

REQUEST FOR QUALIFICATIONS (RFQ) REAL ESTATE BROKERAGE

PURPOSE

St. Louis Development Corporation (SLDC) is seeking proposals from real estate brokerage 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, Missouri (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 the Port Authority of the City of St. Louis.

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

SCOPE OF WORK: The broker must, at a minimum: a) Provide advice on market value of target and comparable properties b) Advertise available parcels and buildings through appropriate media outlets c) Analyze and evaluate all offers presented on subject properties and provide a written recommendation to SLDC. d) Present counteroffers on behalf of SLDC. e) Maintaining files on all real estate transactions f) Consult on related matters, such as land subdivisions, lot consolidations, surveys, etc. as may be necessary in connection with specific transactions g) Provide information and necessary documents in preparation for closing, in conjunction with the SLDC staff and legal counsel

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 Broker and designated agents. Include resumes of all professionals who will work on this project and copies of Missouri Real Estate Licenses.
2. Year firm was established.
3. List of sales over the past 6 months with list and sales price.
4. Total number of designated agents.
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. A knowledge and at least ten years experience in both residential and commercial real estate development
7. A minimum of ten years experience as a licensed real estate broker
8. A minimum of ten years experience directing municipal real estate sales
9. Must be a member of the Saint Louis Association of Realtors
10. Must be in good standing with the Missouri Real Estate Commission
11. 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.

12. Professional liability insurance, if any, dollar limits of coverage and the name and address of your carrier.
13. Schedule of charges and/or hourly rates.
14. If based on hourly rate, provide the hourly rates to be charged for services provided by each individual listed in the RFP.
15. Provide an explanation if fees will be calculated on any other basis.
16. 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 **Noon on Friday, April 29, 2016** at the offices of SLDC, 1520 Market Street, Suite 2000, St. Louis, MO 63103. Responses should be clearly marked **“Request for Proposal—Broker Short List”** and addressed to Nathon Chacon, Real Estate Specialist. 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, Missouri (the “City”) 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 Nathon Chacon, Real Estate Specialists.

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://directory.mwdbe.org/>

or can be obtained by contacting Rachel Shklar at 314-426-8106 or at rsshklar@flystl.com.

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 women and 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 is subject to change if City standards change. The 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 please visit <http://directory.mwdbe.org/> or contact

Amber Gooding, Assistant Airport Director of Community Programs and Business Diversity Development at (314) 426-8192 or at adgooding@flystl.com.

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.