

## **REQUEST FOR QUALIFICATIONS REAL ESTATE APPRAISAL "SHORT LIST"**

### **PURPOSE**

St. Louis Development Corporation (SLDC) is seeking proposals from real estate appraisal 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), and Land Clearance for Redevelopment Authority of the City of St. Louis (LCRA).

From time to time, these agencies require written valuations provided by independent professional commercial or residential appraisers to assist them in establishing pricing limitations in the acquisition and sale of property. In some instances, the appraiser may be required to testify in eminent domain proceedings in support of their professional opinions relating to real estate values.

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.

### **RESPONSES**

Firms desiring inclusion on the "Short List" should provide SLDC with the following information and may include any additional information the firm considers pertinent:

1. Qualification and educational background of principals. Include resumes of all professionals who will work on this project and copies of Missouri Appraisal Licenses.
2. Year firm was established.
3. One commercial property appraisal and one residential property appraisal completed within the last 6 months.
4. Total number of personnel employed in specific work disciplines (accountants, appraisers, legal, etc.).
5. References of projects and clients you have worked for in the past three years. Provide name and phone numbers for contact person for each client. Include a description of the project.

6. Information concerning minority and women employment policies of your firm and information on how the firm will meet the MBE and WBE participation goals described below.
7. Professional liability insurance, if any, dollar limits of coverage and the name and address of your carrier.
8. Schedule of charges and/or hourly rates.

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—Appraisal Short List**" and addressed to Synetta Wright, Project Manager. 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. Professional experience and reputation.
3. Ability to carry out work expeditiously.
4. The firm's experience with property located in the City of St. Louis or City projects.

5. Verification that the firm has a current business license issued by the City of St. Louis and all City taxes are current.
6. Willingness to partner with certified MBE/WBE firms, if the firm itself is not a certified MBE or WBE.
7. Cost.

**PROJECT MANAGER**

All inquiries regarding this request should be in writing and directed to Synetta Wright at SLDC.

**LIVING WAGE ORDINANCE**

The City has enacted a Living Wage Ordinances (Ordinance 65597) that applies to a recipient of any financial assistance from the City of St. Louis and/or a City Agency (as defined by said Ordinance) awarded after the effective date of the Ordinance, provided that the financial assistance has a present value of at least Twenty Million Dollars over the term of the assistance and the primary purpose of the assistance is economic development or job growth. Should it be determined that this Living Wage Ordinance applies to the successful bidder, by virtue of this project or otherwise, the successful bidder will be required to abide by said Ordinance.

**MBE AND WBE PARTICIPATION**

It is the policy of the City of St. Louis that a goal of at least 25% certified minority business enterprises participation, and at least 5% certified women's business enterprises participation, is established for contracts and purchases where Federal or City funds are expended.

**RESERVATION OF RIGHTS**

SLDC reserves the right to reject any or all proposals; to select one or more respondents; to void this RFP 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.