

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 (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, SLDC 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 Tuesday May 31, 2016** at the offices of SLDC, 1015 Locust Street, Suite 1200, St. Louis, MO 63101. 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.