REQUEST FOR QUALIFICATIONS (RFQ)
TAX SALE APPRAISAL

PURPOSE

The St. Louis Development Corporation (SLDC) is seeking proposals from firms that are qualified to appraise and when necessary, manage the properties that are deeded to the Land Reutilization Authority (LRA) as a result of tax foreclosure Sheriff's sales. The contract will be for three years.

The LRA confirms in Civil Court between 400 and 600 properties each year in Civil Court as a result of tax foreclosure sales. The selected firm will:

- Appraise each property, prepare appraisal reports, and present the agency's testimony at the court confirmation hearing.
- Notify the residents of occupied buildings of the change in ownership.
- The physical posting of the notice of hearing

Proposals will be accepted from firms that both appraise and manage properties. Joint proposals from appraisal and management companies will also be considered.

RESPONSES

SLDC will select and contract with the firm that submits the most responsive proposal for the tax sale work. Firms that would like to be selected should provide SLDC with the following information and may include any additional information the responding entity considers pertinent:

1. Qualification and educational background of principals including copies of Missouri Real Estate Licenses and Missouri Appraisal Licenses.

2. One commercial property appraisal and one residential property appraisal completed within the last 6 months.

3. 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.

4. Professional liability insurance, if any, dollar limits of coverage and the name and address of your carrier.

5. Schedule of charges that includes:
    - Cost to prepare field report (see enclosed example) and testify at confirmation hearing and;
    - Schedule of management and maintenance fees.

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

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.

Information should be furnished in the same order and format as above. Failure to provide any of the requested information may result in disqualification from 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—Tax Sale Appraisal"** and addressed to Synetta Wright, Real Estate Specialist II. 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. Cost.

PROJECT MANAGER

All inquiries regarding this request should be in writing and directed to SLDC, Synetta Wright, Real Estate Specialist II.

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.