

## **City of Missoula Realty Consultant Services Request for Qualifications (RFQ)**

The City of Missoula Public Works Department, "City," would like to select a real estate agent to provide a variety of realty consultant services to the City on an as-needed basis. Consultants are encouraged to submit proposals on all or part of the services listed below. Consultants should indicate which of these services they are qualified to provide and demonstrate their skills and capacity.

Services include, but are not limited to: create market value analyses, provide site assessments, prepare marketing and promotional materials, negotiate buy/sell agreements, assist with appraisals, inspections, and other due diligence matters, assist with City Council and other agency approvals, and assist with closings and recordings.

A copy of the RFQ is available on the City of Missoula website at [www.ci.missoula.mt.us/bids](http://www.ci.missoula.mt.us/bids).

Qualifications should be submitted to Dennis Bowman at [publicworks@ci.missoula.mt.us](mailto:publicworks@ci.missoula.mt.us) by Wednesday September 16, 2020, at 4:30 p.m. Mountain Time. For questions about the RFQ, please contact Dennis Bowman at (406) 552-6769 or [publicworks@ci.missoula.mt.us](mailto:publicworks@ci.missoula.mt.us).

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# **REQUEST FOR QUALIFICATIONS**

## **City of Missoula Realty Consultant Services**

The City of Missoula Public Works Department, "City," is seeking Statements of Qualifications from real estate agents and brokers licensed in Montana to provide professional services for the purchase and sale of real property. The City will select the qualified real estate agent or broker for contract negotiation in accordance with selection procedures required by MCA Title 18, Chapter 8, Procurement of Services, and adopted City policy for consultant selection.

### **Project Description**

The selected consultant will provide services to assist the City in the purchase and sale of real property. The consultant may provide information on methodologies and procedures they use to locate property that would best fit specific City needs. Consultant will assist the City in the sale of property currently owned by the City that is no longer required for City purposes and acquisition of property that meets strategic City goals.

The ideal consultant will be a licensed State of Montana real estate agent with knowledge of City of Missoula procurement guidelines and direct experience with acquisition and sale of public property.

### **Scope of Services**

The consultant services required under this request include, but will not necessarily be limited to, the following:

- Provide market value analysis of selected properties based on comparable sales
- Provide site assessments for development potential based on location, access, zoning, utilities, and other site conditions
- Prepare marketing and promotional materials, including photos, cut sheets, and website listing
- Negotiate buy/sell agreements on the City's behalf
- Assist with appraisals, inspections, and other due diligence matters
- Assist with City Council and other agency approvals, including preparing and making presentations
- Assist with closing and recording, including deed restrictions or other agreements to satisfy strategic City goals such as affordable housing.

### **Example Projects:**

- 1236 Dickens Street, School Addition, S16, T13 N, R19 W, Block 23, Lot A, W36
- No Physical Address, Hillview Heights #1, S06, T12 N, R19 W, T5
- 247 Pattee Creek Drive, Willows Addition Farview Homesites, S33, T13 N, R19 W, Block 1, 12018 Square Feet, Remainder of Lot 22
- 507 Simons Drive, S05, T12 N, R19 W, C.O.S. 1461, Acres 4.64, R3

### **Selection**

The proposals will be evaluated based on the following criteria for each service area proposed on:

- Related experience on similar projects (30%).
- The qualifications of professional personnel assigned to the project (20%).
- Overall quality of the proposal including work plan approach (20%).
- The capability to meet time and project budget requirements (15%).
- Present and projected workloads (15%).

The City's selection committee will review consultants' responses to the RFQ. The City reserves the right to accept any RFQ response, in whole or in part, and to reject any or all responses if it is deemed in the best interest of the City to do so. Based on the number of qualified responses, the City may develop a list of consultants to be invited for interviews. In this selection step, the City's selection of the consultant constitutes a non-binding "apparent award." The successful consultant will negotiate a contract for service with the City for approval as projects and needs arise.

### **Questions**

Consultants with questions or requiring clarification or interpretation of any part of this RFQ must address these questions to Dennis Bowman at (406) 552-6769 by September 11, 2020, at 5:00 p.m. Questions received after this deadline may not be considered.

### **Closing Date and Submittals**

Statements of Qualification will be accepted until 4:30 p.m. Mountain Time on Wednesday, September 16, 2020, by email to Dennis Bowman at [publicworks@ci.missoula.mt.us](mailto:publicworks@ci.missoula.mt.us). Submittals shall be a complete PDF document containing no more than ten (10) pages, excluding appendices, addressing the consultant's capabilities for performing all aspects of the scope of services that are under consideration. Clearly identify the submittal as "Statement of Qualifications for Realty Consultant Services." Regardless of cause, late submittals may not be accepted and will automatically be disqualified from further consideration. It shall be the consultant's sole risk to ensure email delivery of submittal by the designated time. Late submittals will not be opened.