



Inkster Neighborhood Stabilization Program (INSP)

Acquisition & Redevelopment of Tax Foreclosed Properties
(Project Year 2025-2026)

Issue Date: April 14th, 2025
Due By: June 5th, 2025

Submit applications via email to community.development@cityofinkster.com

The Planning & Community Development Department will facilitate this program.

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DEVELOPER ACQUISITION & REHABILITATION (Project Year 2025 - 2026)

The City of Inkster is seeking participants to provide professional services to acquire, rehabilitate, and either sell or rent tax foreclosed properties. Services shall be performed for the Inkster Neighborhood Stabilization Program (INSP).

For additional information regarding the request for proposals, please contact the Planning & Community Development staff at 313.563.9760 or via email at community.development@cityofinkster.com

This municipality is an equal-opportunity employer. Businesses owned by women or minorities are strongly encouraged to bid. The Contractor shall comply with all the provisions of the City of Inkster.

The City of Inkster reserves the right to reject any applications, waive defects in submitted applications, enter negotiations with any applicant, re-solicit and request new applications, and conduct an application evaluation review meeting with any applicants. The City will not be responsible for any costs or fees associated with the preparation of a response to this request for qualifications.

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Program Overview

The City of Inkster is soliciting applications from qualified developers to provide professional services for the acquisition, rehabilitation, and disposition of tax-foreclosed properties under the Inkster Neighborhood Stabilization Program (INSP). Selected developers will acquire properties through the City's First Right of Refusal (FROR) process from the Wayne County Treasurer's Office. Properties made available through this program may be either vacant or occupied. All applicants must demonstrate the financial and operational capacity necessary to comply with program requirements and successfully execute property redevelopment.

New applicants, as well as former participants who have participated in INSP, are eligible to apply. Selected applicants must comply with all program guidelines and conditions, and the City reserves the right to disqualify applicants based on financial standing, past performance, or other relevant factors. To ensure the ability to fulfill program obligations, applicants must have a minimum financial capacity of \$50,000 in liquid assets or a line of credit from an approved financial institution.

The program requires that all tax-foreclosed, single-family residential properties acquired under this initiative be rehabilitated or redeveloped within twelve months of receiving a Quit Claim Deed and subsequently sold or rented. All redevelopment efforts must adhere to the Michigan Building Code and City Ordinances. Developers are encouraged to incorporate energy-efficient upgrades, including Energy Star-certified technologies. Coordination with the Inkster Building Department is mandatory for permitting, inspections, and obtaining a Certificate of Occupancy **before** resale or rental occurs. In addition, selected applicants will assume full responsibility for property maintenance, including but not limited to landscaping, snow removal, and general upkeep, both during and after redevelopment until ownership has transferred.

Acquisition & Property Selection Process

The City of Inkster reserves the right to make the first selection of tax-foreclosed properties available for purchase from the 2025 FROR Tax Foreclosure property list. Following this selection, the remaining properties will be assigned to approved developers following program guidelines. Each property will have a distinct acquisition cost, which includes any outstanding delinquent taxes or the fair market value of the property as determined upon the conclusion of foreclosure proceedings. Additionally, developers will be responsible for a \$2,000 administrative fee payable to the City of Inkster, as well as the Summer 2025 property taxes.

Applicants will be notified of their program participation at the same time as their parcel(s) offer. Once properties are assigned, developers must accept or decline their designated parcels within seventy-two (72) hours of notification. Payment for accepted properties must be

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completed within five business days of the initial notice. Any parcels declined by an applicant will be reassigned to another selected participant at the City's discretion. **It is important to note that the City of Inkster will not be responsible for the displacement of any existing occupants of tax-foreclosed properties and that properties are sold as-is.**

City of Inkster Employee Participation

Employees of the City of Inkster are eligible to participate in the INSP program, provided they meet the same documentation and qualification requirements as the public, in addition to having maintained consistent part or full-time employment with the City of Inkster for one year prior to application deadline. Selected employees will receive the entire FROR property list and must make their selection within seventy-two (72) hours of participation notice. This benefit is strictly limited to a one-time use per lifetime, meaning that an employee may only take advantage of this selection process once.

Contract Execution & Compliance

All selected applicants must enter a formal contract with the City of Inkster upon approval. Once properties are acquired, a Reconveyance Deed must be signed, granting the City the right to reclaim ownership in cases of prolonged egregious noncompliance with program requirements. Developers must maintain appropriate insurance coverage from the date of acquisition and ensure that all utilities and property taxes remain current. Any failure to comply with contractual obligations, including delays in rehabilitation or financial mismanagement, may result in disqualification from future participation in the program.

In the event an applicant does not meet the required contract deadlines or other contract provisions without expressed written approval from the City of Inkster, the acquired properties will be transferred back to the City of Inkster via a Reconveyance Deed. The Reconveyance Deed will be signed by the applicant during the transaction period, however, this deed will not be fully executed or recorded unless prolonged noncompliance occurs. Applicants will not be reimbursed for any expenses, and they will no longer be eligible to participate in future program activities.

Scope of Services

The City of Inkster will select applicants to carry out the necessary services to achieve the objectives of the Inkster Neighborhood Stabilization Program (INSP). Following this selection, the City will allocate properties to the chosen applicants in a manner it deems equitable, based on the inventory made available through the Wayne County Treasurer.

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Per the General Property Tax Act (Public Act 206 of 1893), specifically Sections 78a to 78l, the City is required to claim properties from Wayne County within an expedited timeframe. As a result, **the notice of participation and property assignment will occur simultaneously.** The City does not receive advance notice of the number of parcels that will be available through the FROR process. To ensure an appropriate balance between available properties and participating applicants, the City cannot provide prior confirmation of program participation before finalizing the number of parcels secured.

The program outline is as follows:

1. The initial acquisition of properties will be done by the City of Inkster via the Wayne County Treasurer's Office FROR. Upon receipt of deeds and executed contracts, the City will issue a Quit Claim deed to the participant.
2. The Program will be funded by the selected applicants. Selected applicants will be required to have a minimum of \$50,000 in the form of a line of credit cash and/or liquid assets from an approved financial institution. The City, at its sole discretion, may require a lesser amount.
3. Each property will have a distinct acquisition cost, which includes any outstanding delinquent taxes or the fair market value of the property as determined upon the conclusion of foreclosure proceedings. Additionally, developers will be responsible for a \$2,000 administrative fee payable to the City of Inkster, as well as the Summer 2025 property taxes.
4. Once the City receives the initial Quit Claim Deed transferring ownership from the Wayne County Treasurer, a Quit Claim Deed will be prepared by the City and made available to the participants, upon council approval.
5. All participants will be required to sign a Reconveyance Deed at the time the Quit Claim Deed is executed. The Reconveyance Deed will be fully executed by the City of Inkster in the event of prolonged egregious noncompliance.
6. Selected applicants will be responsible for the upkeep of homes before, during, and after the redevelopment (including but not limited to grass cutting, snow removal, property maintenance, etc.). Insurance should be maintained from the date of acquisition, and all property taxes for each acquired parcel are to be paid on time by the participant.
7. All properties acquired through the Inkster Neighborhood Stabilization Program (INSP) must undergo complete rehabilitation, with receipt of a Certificate of Occupancy within (12) months from the date the Quit Claim Deed is issued.

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Financial Requirements

Applicants must provide documentation demonstrating available funding for participation in the Inkster Neighborhood Stabilization Program (INSP), including details on the sources of those funds. All financial accounts must directly identify the applicant as the account holder. If the financial documentation belongs to a third party, a notarized letter must be included, granting the applicant authorization to use the funds for INSP participation. Additionally, applicants must submit financial statements covering the most recent three-month period, verifying a consistent balance of at least \$50,000 as proof of funds required for program qualification.

Submission Requirements

Application submissions must meet minimum requirements. At the City's discretion, missing or additional information may be requested. After an initial review of the submissions, the City may schedule interviews with qualified applicants. A contract will be executed with the selected applicants upon approval from the City Council. Contracts are expected to be presented to City Council for approval by July 21, 2025.

Each qualification submission must include the following:

1. **Cover Page** – A title page labeled *Inkster Neighborhood Stabilization Program Submission*, including the applicant's name, applicable business name, address, phone number, and email address.
2. **Identification & Business Documentation** – A copy of the applicant's driver's license and applicable business documents verifying the applicant's status as an officer of the organization.
3. **Required Forms** – A signed copy of the attached business questionnaire, non-collusion form, affidavit, release, and certification form.
4. **Occupancy Plan** – A detailed description of the plan for occupancy upon completion of rehabilitation, specifying whether the property will be sold or rented and outlining the process for either option.
5. **Financial Documentation** – Financial statements from the most recent three-month period demonstrating a consistent balance of at least \$50,000 as proof of funds required for program qualification.
6. **References** – Three (3) references related to the implementation of or participation in residential redevelopment, preferably from community members of Inkster.

Project Scope – A statement specifying the number of properties the applicant intends to undertake, proposed rehabilitation (roof, electrical, plumbing, flooring, appliances, landscaping, etc.), including any minimum or maximum acquisition limits. Specify the desired number of houses your applicant would like to undertake, as well as specify any maximum or minimum number of properties to be acquired.

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Applicants should also describe any current projects their organization is involved in and explain efforts to engage and contract with women- and minority-owned business enterprises (W/MBEs).

Legal & Administrative Provisions

The City of Inkster reserves the right to reject any application, waive irregularities in submitted proposals, engage in negotiations with applicants, reissue solicitations, or conduct evaluation meetings at its discretion. The City bears no responsibility for any costs incurred by applicants in the preparation or submission of responses to this program, nor for any legal or administrative actions related to property occupancy, including potential evictions. Applicants are strongly encouraged to obtain title insurance and secure a Warranty Deed upon acquisition to protect their interests.

If the City determines that a proposing applicant has made a misstatement on their application the City may disqualify the application or terminate an executed contract. The City of Inkster reserves the right to accept or reject any or all submissions and to waive any informality in any proposals should it consider the same to be in its' best interest. The City of Inkster is an equal-opportunity employer. The selected applicants must also ensure that employees and applicants for employment are not discriminated against because of, but not limited to, their race, color, religion, sex, or national origin. Additionally, this municipality is an equal-opportunity employer, and businesses owned by women and minorities are strongly encouraged to apply.

Freedom of Information Act (FOIA) Requirements: Responses are subject to public disclosure after the response deadline by the State law. For additional information, contact the City Clerk's Office at 313.563.9767.

Deadline for Submission: Emailed responses to this RFQ must be received no later than **11:59 p.m. on Friday, June 5, 2025**, via email at community.development@cityofinkster.com. The email subject should read "Inkster Neighborhood Stabilization RFQ". Qualifications received after the deadline will not be considered.



BUSINESS INFORMATION QUESTIONNAIRE

This response is submitted in the name of (PLEASE PRINT and provide a copy of identification):

(Name of Business): _____

The undersigned hereby designates below their business address to which all notices, directions, or other communications may be served or mailed:

Street: _____

City: _____

State: _____ Zip: _____

Telephone Number: _____

The undersigned hereby declares that they have legal status checked below (CHECK ONE):

- () INDIVIDUAL
- () INDIVIDUAL DOING BUSINESS UNDER AN ASSUMED NAME
- () PARTNERSHIP - The Assumed Name of the Co-Partnership is registered in the County of _____, State of Michigan
- () CORPORATION INCORPORATED UNDER THE LAWS OF THE STATE OF _____
- () NOT NOW LICENSED TO DO BUSINESS IN THE STATE OF MICHIGAN
- () LIMITED LIABILITY CORPORATION

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BUSINESS INFORMATION QUESTIONNAIRE (continued)

LIST OF PARTNERS, PRINCIPALS, CORPORATE OFFICERS OR OWNERS

(Provide a Copy of the Identification of all identified officers):

NAME AND TITLE

HOME ADDRESS

LIST OF CORPORATE DIRECTORS:

NAME AND TITLE

HOME ADDRESS

LIST OF PRINCIPAL STOCKHOLDERS (i.e. those holding 5% or more of the outstanding stock):

NAME AND TITLE

HOME ADDRESS

I hereby certify that the foregoing business information is true, correct, and complete:

(Name of Business)

(Signature)

(Title)



NON-COLLUSION RESPONSE FORM

TO: The City of Inkster

_____, being first duly sworn, deposes and says:

That he is (a partner or officer, etc.) of the applicant of, _____ the party submitting the response form, that such response is genuine and not collusive or sham; that said respondent has not colluded, conspired, connived, or agreed, directly or indirectly, with any other business, to put in sham response or to refrain from responding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of the affiant or any other respondent, or to fix any overhead, profit or cost element of said response, or of that of any respondent, or to secure any advantage against the City of Inkster or any person interested in the RFQ; and that all statements in said RFQ are true.

SUBMITTAL REQUIREMENTS: The undersigned certifies it has attached a complete response to each of the submittal requirements listed in the Evaluation Process section of this RFQ. If categories are not applicable, please write "Not Applicable"

I hereby certify that I have the legal authorization to bind the applicant hereunder and the foregoing business information is true, correct, and complete:

(Name of Business)

(Signature)

(Address)

(Printed Name)



Affidavit, Release and Certification Form (2025-2026)

The undersigned applicant hereby applies to the City of Inkster (the “City”), for a commitment to the Inkster Neighborhood Stabilization Program. The undersigned is responsible for ensuring that the project will consist of housing as described in the application, and will satisfy all applicable City, State, and Federal requirements in the acquisition, rehabilitation, and subsequent operation of the project to receive a commitment to INSP. The applicant represents and certifies that the applicant has not requested any funds that are necessary to provide affordable housing as outlined in the City’s Program. In planning this Program, the applicant certifies that it has provided for and will continue to encourage the participation of persons of low income as defined in the Program.

The applicant understands that the City will determine the eligibility of the applicant, at least in part, on the figures submitted with the application by the applicant, the readiness of the applicant to proceed, and the applicant’s ability to implement all tasks outlined in this RFQ. The applicant is responsible for the accuracy of these figures. Misrepresentations or omissions may be the basis for the cancellation, termination, and/or repayment of an award.

The applicant acknowledges and agrees that it will, at all times, cooperate with requests for the submittal of additional information from the City.

The applicant acknowledges and agrees to fully comply and cooperate with all monitoring activities of the City after the date of commitment. The applicant will give the City of Inkster access to and the right to examine all records, books, papers, or documents related to the application and implementation of the City of Inkster INSP. By executing this authorization and release, the applicant authorizes the City to obtain, furnish, and release, to all appropriate agencies, complete records, reports, and/or information about the applicant and its application under the Program.

The applicant agrees that the City, its agents, employees, attorneys, contractors, and representatives will at all times be indemnified and held harmless against all losses, costs, damages, expenses and liabilities of whatsoever nature or kind (including, but not confined to, attorney’s fees, litigation and court costs, amounts paid in settlement and amounts paid to discharge judgments, and any loss from such judgments or assessments) directly or indirectly resulting from, arising out of, or related to acceptance, consideration and approval or disapproval of the applicant’s application and implementation of the Program.

The applicant hereby represents and certifies under penalty of A.R.S. 13-2311 and 39-161 that the information set forth herein and all material submitted by the applicant to the City, are to the best of the applicant’s knowledge, true, complete, and accurately describe the proposed project. The undersigned is duly authorized to execute this instrument on behalf of the applicant and possesses the legal authority to apply for funds and to implement the proposed Program.

The applicant understands that all representations made herein, and all documentation submitted is subject to verification by the City and that any misrepresentations or inaccuracies,

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whether intentional or not, may subject the application to a loss of competitive scoring points or disqualification. For verification, the applicant hereby authorizes the City to request information related to this transaction from any lender, investor, or other institution or entity named in this application.

IN WITNESS WHEREOF, the applicant has caused this document to be duly executed in its name as of this _____ day of _____, 2025.

Applicant Name (print):	Signature:
By:	