



# Huron Behavioral Health

Helping People...Making Life Work  
Phone: 989-269-9293

## **REQUEST FOR PROPOSALS (RFP) FOR COMMERCIAL REALTOR**

Issued: February 23, 2026

### **Section I**

## GENERAL INFORMATION

### A. General Information

Huron Behavioral Health (herein known as the Board) is a public agency under contract with the Michigan Department of Health and Human Services (MDHHS) and Mid-State Health Network (MSHN) Prepaid Inpatient Health Plan (PIHP) to manage and provide publicly funded mental health services to persons identified in the Michigan Mental Health Code. The Board is obligated to comply with all of the provisions of its contracts with MDHHS and the PIHP, all rules and sections of Public Act 258 of the Public Acts of 1974, as amended, and applicable state and federal laws governing the expenditure of funds and the provision of services.

The Board manages and provides, both directly and through existing contracts, a continuum of services to persons with mental health disabilities who are located within the County of Huron. Services are directed to persons who meet the criteria found in the most recent Diagnostic and Statistical Manual of Mental Health Disorders published by the American Psychiatric Association. Priority is given to the provision of services to individuals and families with severe and persistent mental illness, children with serious emotional disturbance, and persons with intellectual and developmental disabilities.

### B. Request Summary

The Board is seeking proposals from qualified firms or brokers specializing in commercial real estate sales to facilitate the sale of a property. The intent of this RFP is for the successful firm/broker to enter into a professional services contract with Huron Behavioral Health. Knowledge of the local market and experience in the purchase and sale of properties in the Huron County Area is essential for this project.

The property being offered for sale has the following characteristics:

- Location: 1700 N. Van Dyke Rd. Bad Axe, MI 48413
- Total SqFt- 13464     First Floor- 12529     Second Floor- 935
- Foundation: Concrete Slab

### C. Scope of Services

The selected firm/broker will be expected to provide the following services:

1. **Property Valuation:** The realtor should provide a comprehensive property valuation report, including market trends, sales history, and other relevant information to determine an appropriate asking price.
2. **Marketing Strategy:** The realtor should develop and implement a marketing strategy that promotes the property to potential buyers. This strategy could include online and offline advertising, direct mail campaigns, and networking within the local business community.
3. **Listing Creation:** The realtor should create an attractive and informative listing for the property, including professional photographs, floor plans, and descriptions of the property's features and benefits. The listing should be published on relevant online platforms and distributed to potential buyers.

4. **Buyer Qualification:** The realtor should qualify potential buyers to ensure they are financially capable of purchasing the property and that they understand the property's condition and potential uses.
  5. **Negotiation:** The realtor should represent Huron Behavioral Health in negotiations with potential buyers, helping to secure the best possible price and terms for the sale.
  6. **Transaction Management:** The realtor should manage the transaction process, including coordination with attorneys, title companies, and other parties involved in the sale. They should keep Huron Behavioral Health informed throughout the process.
  7. **Closing:** The realtor should facilitate a smooth closing process, ensuring that all necessary documents are in order and that the transaction is completed in a timely and efficient manner.
  8. **Reporting:** The realtor should provide regular updates to Huron Behavioral Health on the status of the sale, including feedback from potential buyers, marketing activities, and transaction progress.
  9. **Compliance:** The realtor should comply with all applicable laws and regulations related to real estate transactions, including fair housing and anti-discrimination laws.
- D. Proposal Submission Requirements

Interested firms/brokers should submit proposals that include the following components:

1. **Statement of Qualifications:** Describe the firm's or broker's experience in selling similar properties, highlighting their track record, relevant certifications, and other credentials.
2. **Proposed Approach:** Explain the approach to the valuation, marketing, and sale of the property, including details on the marketing strategy, pricing strategy, and other relevant information.
3. **Proposed Timeline:** Provide a proposed timeline for the valuation and sale process, including information on key milestones, deadlines, and any potential roadblocks or challenges that may arise.
4. **Fee Proposal:** Detail the commission or fees for the services provided, including a breakdown of all costs, such as those related to marketing or other activities.

E. Evaluation Criteria:

1. **Experience and Qualifications:** The firm's or broker's track record in selling similar properties, as well as their relevant certifications and other credentials.
2. **Demonstrated Success:** Past sales and other relevant information that showcase the firm's or broker's success in selling similar properties.
3. **Marketing and Sales Strategy:** The quality and comprehensiveness of the firm's or broker's proposed marketing and sales strategy, including their approach to pricing, advertising, and other key components of the sales process.

4. **Reasonableness of Fees and Commissions:** The reasonableness of the firm's or broker's proposed fees and commissions, including any expenses related to marketing or other activities.
5. **Responsiveness and Compatibility:** The firm's or broker's overall responsiveness and compatibility with Huron Behavioral Health's goals, including their ability to communicate effectively and work collaboratively with City staff and other stakeholders.

### Section III

## INFORMATION TO BIDDERS

#### A. General Comments

The bidder is solely responsible for delivery of its proposal to Huron Behavioral Health, 1375 R. Dale Wertz Drive, Bad Axe, Michigan 48413 by **5:00 p.m. on March 20, 2026**. Six (6) copies of the proposal should be submitted. Proposals should be prepared simply and economically, providing a straightforward, concise description of the bidder's ability to meet the requirements of the RFP.

Potential contractors who submit a proposal may be required to make an oral presentation of their proposal to the Selection Committee.

A bidders' conference will be held at Huron Behavioral Health, 1375 R. Dale Wertz Drive, Bad Axe, Michigan 48413 at **TBD**. Questions related to services requested and proposal requirements will be addressed at that time. **This will be the only time for RFP respondents to ask questions related to the RFP.**

#### **RFPs submitted after the deadline will not be considered and will be discarded.**

All RFPs submitted by the deadline will become the property of Huron Behavioral Health.

#### B. Selection Process and Timeframe

To be considered, bidders must submit a fully completed response to this RFP using the format provided in Section IV, "Proposal Requirements". Responses should be provided to each section of the proposal outline.

A committee made up of 6 persons who will evaluate each proposal through the use of an evaluation rating criteria tool. The selection committee will include CMH staff and stakeholders identified by the Board. Each member of the Selection Committee will independently review each proposal. The full committee will then convene to review and discuss their evaluations and arrive at a composite rating for each bidder.

Providers will be selected through a process that will consider both clinical and financial factors. The initial proposal packets submitted in response to this RFP will be used to narrow the provider applicant field. Each provider successfully completing the initial phase will next participate in interviews with Board management staff and will submit a proposed budget based on specific parameters provided by the Board. **A provider recommendation from the Selection Committee is anticipated for review and action by the Huron Behavioral Board at its March 25, 2026 meeting.**

## Section IV

### PROPOSAL REQUIREMENTS

The proposals must contain the following information to be considered:

A. Cover Letter

A cover letter on firm letterhead must provide the name and title of the person(s) who are authorized to answer questions about this RFP. Please include the following additional information:

- Legal Name & Address
- Telephone & Fax Number(s)
- E-mail/Web Page Address
- Tax ID Number
- Administrator (name/title)
- Person Authorized to Sign Contracts (name/title)
- Billing Entity Authorized to receive financial reimbursement
- Billing Contact Person and Telephone Number
- Billing Address if different than above

B. Statement of Qualifications

Describe the firm's or broker's experience in selling similar properties, highlighting their track record, relevant certifications, and other credentials.

C. Proposed Approach:

Explain the approach to the valuation, marketing, and sale of the property, including details on the marketing strategy, pricing strategy, and other relevant information.

D. Proposed Timeline:

Provide a proposed timeline for the valuation and sale process, including information on key milestones, deadlines, and any potential roadblocks or challenges that may arise.

E. Fee Proposal:

Detail the commission or fees for the services provided, including a breakdown of all costs, such as those related to marketing or other activities.

**CMH Use Only:**

Date & time bid received	P Score	P Rank	Date If Interviewed	I Score	I Rank	Disposition