



City of Warrensburg

REQUEST FOR PROPOSALS PROFESSIONAL REALTY SERVICES

PROPOSAL CLOSING: November 30, 2016
DATE OF PROPOSAL: October 18, 2016
CONTACT PERSON: Harold Stewart, City Manager
PHONE NUMBER: 660-747-9131

By order of the City Manager of the City of Warrensburg, Missouri, sealed proposals will be received in the Office of the City Clerk, Municipal Building, 102 South Holden Street, Warrensburg, Missouri 64093, for PROFESSIONAL REALTY SERVICES until 3:00 p.m., local time, November 30, at which time the bids will be publicly opened. Only sealed bids marked PROFESSIONAL REALTY SERVICES —DO NOT OPEN” will be considered. No late, incomplete, email or fax submissions shall be accepted. Failure to follow these procedures may result in the disqualification of the consultant from the RFP process at the discretion of the City. Bids received late will be rejected and returned to the bidder unopened. The City of Warrensburg is an Equal Opportunity Employer and invites the submission of proposals from minority and women-owned firms.

BACKGROUND:

The City of Warrensburg is requesting Proposals for Professional Realty Services for the following City Owned Properties:

Lots 6-9 and Tracts J and L Hawthorne Development recorded in the Johnson County Recorder’s Office at Book 12, Pages 116-123. A portion of Lot 6 is under a current option agreement, that, if exercised, will be closed under a prior listing agreement and excluded from this scope of services. However, should the option not be exercised, this property would be included from and after the expiration of the option period.

During a Sheriff’s Sale (Foreclosed NID Assessments and Property Taxes) April 5, 2013 the City of Warrensburg acquired these properties. The properties are part of a larger Neighborhood Improvement District (NID) recently appraised in 2014 by Keller & Associates, Lawrence, Kansas. See link for Hawthorne Appraisal Study at http://www.warrensburg-mo.com/wp-content/uploads/2014/oversized/HawthorneAppraisal_FINAL.pdf . The City is currently making the required annual NID principal and interest payments and recognizes this financial burden could be a deterrent to potential buyer (s) and are open to recommendations and creative solutions.

The City seeks professional realty and mitigation services to prepare a proposal that will make final sale of **all the above listed city-owned properties** all the way through closing. Total acreage to include lots and tracts are an estimated 44 to 55 acres. Lots 6, 7, and Tract L are zoned R4 Medium Density Multi-Family Residence District. Lot 8 is zoned GB General Business District. Lot 9 and Tract J are zoned R3 Low Density Multi-Family Residence District. The properties are located just to the northeast of the Business 13 and Highway 50 Interchange. Some of the acreage is visible from Highway 50 and, as such, is an east entrance to Warrensburg that the City wishes and is hopeful, can be enhanced through the final sale and development of the properties.

SELECTION AND CRITERIA FOR EVALUATION:

The following items will be considered in making a selection of the broker/agent, though they may not be equally weighed in the review process:

1. Experience & Technical Competence
2. Capacity & Capability
3. Past Record of Performance
4. Firm's History of Activity in the Warrensburg Area and Economic Impact to the Local Economy
5. Fee Proposal
6. Scope of Work Proposed

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INSTRUCTIONS TO BIDDERS

In addition to the requirements set forth in the scope of work, anyone submitting proposals shall be responsible for familiarizing themselves and complying with the following instructions.

1. Proposals will be accepted at the Office of the City Clerk until 3:00 p.m., local time, November 30, 2016.
2. Proposals must be submitted in a sealed envelope clearly marked "PROFESSIONAL REALTY SERVICES —DO NOT OPEN" to be considered. Proposals submitted without proper identification may be rejected.
3. Proposals may be withdrawn at any time prior to 3:00 p.m., local time, November 30, 2016, by written request from a person authorized to represent the proposer.
4. Proposers shall not be permitted to use to their advantage any omission or error in the specifications, requirements or contract documents, and the City reserves the right to issue new instructions as if originally specified.
5. Proposers shall read thoroughly and understand the requirements in relation to the proposal which is submitted.
6. The right to reject any and/or all proposals, to accept or reject all or any part of a proposal, and to waive any technicalities in the bid proposal or accept the one that, in the sole judgment of the City, will be in the best interest and/or most advantageous to the City, is hereby expressly reserved by the City.
7. If the proposer is a resident of Warrensburg, or owns property within Warrensburg, the proposer must be current on all taxes and utility bills owed to the City.
8. In case of default by the proposer, the City shall procure comparable services and hold the proposer responsible for any excess cost occasioned thereby.
9. Failure to comply with any of the above instructions and general conditions of proposing may disqualify the proposer at the discretion of the City Manager.
10. All Requests for Information and/or Interpretation (RFIs) related to this Request for Proposal must be received no later than the close of business on November 14, 2016. Such RFIs shall be made to Harold Stewart, by e-mail at Harold.stewart@warrensburg-mo.com or facsimile at (660) 747-8927. If required, an addendum will be published and sent to all parties in receipt of this Request for Proposal addressing all RFIs no later than the close of business on November 21, 2016.
11. Proposers shall submit one (1) original and five (5) copies of their proposal.
12. Finalists may be asked to make a presentation to a Review Committee at City Hall.
13. Proposers must submit their required listing agreement, with all terms of service, with their proposal. Listing agreements will be subject to review and revision by the City's legal counsel.
14. The City requires certain minimum insurance coverages and completion of the attached certifications for public contracting.

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SCOPE OF SERVICES

Information required to be provided to the City of Warrensburg in the proposal submission shall include the items listed below. Proposals must be submitted to the City of Warrensburg, City Clerk, 102 South Holden, Warrensburg, MO 64093 no later than **3:00 PM, November 30, 2016**.

1. Name and address of firm.
2. Scope of work including defining and outlining the proposed elements of work and timeline.
3. Listing agent credentials.
4. Description of Missouri licensure that will enable the proposer to market all properties within the development which is zoned both residential and commercial.
5. Sample of a similar commercial property sale that demonstrates success, innovation, "catalyst" for selling, and best return to the seller.
6. Preference will be given to those firms that demonstrate the ability to bring investor(s) to the City.
7. Extensive experience and expertise in complex commercial and multi-residential sales, mitigation, design development, master zoning and planning.
8. Demonstrated experience and expertise of the firms with respect to planning, development, promotion, and ultimate sale of commercial and multi-residential properties.
9. Past performance of the firm with respect to such factors as accessibility to clients, quality of work, and ability to meet schedules.
10. Firm's proximity to and familiarity with the area in which the project is located.
11. Ability to work with and coordinate efforts with other developers that will facilitate sale.
12. Cost of services.
13. Demonstrated ability to recruit, coordinate and project manage required subcontractors that will promote design and sale.
14. References from previous clients of related work with the firm within the past five years.
15. Firm's history of activity in the Warrensburg area and economic impact to the local economy.
16. Firm's required listing agreement with all terms of service enumerated.
17. Services or resources to be supplied by the City and any assumption made in regards to the City's capabilities.
18. An Affidavit of Compliance with the federal work authorization program and a copy of the proposer's E-Verify Memorandum of Understanding (15 CSR §60-15.020) must be provided to the City.

Deliverables to be provided to the City include, at the minimum, the following:

1. A plan of how and where the properties will be listed and how offers will be solicited for all the properties.
2. A plan that would assist the City in mitigating their current annual NID assessments recognizing that minimization or elimination thereof could promote sale of all the properties, realize a better financial return, and a more timely sale.
3. Recommendation(s) to the City concerning improvements or conditions that need to be completed in preparation for the property listing.

CERTIFICATION OF INDIVIDUAL BIDDER

Pursuant to Section 208.009 RSMo, any person applying for or receiving any grant, contract, loan, retirement, welfare, health benefit, post secondary education, scholarship, disability benefit, housing benefit or food assistance who is over 18 must verify their lawful presence in the United States. Please indicate compliance below. Note: A parent or guardian applying for a public benefit on behalf of a child who is citizen or permanent resident need not comply.

- _____ 1. I have provided a copy of documents showing citizenship or lawful presence in the United States. (Such proof may be a Missouri driver's license, U.S. passport, birth certificate, or immigration documents). Note: If the applicant is an alien, verification of lawful presence must occur prior to receiving a public benefit.
- _____ 2. I do not have the above documents, but provide an affidavit (copy attached) which may allow for temporary 90 day qualification.
- _____ 3. I have provided a completed application for a birth certificate pending in the State of _____. Qualification shall terminate upon receipt of the birth certificate or determination that a birth certificate does not exist because I am not a United States citizen.

Applicant

Date

Printed Name

AFFIDAVIT

(Only Required for Individual Bidder Certification Option #2)

State of Missouri)
)SS.
County of _____)

I, the undersigned, being at least eighteen years of age, swear upon my oath that I am either a United States citizen or am classified by the United States government as being lawfully admitted for permanent residence.

Date

Signature

Social Security Number
or Other Federal I.D. Number

Printed Name

On the date above written _____ appeared before me and swore that the facts contained in the foregoing affidavit are true according to his/her best knowledge, information and belief.

Notary Public

My Commission Expires:

CONFLICT OF INTEREST FORM

PROJECT: _____

RESPONSIBLE CITY EMPLOYEE: _____

RESPONSIBLE OR SUPERVISING CITY CONSULTANT: _____

1. Have you or any employee or person holding an ownership interest in the company proposing to provide goods or services to the City of Warrensburg been involved in any of the following with the City of Warrensburg, its employees, elected officials or any responsible consultant identified above?

	Yes	No
Sale, purchase or exchange of property	_____	_____
Receiving or furnishing goods or services	_____	_____
Transfer or receipt of income, assets or funds	_____	_____
Maintenance of bank balances, book balances or other accounts for benefit of another?	_____	_____

2. Have you or any employee or person holding an ownership interest in the company proposing to provide goods or services to the City of Warrensburg been indebted to the City, any employee of the City or its elected officials or its responsible consultants in the last twenty-four months? If yes, explain.

3. List all business transactions or relationships that you or any employee or person holding an ownership interest in the company proposing to provide goods or services to the City of Warrensburg has had with any employee of the City, its elected official or its responsible consultants in the last twenty-four months.

4. List all gifts valued in excess of \$10.00 offered or accepted by any employee or person holding an ownership interest in the company proposing to provide goods or services to the City of Warrensburg either to or from any employee, elected official or its responsible consultants in the last twenty-four months.

