

AMENDED 2/10/12
Request for Qualifications
Bid 12214

A Prospectus for
Commissioning Real Estate acquisition services for
War Memorial Park

January 2012

Project Intent

Little Rock Parks and Recreation is requesting qualifications from real estate acquisition firms to assist in land acquisition for the City of Little Rock. Services include, but are not limited to land acquisition and the negotiation process. The acquisition prospects include approximately (12) twelve properties adjacent to War Memorial Park.

The City will select a Real Estate Acquisition Firm from firms submitting qualifications. The contract will be based on a specific scope of work for identified properties.

This request for qualifications, contained herein, shall be grounds for selection and recommendation to Little Rock Board of Directors.

Criteria for Selection

The real estate professional shall demonstrate the following:

- Shall be a state certified general appraiser licensed by the State of Arkansas and possess a current business license issued by the municipality in which their principal office is located
- Shall be independent and free of any conflict of interest in representing the City. In the event that there is a conflict, the City expects to be notified promptly so that an alternate professional may be engaged
- Shall show proof of insurance: Professional Errors and Omission; General Professional Liability Insurance; and Workers Compensation Insurance
- Shall have experience and qualifications of Firm and Key Personnel
- Shall have comparable current and completed projects within the past three years accomplished by current staff and key personnel to be assigned to projects
- Shall provide professional background of key personnel and experience
- Shall provide location of main office and/or branch office that will provide services
- Shall provide references

Scope of Services

The individual or firm selected will help the City of Little Rock negotiate and perform any and all work necessary for the purchase of (12) twelve properties adjacent to War Memorial Park for the purposes of park expansion.

War Memorial Park

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Eligibility

The project is open to all properly licensed and insured Real Estate Agents or Firms, regardless of race, color, religion, national origin, gender, age, military status, sexual orientation, marital status, or physical or mental disability.

How to Apply

Respondents shall submit three (3) copies of the response providing the following information:

1. Statement of the firm's qualifications
2. Present Capability to achieve proposed work. Information should reflect knowledge of regulations, policies and procedures, as well as credentials of key personnel
3. Experience in performing appraisal and/or review appraisal assignments for similar projects and experience in eminent domain, condemnation and litigation issues contested in court
4. Location of main office and/or branch office providing services. Location of personnel that will be working on this project
5. List of references on similar projects currently in process or which have been accomplished over the past three years
6. Respondents shall demonstrate their qualifications as to education, experience and credentials and acquisition firms must be familiar with the practices and policies of the Uniform Relocation and Real Property Acquisitions Policies Act of 1970

Real Estate Agents or Firms interested in being considered for commission shall submit the noted materials before 3:00 p.m. February 21, 2012 to:

Jerry Paul, Purchasing Agent
City of Little Rock
500 West Markham, Room 300
Little Rock, Arkansas 72201
501-371-4560

To be considered, (3) three copies of the prospectus shall be received by the date and time set and noted herein by the Purchasing Agent. It shall be packaged in such a manner that the sealed, opaque envelope clearly reflects the project name (see title of prospectus), bid number (see upper right corner of RFQ) and the applicant's name and address. All materials submitted become the property of the City of Little Rock and will not be returned unless a self-addressed and stamped envelope, with sufficient postage, is provided. The City of Little Rock will make every effort to protect submitted materials; however, it will not be responsible for any loss or damage. The City of Little Rock reserves the right to reject any and all applications.

W a r M e m o r i a l P a r k
January 2012

Selection Process

As approved by the City Manager, a consultant selection committee will review all applicable submissions and select a real estate acquisition firm to be interviewed and recommended in accordance with provisions of Little Rock Ordinance No. 15,221 for competitive selection of professional service providers.

Committee members will score each proposal according to criteria for selection noted at the beginning of this prospectus and record their scores on a selection-rating sheet (see attached sample sheet) not included now, but can be added easily. After scoring and ranking all proposals, the committee may elect to conduct interviews with the top ranked firms in order to make its final selection.

Following a final committee ranking of proposals, a fee negotiation will begin with the top ranked firm. If a negotiation of a fee amount, schedule or contract is not successful within the limits set by the selection committee, other respondents will be contacted in order of their proposal ranking to secure a contract for recommendation to Little Rock Board of Directors. NOTE: NO FEES ARE TO BE INCLUDED IN THIS PROPOSAL. TO DO SO WILL CAUSE YOUR PROPOSAL TO BE DISQUALIFIED.

Additional Information

If you have any other questions or need any additional information please call Mark Webre, owner representative, at 501-371-6851 or e-mail mwebre@littlerock.org

IF YOU ARE OBTAINING THIS BID FROM OUR WEBSITE, PLEASE BE REMINDED THAT ADDENDUMS MAY OCCUR. IT IS THEREFORE ADVISABLE THAT YOU REVIEW OUR LISTINGS FOR ATTACHMENTS INCLUDING ANY CHANGES TO THE BID.

NOTICE

The City of Little Rock selects its board and commission members through a process that utilizes an executive session. Under Arkansas law, this fact deems a volunteer an employee for a limited purpose. The City cannot contract with an employee, and cannot contract with a corporation with an employee in an executive or managerial position who also serves as a volunteer on a City board or commission unless it first passes an ordinance to approve the contract. Is any person involved with this Bid an employee of the City, or a volunteer board or commission member who also holds an executive or managerial position with the Bidder? If the answer is "yes," please identify the person(s) and the nature of the relationship. THIS DOES NOT MEAN that the Bidder is disqualified; but, the apparent successful Bidder will not be selected if the Board of Directors fails to pass an ordinance to authorize the contract, regardless of the amount.

**Selection Rating for
Providers of Professional Services**

Firm's name submitting prospectus

<u>Criteria</u>	<u>Weight</u>	<u>Score</u> 1 low – 10 high	<u>Weighted Score</u>
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Qualifications	20%	_____	_____
Provide proof of certified general appraiser licensed by the State of Arkansas and possessing a current business license issued by the municipality in which their principal office is located; is independent and free of any conflict of interest in representing the City; has proof of insurance for Professional Errors and Omission, General Professional Liability Insurance, and Workers Compensation Insurance; has proof of attendance since the year 2007 at an offering of Uniform Appraisal Standards for Federal Land Acquisitions (USFLA) and attendance at either a 7 hour update class of the uniform Standards of Professional Appraisal Practice or a 15 hour Uniform Standards of Professional Appraisal Practice (USPAP) during their current certification cycle with the Arkansas Appraiser Licensing and Certification Board			

Experience	70%	_____	_____
Provide proof that vendor has performed comparable current and completed projects within the past three years accomplished by current staff and key personnel			

Team	10%	_____	_____
Provide credentials and experience of professionals assigned to manage the project			

Total	100%	_____	_____
			10.0 max

Score each criterion using a 10.0 to the top firm of your choice. Other firms shall then be scored 0.0 to 9.9 relative to top firm.

Initial and date