

# Request for Proposal: Commerical Real Estate Advisor

The Charter Township of Oakland (Township) is requesting the submission of qualifications information, a detailed scope of work and professional fees from qualified commercial real estate advisor to provide the community with a market analysis, marketing brochure, and assistance in selecting the most favorable tenant as it relates to the highest and best use for the Paint Creek Cider Mill building, located at 4480 Orion Road.

Ten (10) copies of the proposal must be received by 2:00 p.m. on December 12th, 2024. Proposals shall be sealed and marked with "Commercial Real Estate Advisor RFP." Proposals received after this deadline will not be considered.

Follow this [link](#) to review the entirety of the RFP.

**Office of the Township Clerk  
Charter Township of Oakland  
4393 Collins Road  
Rochester, MI 48306**



## **REQUEST FOR PROPOSAL (RFP)**

### **COMMERCIAL REAL ESTATE ADVISOR**

**Charter Township of Oakland  
4393 Collins Road., Rochester, MI 48306**

#### **I. OVERVIEW**

The Charter Township of Oakland (Township) is requesting the submission of qualifications information, a detailed scope of work and professional fees from qualified commercial real estate advisor to provide the community with a market analysis, marketing brochure, and assistance in selecting the most favorable tenant as it relates to the highest and best use for the Paint Creek Cider Mill building, located at 4480 Orion Road.

#### **II. BACKGROUND INFORMATION**

The building was previously used as a working cider mill, restaurant, and banquet facility from 1977 to 1997 (Paint Creek Cider Mill Restaurant). It was sold in 1997 and subsequently donated to the Township in 2005.

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The Township has remodeled the cider mill and, among other things, added ADA compliant bathroom facilities and an elevator. The second floor was completely remodeled and is now being used as office space by the Township.

The first floor was formerly leased by the Township to a food service tenant to operate a small restaurant/cider and doughnut sales use. This tenant space consisted of approximately 1900 square feet and has several display cases, reach-in and walk-in coolers, counters, fire suppression system, HVAC system and hood vent system. The cider mill has electricity, water, sewer, and natural gas service.

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### **III. SCOPE OF WORK**

The Township requires professional assistance from commercial real estate firms which includes, but is not limited to, the following:

- Provide a market analysis and recommendation on the highest and best use for the building.
- Determine the feasibility of food and beverage services.
- Advise the Township on spatial needs and any renovation and/or expansion requirements.
- Advise on build-out, leasing and management requirements.
- Prepare a marketing brochure for the property and assist in analyzing submittals from bidders.

#### **IV. PROPOSAL FORMAT**

The proposal shall include the following information:

- Cover Letter signed by a member of the firm and outlining the firm's understanding of the assignment.
- Work Approach and Timeframe, presenting a summary of the work proposed to fulfill the requirements of the RFP.
- Professional Staff, identifying and specifying their roles in the project.
- Qualifications and References, documenting recent prior experience relevant to the challenges of this assignment.
- Fees and Billing Rates, stated as a not to exceed fee for the work outlined in the RFP. Describe any added reimbursable costs for such expenses as printing, mileage, sub-consultants, etc.
- Insurance Coverage and Types, which shall remain in force during the life of this contract.

#### **V. EVALUATION OF PROPOSALS**

The Township will evaluate all submitted proposals based on the responsiveness of the work approach proposed, the qualifications of the staff that will work with the community, the overall qualifications of the firm and the billing rates proposed.

The Township will likely schedule oral interviews with some or all the firms responding, and, in that event, the outcome of such interviews may influence the evaluation of proposals. It is anticipated that once the preferred firm is identified, a specific agreement and work scope will be negotiated, based on the information included in the response to this RFP.

## **I. PROPOSAL SUBMISSION**

Ten (10) copies of the proposal must be received by 2:00 p.m. on December 12<sup>th</sup>, 2024. Proposals shall be sealed and marked with “Commercial Real Estate Advisor RFP.” Proposals received after this deadline will not be considered. Submitted proposals shall remain in effect for 90 days from the due date. All costs incurred for proposal preparation, presentation, or contract negotiations are the responsibility of the consultant. The Township reserves the right to reject any or all proposals submitted in response to this request for proposal and/or to select the proposal that it determines, in its sole discretion, to best meet the needs of the community.

The Township reserves the right to extend any time period stated herein, including the due date for entering into a contract.

The information noted below shall be included in any response to this RFP. Proposals must be received by the due date at the following address:

**Office of the Township Clerk  
Charter Township of Oakland  
4393 Collins Road  
Rochester, MI 48306**

Questions may be directed to Joseph Merucci, Township Manager at 248-651-4440 extension 214 or, [jmerucci@oaklandtownship.org](mailto:jmerucci@oaklandtownship.org)