



## **REQUEST FOR QUALIFICATIONS**

### Real Estate Acquisition and Relocation Services

**SUBMITTAL DUE DATE:** Friday, December 20, 2019  
3:00 p.m. Central Standard Time

**SUBMITTAL VIA: Great Rivers Greenway website (.pdf format)**

Questions or information related to this request should be directed to the GRG website (link will be provided). Questions are due to GRG by Friday, December 6, 2019 by 10:00am Central Standard Time. Answers to questions received by December 6, 2019 will be distributed to all known recipients of the RFQ by Tuesday, December 10, 2019.

Issue Date: November 21, 2019

## BACKGROUND

The Metropolitan Park and Recreation District d/b/a the Great Rivers Greenway District (“GRG”), is seeking the services of qualified professionals for Real Estate Acquisition and Relocation Services. This RFQ is for a three year period, from January 2020 until December 31, 2022.

GRG is a regional public agency serving the City of St. Louis, St. Louis County and St. Charles County. Great Rivers Greenway connects the St. Louis region with greenways, making it a vibrant place to live, work, and play.

The agency is operated by a 25 member staff governed by a 12 member board that is appointed by the Executives of St. Louis City, St. Louis County and St. Charles County. Staff members work within three groups to Build, Promote and Sustain the greenways. More information on GRG can found online at: <http://www.GreatRiversGreenway.org/>

## POTENTIAL SCOPE OF SERVICES: REAL ESTATE ACQUISITION SERVICES

As directed by GRG’s Chief Executive Officer or their designee, the services to be engaged could include the following:

1. As directed by GRG, carry out all activities required to acquire real property or easements for GRG including: researching property ownership and history, contact and negotiation with property owners on behalf of GRG, offering and negotiating contracts for the purchase of property and easements, coordinating all elements of property acquisition with GRG and its legal counsel, including obtaining property title and surveys, environmental assessments and coordination of closings.
2. Provide recommendations, oversight and management of a vendors list of property appraisal companies to be used during this three year period from January 2020 to December 31, 2022. Assist in the development of a list of acceptable appraisal firms and in their selection and assignment. The appraisal process shall include the preparation of appraisal reports for such parcels as directed by GRG. GRG staff may re-procure property appraisal companies during this three year period if it is deemed in the best interest of GRG.
3. Provide recommendations, oversight and management of a vendors list of title closing companies to be used during this three year period from January 2020 to December 31, 2022. Provide recommendations, oversight and management of the property closing process and other activities that require title company services. Assist in the development of a list of acceptable title companies and in their selection, assignment and management. GRG staff may re-procure title companies during this three year period if it is deemed in the best interest of GRG.

4. Provide relocation assistance and services to property owners and tenants or other entities whose property is being acquired by GRG.
5. Provide general advice and services for any real estate transactions that involve GRG, including leases for GRG, leases on GRG-owned property, easements and all other real estate activities and transactions that require real estate expertise. This includes assisting GRG staff with coordinating and managing environmental assessments on potential acquisitions performed by a qualified environmental assessment consultant.
6. All real estate acquisition personnel shall be knowledgeable of, and comply with, all applicable local, State and Federal standards, polices and regulations regarding real estate acquisition and relocations; cooperate and consult with State, County, and Local officials during the course of the contract; and perform other duties as may be required to assure that the services being performed are in accordance with regulations and policies. The real estate acquisition services personnel shall keep records and document all work directed by GRG, and produce work conforming to State and Federal standards and policy requirements regarding real estate and relocation services.
7. Attend monthly or bi-monthly meetings with GRG staff to review status of potential acquisitions and easements. Attend other meetings as necessary in order to carry out the real estate acquisition and relocation process.

## PROJECT CONTROLS SYSTEM

All GRG greenway projects are managed through a Project Controls System (PCS) by GRG's Project Management team. The entire PCS encompasses the administration, personnel, processes, procedures, documents, tools, standards, and activities that are undertaken to manage capital projects within GRG. GRG has formalized a variety of formal and informal processes that have been historically used by GRG and incorporates new processes based on industry standards and best practices for project management. The basis for the PCS is primarily found in two sources: the Project Management Institute (PMI) and SCRUM Project Management. The primary technology tool used in the PCS is a selected cloud-based software known as *Sciforma* (which GRG staff have internally nicknamed "DORA").

While GRG's Project Management team works daily within the PCS, consultants selected for GRG projects under this RFQ are expected to support their respective GRG Project Managers with data and information necessary for adherence to the PCS. This information largely relates to land acquisition, easement acquisition, property closing, environmental and title review and demolition of buildings.

## INSTRUCTIONS FOR PREPARING STATEMENTS OF QUALIFICATIONS

### General Provisions

Any contract awarded as a result of this RFQ will be awarded without discrimination on race, color, religion, age, sex, sexual orientation, or national origin.

It is the policy of GRG that minority and women-owned businesses shall have the maximum opportunity to participate in contracts utilizing taxpayer funds. In a typical GRG project, participation goals are 25% Minority Business Enterprise (MBE) and 5% Women Business Enterprise (WBE). Please note that these percentages are goals, not requirements.

### Submission of Qualifications

Provide one (1) electronic copy in .pdf format, uploaded to GRG's website. Label the .pdf with the name of the firm responding to the RFQ.

Submittals should contain the following information:

1. One page letter of interest on the firm's letterhead that includes:
  - a. A synopsis of the qualifications of the firm.
  - b. A profile of firm including number of employees and location(s).
  - c. Provide a brief description of the firm's ownership structure. Indicate percentage ownership by women and minorities if applicable.
  - d. Identify the primary contact for GRG (include contact information), and/or the project principal stating his/her professional credentials. Please clearly state the individual representing the contractual authority of the firm.
2. Resumes of no more than three (3) key staff members identified by the firm identified for real estate acquisition and relocation activities for GRG. Resumes may not be longer than two pages per person.
3. List the hourly rates for each staff member listed for #2. List anticipated reimbursable expenses typical for this RFQ.
4. Project descriptions for real estate acquisition and relocation services for three (3) recent projects the firm has undertaken within the last five (5) years. It is acceptable if the projects were for GRG. Please keep project descriptions to no more than two (2) pages per project.

Include the following information on each project description:

- a. Indicate if the firm was the lead on the project or a sub-consultant.
- b. A description of the services provided by the firm.
- c. Indicate firm's key personnel involved and their roles on the project.
- d. Provide the name of the client with current contact information.

5. Disclose any material agreements, relationships, or employment your firm or team members has with any GRG Staff or Board of Directors that may create a conflict of interest or the appearance thereof.
6. Include (as an appendix) copies of your firm's most recent Equal Opportunity form (EEO-1) and Affirmative Action policies, if applicable.

Submittals should be no more than 20 pages in length (pp. 1-20), including text, graphics and cover letter. Use a minimum 10-pt. font. Cover sheet, title page, dividers and EEO-1 and Affirmative Action policies, if applicable, are not included within the page limitation.

## SELECTION PROCESS AND CRITERIA

### Process and Time Frame

GRG will assemble an internal review committee to evaluate all responses to this RFQ. The committee may select a firm solely on the basis of their response or may additionally identify a short list for possible interviews. The basis for evaluating submittals shall include the ability to undertake projects; professional excellence; demonstrated experience and competence in the services to be provided by the firm; education and experience of the project manager and other key personnel; staffing capability; workload and record of meeting schedules, including an assessment of the firm's ability to handle additional work; the nature, quality and relevance of recently completed work; ability and willingness to respond to State and Federal requirements.

The review committee may contact any or all respondents to clarify submitted information. Firms will be notified via electronic mail (Email) whether or not they have been recommended for interviews and ultimately recommended to the Board of Directors for consideration.

### Important Considerations

GRG reserves the right, at its sole discretion, to 1) reject any or all submittals when, in its opinion, it is determined to be in the public interest to do so, 2) waive minor informalities of a submittal, 3) cancel, revise, or extend this solicitation, 4) request additional information which GRG deems necessary.

This Request for Qualifications does not obligate GRG to pay any costs incurred by any respondent in the submission of statements of qualifications or in making necessary studies or design for the preparation thereof, or for procuring or contracting for the services to be furnished under this request for qualifications. GRG will give preference to firms located in the GRG's district (St. Louis City, St. Louis County and/or St. Charles County) and secondly, in the State of Missouri, when other considerations are equal.

## Questions

All questions must be submitted to the GRG website for this RFQ by 10:00am Central Standard Time on Friday, December 6, 2019. Answers to questions received by December 6, 2019 will be distributed to all known recipients of the RFQ by Tuesday, December 10, 2019.

## Responses Due

**Submittals are due at 3:00 PM Central Standard Time on Friday, December 20, 2019.**

Electronic submittals only via .pdf format to the GRG website will be considered, no facsimile or paper copies will be accepted.

All submittals received after the due date and time will not be considered. It shall be the responsibility of the respondent to insure their submittal has been received by GRG prior to the posted due date and time.