

**REQUEST FOR QUALIFICATIONS (RFQ)  
ACQUISITION, RELOCATION  
AND PROPERTY MANAGEMENT SERVICES**

**PURPOSE**

St. Louis Development Corporation (SLDC) is seeking proposals from real estate acquisition, relocation and property management firms to include on a "Short List" of approved consultants. The short list will be used by its member development agencies: Land Reutilization Authority of the City of St. Louis (LRA), Planned Industrial Expansion Authority of the City of St. Louis (PIEA), Land Clearance for Redevelopment Authority of the City of St. Louis (LCRA), and Port Authority of the City of St. Louis.

From time to time, these agencies require assistance acquiring properties and relocation of the property owners and/or their tenant. Consultant may be required to do the following:

- Verify property ownership data.
- Identify acquisition strategy for each parcel
- Act as a broker and negotiate for the acquisition of parcels
- Coordination of appraisal and review appraisal services selected from the following SLDC Short List of appraisers.
- Relocation will conform to either the City of St. Louis Relocation Policy or the Federal Uniform Relocation Act regulations.
- Notify any occupants that they must vacate the property and oversee legal proceedings to evict occupants, if necessary. It is the policy of LRA not to establish tenancy with any occupant of a property received through tax sales.

Once a "Short List" has been established, SLDC will solicit proposals from one or more of the firms on the "Short List" as the need arises. This will be done quickly, with a contract to be entered into with a qualified firm that can carry out the work without delay.

**HUD – MINIMUM REQUIREMENTS**

Any or all acquisitions of real property for projects that are federal or federally assisted must meet the minimum requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act.

**SCOPE OF WORK:**

Consultant may be required to do the following:

- Verify property ownership data
- Identify acquisition strategy for each parcel
- Act as a broker and negotiate for the acquisition of parcels
- Coordination of appraisal and review appraisal services selected from the following SLDC Short List of appraisers.
- Relocation will conform to either the City of St. Louis Relocation Policy or the Federal Uniform Relocation Act regulations.

- Notify any occupants that they must vacate the property and oversee legal proceedings to evict occupants, if necessary. It is the policy of LRA not to establish tenancy with any occupant of a property received through tax sales.

**INTENDED USE:** This appraisal is to estimate the fair market value of the property, as of the specified date of valuation, for the proposed acquisition of the property rights specified (i.e., fee simple, etc.) for a Federally assisted project.

**INTENDED USER:** The intended user of this appraisal report is primarily the acquiring agency, but its funding partners may review the appraisal as part of their program oversight activities.

**DEFINITION OF FAIR MARKET VALUE:** This is determined by State law, but includes the following:

1. Buyer and seller are typically motivated;
2. Both parties are well informed or well advised, each acting in what he or she considers his or her own best interest;
3. A reasonable time is allowed for exposure in the open market;
4. Payment is made in terms of cash in U. S. dollars or in terms of financial arrangements comparable thereto; and
5. The price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.

**CERTIFICATION:** The appraisal shall include a certification of the appraiser (see attached sample or insert agency's certification).

**ASSUMPTIONS AND LIMITING CONDITIONS:** The appraiser shall state all relevant assumptions and limiting conditions. In addition, SLDC may provide other assumptions and conditions that may be required for the particular appraisal assignment, such as:

- The data search requirements and parameters that may be required for the project.
- Identification of the technology requirements, including approaches to value, to be used to analyze the data.
- Need for machinery and equipment appraisals, soil studies, potential zoning changes, etc.
- Instructions to the appraiser to appraise the property "As Is" or subject to repairs or corrective action.
- As applicable include any information on property contamination to be provided and considered by the appraiser in making the appraisal.

## **RESPONSES**

If based on hourly rate, provide the hourly rates to be charged for services provided by each individual listed in the RFP.

Provide an explanation if fees will be calculated on any other basis.

Itemize the type and estimate the amount of expenses for which your firm would seek reimbursement.

It is anticipated that a maximum fee for services will be established based on the fees proposed in the consultant proposal selected and the number of responses to this RFQ prior to the commencement of work by any respondent selected. If a respondent is selected and does not wish to accept the maximum fee limitation established, another qualified respondent may be selected to be the Consultant.

Information to be furnished in the same order and format as above. Failure to provide any of the information above may result in disqualification of further consideration.

Responses are due by **5:00 PM on March 8, 2013** at the offices of SLDC, 1520 Market Street, Suite 2000, St. Louis, MO 63103. Responses should be clearly marked "**Request for Proposal— Acquisition, Relocation, and Property Management Services**" and addressed to Laura Costello, Director of Real Estate. Please provide **five (5) copies** of your qualifications.

## **EVALUATION**

The criteria for evaluating responses to this request will include but not be limited to, the following:

1. Qualifications and experience of the professional members of your firm who would be involved with this project.
2. The firm's experience with property located in the City of St. Louis, Missouri (the "City") or City projects.
3. Verification that the firm has a current business license issued by the City of St. Louis and all City taxes are current.
4. Willingness to partner with certified MBE/WBE firms, if the firm itself is not a certified MBE or WBE.
5. Fees charged.

## **LIVING WAGE**

Firms submitting responses are advised that the City's Living Wage Ordinance 65597 and associated regulations apply to contracts with a total value of over \$50,000 in any twelve month period. This contract is included in the scope of the Living Wage Ordinance, but SLDC does not anticipate that the services rendered under this RFQ will reach that amount. However, **all contracts from any source received by a firm in a twelve-month period must be aggregated to determine whether the \$50,000 threshold has been met and the Living Wage Ordinance applies to that firm.**

Further information on the City's Living Wage Ordinance is available at:

<http://www.mwdbe.org/livingwage/>

or can be obtained by contacting Harry Moppins, Assistant Airport Director, DBE Program Management Office, P.O.Box 10212, St. Louis, MO 63145.

## **MINORITY AND WOMEN BUSINESS ENTERPRISE (MBE/WBE) PARTICIPATION**

The City of St. Louis is committed to the growth and development of women and minority business enterprise (M/WBE). To further this commitment, the City encourages minority participation in all contracts financed in whole or part by the City and its affiliated agencies and authorities, including the SLDC. A goal of 25% MBE and 5% WBE utilization will be established in connection with the contract resulting from this RFQ, as directed by the Mayor's Executive Order #28, as amended and extended. This goal will be based on the negotiated contract amount and will remain in effect throughout the term of the contract. If award of a contract is made and the MBE/WBE participation is less than the contract goal, the Contractor shall continue good faith efforts throughout the term of the contract to increase MBE/WBE participation and to meet the contract goal. Further information about the M/WBE program is available at:

<http://www.mwdbe.org/default.asp>

or can be obtained by contacting Harry Moppins, Assistant Airport Director, DBE Program Management Office, P.O.Box 10212, St. Louis, MO 63145.

## **RESERVATION OF RIGHTS**

SLDC reserves the right to reject any or all proposals for any reason, in its sole discretion; to select one or more respondents; to void this RFQ and the review process and/or terminate negotiations at any time; to revise any conditions and stipulations contained herein, as convenient or necessary; to further negotiate fees, rates and financial arrangements, etc; to establish further criteria for selection; to ask respondents to submit additional information or evidence of their qualifications and experiences; to waive informalities in the proposals and in the proposal process; and to negotiate with respondents; to reject any and/or all proposals for any reason, in their sole discretion.