



## REQUEST FOR QUALIFICATIONS FOR Property Appraisal Companies and Title and Closing Companies

**SUBMITTAL DUE DATE:** Friday, January 31, 2025 by 3:00pm CST

**SUBMITTAL LOCATION:**

<https://greatriversgreenway.org/vendors/>

Submit qualifications via .PDF Format Only

**QUESTIONS RELATED TO THIS RFQ:**

Questions related to this request should be directed to the GRG website (link will be provided) no later than 9:00am on Monday, January 13, 2025. Answers will be posted to the GRG website and emailed to all known recipients of the RFQ by January 15, 2025.

### **PART A: BACKGROUND**

Great Rivers Greenway (“GRG”) is a regional public agency serving the City of St. Louis, St. Louis County and St. Charles County. GRG connects the St. Louis region with greenways, making it a vibrant place to live, work, and play. Great Rivers Greenway is governed by a 12-member Board of Directors and operated by a 42-member staff within five groups referred to as Build, Promote, Sustain, Administration/Finance, and the Great Rivers Greenway Foundation.

The purpose of this Request for Qualifications (RFQ) is to develop a prequalification list of professional firms to provide the following services:

- Property Appraisals Companies
- Title and Closing Companies

Firms must indicate clearly in their submittal which category of services they are able to provide. Submittals are welcome from firms competent in any or all of the disciplines noted above. GRG seeks individual firm submissions and not team submittals. GRG is interested in developing two (2) separate vendor lists with one (1) for Property Appraisal Companies and two (2) Title and Closing Companies. These companies would assist GRG and its Real Estate Acquisition and Relocation Consultant on various land acquisition, easements and other real estate services to carry out GRG’s mission of building an interconnected system of greenways, parks and trails.

GRG staff will rely on the list of qualified vendors that is created as a result of this RFQ for property appraisals as well as title and closing companies for the next three (3) years. The list of vendors under this RFQ will be in effect from February 2025 through December 31, 2027. GRG reserves the right to re-issue this RFQ during the three (3) year period in order to add qualified firms to the list of qualified vendors through December 31, 2027.

GRG has contracted with Development Resource Partners, LLC as its Real Estate Acquisition and Relocation Consultant who will be working with the property appraisal and title companies. When the services of a property appraisal or title company are needed, it

is anticipated that staff at Development Resource Partners, LLC will prepare a scope of work, including due dates and other project details as may be appropriate (the “Scope”) and request fee proposals for the Scope from one or more firms on the list of pre-qualified vendors, in accordance with GRG’s procurement policy.

Staff from Development Resource Partners and/or GRG will review the submittal(s) and may select one company as permitted by state law, or may request an in-person or telephone call interview with any of the firms sent the scope of work. Following selection of the company, written or email notice to proceed will be given by Development Resource Partners, LLC or GRG in order to begin work. In most cases, project management and invoicing will be handled through Development Resource Partners, but GRG reserves the right to manage and pay firms directly for services provided.

If a company would assist GRG directly and not through GRG’s Real Estate Acquisition and Relocation Consultant, they will need to comply with Missouri Revised Statutes and insurance requirements as part of GRG’s contractual guidelines.

## **Part B: Proposed Scopes of Work**

Some typical services which may be included in the Scope to be provided by GRG or its Real Estate and Relocation Consultant for projects presented to (i) Property Appraisal Companies and (ii) Title and Closing Companies are included below. The Scope for each project may differ and will include the services deemed necessary by GRG and/or its Real Estate Acquisition and Relocation Consultant.

### **Property Appraisal Companies**

All services will be requested on an as-needed basis, dependent upon the number, type and needs of the projects funded or authorized by GRG. All appraisals submitted to GRG for review must be self-contained reports prepared in accordance with [\*Uniform Standards of Professional Appraisal Practice\*](#) (USPAP) requirements. All appraisals will list GRG and its Real Estate and Relocation Consultant as Intended Users as well as any other intended users as directed by GRG staff or its Real Estate and Relocation Consultant.

- Provide an appraisal that defines the current fair market value of the property rights being appraised. Fair market value shall mean the most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus.
- Provide a review appraisal that is the act or process of developing and communicating an opinion about the quality of all or part of a completed work performed by another appraiser in a real property appraisal assignment. Review appraiser is to develop and report a credible opinion as to the quality of another appraiser’s work and clearly disclose the scope of work performed in the review assignment.
- Provide an appraisal meeting the requirements of the Missouri Department of Transportation’s Local Public Agency Land Acquisition Policy (“LPA”) or the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act (49 CFR Part 24) (“URA”) for federally assisted projects, if applicable. Any appraiser completing an appraisal or review appraisal for a project that is

required to follow the LPA or the URA, must be in good standing on the Missouri Department of Transportation's roster of approved contract appraisers.

- Provide as-is and as-completed appraisals for vacant land, residential and commercial property.
- Perform an inspection of the subject property. Each property owner shall be contacted and allowed the opportunity to be present at the time of the property inspection by the assigned appraiser or appraisal company.
- Provide an appraisal report including, but not limited to the following:
  - Extent of the property inspection and description of the surrounding neighborhood or project area.
  - Analysis of relevant market information and comparable properties.
  - Physical characteristics of the subject property, including property dimensions, layout and photographs.
  - Description of rights or interest being acquired.
  - Value being appraised.
  - Assumptions and limiting conditions of the appraisal.
  - Title information, including known and observed encumbrances.
  - Present use, location and zoning information.
  - Flood hazard areas, including supporting maps and descriptions, if applicable.
  - Wetlands areas, if applicable.
  - Description of any improvements.
  - Current assessment and taxes.
  - Maps of subject property.
  - Engineering exhibits of rights to be appraised, if applicable.
  - Three (3) year sales history of the property.
  - Highest and best use of the property.
  - Date and type of valuation and date of appraisal report.
  - Conclusions and certification of the appraiser.
  - Maintain Regular and Effective Communication with GRG or their real estate consultant.

## Title and Closing Companies

All services will be requested on an as-needed basis, dependent upon the number, type and needs of the projects funded or authorized by GRG. All documentation and reports submitted to GRG for review will be in accordance with good professional title practice services.

The Title Company shall provide to GRG or its real estate consultant all of the work set out herein, including but not limited to the following:

- Order a title search to determine ownership of subject properties. The title commitment or report shall include the following, at a minimum:
  - Current owners, estate or type of ownership, and address of record.
  - Five-year chain of title.
  - Mortgages and/or mortgage releases that affect parcel(s).
  - Easements of record.
  - Additional encumbrances of record.
  - Liens, judgements, suits pending, special assessments, or other recorded filings that affect parcel(s).

- Provide copies of any and all referenced and recorded easements, encumbrances, subdivision plats, and any other requested documentation referenced in title report or commitment.
- Provide survey coverage, if applicable.
- Prepare and provide title insurance commitments and title insurance policies.
- Perform real estate closings and filing of deeds and any other requested instruments for any property rights conveyed to GRG.
- Other property or acquisition related services necessary or requested by GRG.

## **PART C: CONSULTANT PROCUREMENT**

### **QUALIFICATIONS**

The selected consultant may be an individual, or firm that best demonstrates the ability to address the anticipated scope outlined in Part B (Proposed Scopes of Work). The consultant is expected to work collaboratively with GRG staff and its Real Estate and Relocation Consultant.

### **INSTRUCTIONS FOR PREPARING QUALIFICATIONS SUBMITTAL**

Provide one (1) electronic copy in (.pdf format) and uploaded to the GRG's website. Submittals should contain the following information:

1. Two-page letter of interest on the firm's letterhead that includes:
  - A profile of the firm including qualifications, number of employees and location(s). Provide a brief description of the firm's ownership structure. Indicate percentage ownership by women and minorities, if applicable.
  - Identify which service (property appraisals and/or title and closing) the firm can provide. If the firm can provide more than one category of professional services requested by this RFQ, please clearly state that as well.
  - Property Appraisal companies indicate whether they are currently listed on the Missouri Department of Transportation (MoDOT) approved list of appraisers.
  - Identify the company's primary contact for GRG (include contact information including email address), and/or the project principal stating his/her professional credentials. Please clearly state the individual representing the contractual authority of the firm.
  - A brief project description for two (2) recent projects the firm has undertaken within the last five (5) years. It is acceptable if the projects were for GRG. Indicate if the firm was the lead on the project or a sub-consultant. Include the following information for each project description:
    - A brief description of the services provided by the firm.
    - Indicate key personnel involved by the firm.
    - Provide the name of the client with current contact information.

2. Disclose any material agreements, relationships, or employment your firm or team members have with any government agency or other person or entity that may create a conflict of interest or the appearance thereof.

Submittals should be no more than 2 pages in length (pp. 1-2), including text, graphics and cover letter. Use a minimum 10-pt. font. EEO-1 and Affirmative Action policies, if applicable, are not included within the page limitation.

It is the sole responsibility of the vendor to ensure the .PDF statement of qualifications is received in proper time. No late submittals will be considered. **No printed, fax or verbal proposals will be accepted.**

## **SELECTION PROCESS**

GRG will evaluate all responses to this RFQ. The basis for evaluating submittals shall include demonstrated experience and competence in the services to be provided by the firm; experience of the key personnel; the nature, quality and relevance of recently completed work.

From this review, GRG will select all submittals considered qualified for the 2025-2027 GRG Prequalification List in the following categories:

- Property Appraisal Companies
- Title and Closing Companies

GRG may contact any or all respondents to clarify submitted information or request an interview. Firms will be notified via electronic mail (Email) whether or not they have been recommended to be placed on the 2025-2027 GRG Prequalification List.

## **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 the performance of contracts utilizing taxpayer funds. Minority and Women Business Enterprise goals of 25/5% have been established by GRG; i.e. 25% or more of the total contract amount to be awarded to Minority Business Enterprises (MBE) and 5% or more of the total contact amount to be awarded to Women Business Enterprises (WBE). It is the prospective consultant's responsibility to make a sufficient portion of the work available to sub-contractors to meet the goal, consistent with the availability and capacities of MBE and WBE Teams. GRG reserves the right to negotiate contract participation with qualified respondents. Preference will be given to businesses located within St. Louis City, St. Louis County or St. Charles County (Great Rivers Greenway's district), and secondarily within the state of Missouri.

The selection committee reserves the right, at their sole discretion, to 1) reject any or all submittals when, in their 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 may be deemed necessary. This RFQ does not obligate Great Rivers Greenway to pay any costs incurred by any respondent with their submission.