is authorized to transact business in the State of Illinois.
I confirm that Broker and any related professionals that will provide the Services does not have a familial relationship with the staff of SSLBDA, a local government director of SSLBDA, or the staff of the Southland Development Authority that has not been disclosed in a statement regarding conflicts of interest, as described above, and included in the response to this RFQ. Familial relationship shall mean spouse, parent, child, sibling, aunt, uncle, niece, nephew, grandparent, grandchild, and whether by blood, marriage, or adoption.
I confirm that Broker, and any related professionals that will provide the Services, acknowledges that they are prohibited from purchasing properties from SSLBDA except for use as a personal primary residence.

Brokers may withdraw or modify a response at any time up to the RFQ Closed date listed above.

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**8. SELECTION CRITERIA AND PROCESS**

Selection of Brokers will be made based on responses to the RFQ and focus on the following criteria:

- Experience and qualifications
- Local presence and knowledge of local real estate market
- References

After the RFQ Closed date, SSLBDA staff will review complete responses and may contact references or hold interviews with those Brokers that SSLBDA deems qualified. SSLBDA staff will then present a list of qualified Brokers to the SSLBDA Executive Committee or SSLBDA Board of Local Government Directors for approval of the pool of approved Brokers.

Upon completion of SSLBDA's review and approval, the Brokers SSLBDA deems qualified will be contacted, via the primary contact identified in the response, by SSLBDA to confirm acceptance of the qualifications and that Broker will be considered a vendor in SSLBDA's pool.

## **9. CONTRACT TERMS**

Upon selection, the Broker will be part of a pool of vendors that SSLBDA will periodically ask to provide the Services on a property by property basis. SSLBDA will individually assign specific properties to specific Brokers using a listing agreement. There will be no contract or contract period beyond that identified in the listing agreement. SSLBDA offers no guarantees regarding the number, if any, or frequency, of assigned properties.

SSLBDA will periodically review the performance of selected Brokers. In SSLBDA's sole discretion SSLBDA may remove a selected Broker from the pool of vendors or stop assigning properties to a selected Broker.

A selected Broker may request that SSLBDA remove it from the pool of selected Brokers. In the event of such a request, SSLBDA will reassign any properties then assigned to the Broker that is requesting removal and the Broker agrees to cooperate with SSLBDA's efforts to reassign any properties and to fulfill any outstanding Services as requested by SSLBDA.

SSLBDA reserves the right to renew this RFQ, extend the submission period, and seek additional Brokers at any time. Selected Brokers can, but are not required to, respond to subsequent RFQs issued by SSLBDA.

Selected Brokers may periodically update the information provided in response to this RFQ and shall be obligated to update their information upon request from SSLBDA. Selected Brokers shall be obligated to notify SSLBDA of any change in licensing or the statement on conflicts of interest.

Selected Brokers are not permitted to use SSLBDA's name or logo in any marketing materials, other than those materials related to the sale and proposed sale of properties assigned to the Broker by SSLBDA.