

REQUEST FOR PROPOSALS (RFP)

SOLICITING PROPOSALS TO PROVIDE PROPERTY MANAGEMENT SERVICES
TO SUPPORT DEVELOPMENT ACTIVITIES IN THE S. MARTIN LUTHER KING CORRIDOR AREA
VERSION 2.0

ISSUING AGENCY: MARTIN LUTHER KING CORRIDOR IMPROVEMENT AUTHORITY (MLK CIA)

ISSUE DATE: October 2, 2026

PROPOSAL DUE DATE: November 2, 2026 by 1:00 PM EST

This RFP is made up of the following Parts:

PART I- General Information

PART II- Desired Services

PART III- Proposal Criteria

PART IV- Proposal Form

PART V- Insurance

ATTACHMENT A- Anticipated Q4 2026 Property Inventory

ATTACHMENT B- Standard Form of Management Agreement

PART I- General Information

About the MLK CIA

The Martin Luther King Corridor Improvement Authority (the, “MLK CIA”) was established in 2020 by the City of Jackson under state law; The Corridor Improvement Authority Act, **Public Act 57**. An appointed board of directors oversees the Authority activities. The main goal of the MLK Corridor Improvement Authority is to promote the redevelopment of the South Martin Luther King Jr. Drive (Franklin to South Streets) and Prospect Street (Cooper to 4th Streets) commercial corridors. The **mission** of the MLK CIA is to promote economic growth and development by aiding in the reinvestment and revitalization of property and supporting community and business opportunities within its district area. The **vision statement** adopted by the MLK CIA Board of Directors is to have the MLK CIA further enhance Jackson’s south side into a thriving, world-class community experiencing economic prosperity, committed, and dedicated to diversity and inclusion, while maintaining high ethical standards.

MLK Corridor Improvement Authority Activities

The MLK CIA is making several investments in its Development Area. These planned initiatives as a part of the Plan approved by the City of Jackson and vary in nature, from community and economic planning and market studies, to site cleanup and readiness projects, blight removal initiatives, infrastructure, and open space improvement projects, commercial housing, and retail developments and more. The MLK CIA is also undertake a variety of business attraction and retention efforts as well, supporting existing small businesses and aspiring entrepreneurs.

MAP OF MLK CIA AREA



As blight removal, site clean-up and redevelopment readiness activities continue, the MLK CIA desires to hire a **professional property management firm** (hereinafter known as the “Contractor”) to help it properly maintain its inventory of selected properties it owns within the MLK CIA Development Area. The MLK CIA seeks a company with an experienced team that is passionate about the services that it provides its clients. MLK CIA seeks a firm that can offer flexibility and can scale its services to the current property inventory needs. At the time of this writing, the MLK CIA owns four properties (with one leased), and is in negotiations to acquire up to 9 additional properties within the MLK CIA Development area. By the beginning of 2027, the inventory of MLK CIA owned properties is projected to include a tenant-occupied property, properties with vacant structures, and vacant land parcels. The current existing property conditions vary. The MLK CIA would like to establish and confirm with the Contractor an operating budget and account and execute a management (administration, procurement, rent collection, vendor oversight, site visits, etc.) and (building and grounds) maintenance protocol that results in an orderly appearance for each property within the current inventory. A description of the complete anticipated property inventory and desired services can be found under Attachment A.

The MLK CIA will compensate the Contractor for its services under a management agreement, by monthly fee from the operating account established for this project. The agreement with the MLK CIA would be a one-year contract, with the possibility for renewal. See Attachment B. The MLK CIA desires to award a contract and have the services commence no later than December 2026.

Due Date: November 2, 2026 by 1:00 pm EST.

Requesting Agency: The Martin Luther King Corridor Improvement Authority (MLK CIA)

Contact: Malik Goodwin
Consultant to the MLK CIA
161 W. Michigan Avenue
Jackson, MI 49201
malik@gwjllc.com
(313) 423-4154

Part III Proposal Criteria

The following information must be submitted by the Contractor in response to this RFP along with the proposal:

- Business Profile & Relevant Experience Information
- Identification of Key Personnel
- Standard Rate Sheet
- Completed Proposal Form

Additional Information

1. All bidders will receive written responses to any questions posed.
2. Interviews, if necessary, will be held with leading applicants.
3. Payment terms will be negotiated with the selected vendor. MLK CIA will determine, with the selected vendor, the appropriate standard form of contract to use.
4. MLK CIA has the right to accept or reject any proposal whole or in part submitted to this RFP. All not-to-exceed, and hourly costs submitted in conjunction with this RFP shall be deemed firm 30 days from the date of submission.
5. MLK CIA reserves the right to make written modifications to this RFP.
6. The submitted proposal shall be executed by an official authorized to submit and bind the form.
7. Proposals shall become the property of MLK CIA solely for use in connection with the purposes expressed in this RFP.
8. Proposals are subject to FOIA inquiries, pursuant to the City of Jackson ordinances.
9. The Proposer agrees and understands that submission of a proposal responding to this RFP is a voluntary action on the part of the Proposer. MLK CIA will not reimburse any costs incurred by a Proposer or any of its contractors (Sub-Contractors) in the preparation of its proposal, or oral presentations made for the purpose of obtaining an award of an agreement to provide the services described in this RFP.

Part IV- Proposal Form

The undersigned Contractor, being familiar with and capable of fulfilling the requirements set forth in this Request for Proposals to provide Professional Property Management Services (the, "RFP") shall provide all services necessary to fulfill the Scope of Services in accordance with the fee structure submitted in response to this RFP.

Name of Proposing Contractor: _____

Business Address: _____

Telephone Number: _____

Fax Number: _____

E-mail Address: _____

This proposal is submitted to:

Malik Goodwin
Consultant to the MLK CIA
161 W. Michigan Avenue
Jackson, MI 49201
malik@gwjllc.com

Pursuant to the basic services identified in Part II- Desired Services of the RFP, the Contractor shall perform the services for an amount not to exceed \$ _____ per month, over a period of one year from the issuance of a notice to proceed from the MLK CIA. The total yearly not to exceed amount of compensation paid to the Contractor shall not exceed \$ _____.

Part V- Insurance

The Contractor shall demonstrate that they have obtained professional liability insurance coverage which insurance shall provide coverage for negligent acts, errors or omissions committed or alleged to have been committed by the Contractor, with minimum limits of liability of \$1,000,000 per claim for all projects with an estimated total dollar cost of \$100,000 or greater; and minimum limits of liability of \$500,000 per claim for all projects with an estimated total dollar cost of less than \$100,000. The professional liability coverage shall extend coverage to loss of interest, earnings, profit, use and operations and interruptions, and other special, indirect, and consequential damages resulting from negligent acts, errors, or omissions of the Contractor.

The Contractor shall provide evidence of commercial general liability and automobile liability insurance coverage with minimum limits of liability for each policy of \$500,000 for each occurrence. Commercial General liability coverages shall name the City of Jackson and the MLK CIA as an additional insured. The insurance shall protect the City of Jackson and the MLK CIA from claims for bodily injury, death or property damage which may arise from performance of the work.

The Contractor shall demonstrate a valid Worker's Compensation and Employer's Liability Insurance coverage, as required by the State of Michigan, is in force for all its employees.

All insurance policies shall be issued on an occurrence basis by financially responsible insurance companies licensed or approved by the State of Michigan and acceptable to the City of Jackson.

ATTACHMENT A									
Item	Property Code	Address	Parcel ID No.	Type: Occupied Property Vacant Property Vacant Land	Building Size:	Parcel Size:	AKA	Zoning Description	Desired Scope Tasks
1. MLK CIA Owned	00-1-1	218 E. Franklin St., 49201	Parcel ID: 5-011300000	Vacant Property	6,587 SF	0.45 AC	Church	Industrial	Bldg. Debris Clean-Out / Stabilization, Repair & Grounds Maintenance
2. MLK CIA Owned	00-2-1.1	135 W. Prospect St., 49203	Parcel ID: 4-165600000	(to be) Occupied Property	7,635 SF	0.44 AC	Former Advance Auto/ New Tenant	Commercial	Bldg. Grounds Maintenance & Repair (as needed)
3. MLK CIA Owned	01-1-1	139 W. Prospect St., 49203	Parcel ID: 4-165500000	Vacant Land	338 SF	0.18 AC	Former Prof. Office side lot	Commercial	Grounds Maintenance
4. MLK CIA Owned	01-1-2	143 W. Prospect St., 49203	Parcel ID: 4-165400000	Vacant Property	1,654 SF	0.12 AC	Former Prof. Office	Commercial	Bldg. Debris Clean-Out / Stabilization
5.	01-2-1		Parcel ID:	Vacant Property	39,282 SF	0.90 AC	Former School Site	Apartment & Office	Bldg. Debris Clean-Out / Stabilization
9.	02-2-2		Parcel ID:	Vacant Land	0	0.11 AC	Former School Site front Lot	Commercial	Grounds Maintenance
6.	03-1		Parcel ID:	Vacant Property	2,097 SF	0.12 AC	Former Party Store	Commercial	Grounds Maintenance
7	03-2		Parcel ID:	Vacant Property	2,004 SF	0.11 AC	Former Party Store	Commercial	Grounds Maintenance
8.	03-3		Parcel ID:	Vacant Land	0	0.17 AC	Former Party Store	Commercial	Grounds Maintenance
10.	04-1		Parcel ID:	Vacant Land	0	0.12 AC		Commercial	Grounds Maintenance
11.	04-2		Parcel ID:	Vacant Land	0	0.19 AC		Commercial	Grounds Maintenance
12.	01-3-1		Parcel ID:	Vacant Property	1,787 SF	0.4 AC	Church	Multifamily Residential	Bldg. Debris Clean-Out / Stabilization & Grounds Maintenance
13.	01-3-2		Parcel ID:	Vacant Property	2,699 SF	5-0469.0100	Church	Commercial	Bldg. Debris Clean-Out / Stabilization & Grounds Maintenance

ATTACHMENT B- Standard Form of Management Agreement