

**REQUEST FOR QUALIFICATIONS**  
**REAL ESTATE, PROPERTY NEGOTIATION**  
**AND ACQUISITION SERVICES**



**RELEASE DATE: April 13, 2018**  
**SUBMISSION DEADLINE: May 4, 2018**

CITY OF CONWAY  
229 MAIN STREET  
CONWAY, SC 29526  
[www.cityofconway.com](http://www.cityofconway.com)

## **GENERAL BACKGROUND**

The City of Conway, South Carolina, solicits written statements of qualifications from experienced, licensed real estate brokers wishing to act as the City's agent in the negotiation, acquisition and conveyance of real property. Services will consist of assisting the City in identifying and acquiring property that meets the City's development/redevelopment goals. Qualification under this RFQ does not guarantee any real estate broker will be engaged to perform work for the City of Conway.

This RFQ solicitation does not in any way obligate the City of Conway to award a contract or to pay any expense or cost incurred in the preparation and submission of a qualifications statement responding to this RFQ.

## **SCOPE OF WORK**

The City of Conway engages in various programs and projects to accomplish its goals for development/redevelopment. Activities include capital improvement projects such as infrastructure, streetscape and parking, economic development, and other community improvement projects. The qualified real estate broker selected under this RFQ will be responsible for all aspects of property purchases and eventual conveyance, including but not limited to:

- Assist in search for and locating available property that may be of interest to the City
- Research real estate opportunities as requested by staff
- Assist staff in the evaluation and purchase process
- Perform due diligence on properties for consideration
- Represent the City in negotiations and contractual issues related to buying property
- Arrange for property appraisals and surveys
- Provide oral and visual presentations to City Council and staff as requested by staff
- With approval of the City, negotiate and acquire properties on behalf of the City
- Handle all aspects of closing and recording
- Assist in resolving any heirs' property issues that may arise during negotiation
- Facilitate title searches and other required legal due diligence as required
- Perform related services that the City may request after agreed upon by both parties

The City Administrator shall be designated as the point of contact for the real estate broker.

## **LENGTH OF ENGAGEMENT**

The selected individual/firm will be engaged by the City on an "as needed" basis. The specific engagement period is for an indefinite period of time. However, the City reserves the right to terminate any engagement at any time without penalty or continuing liability.

## **MINIMUM QUALIFICATIONS**

The following minimum qualifications are required in order for a broker to be evaluated:

1. A real estate broker license issued by the State of South Carolina

2. At least five (5) years' experience in property listing and negotiating
3. Experience in valuation of land and assets
4. Ability to deliver real estate services and capacity to perform and affect dedicated resources committed to the City

## **SUBMITTAL CRITERIA**

Submittals must include a cover letter stating the respondent's interest in providing the services and the signature of the individual or the representative authorized to enter into contracts on behalf of the respondent. This letter should not exceed three pages in length. Submittals should be concise, clearly outlined and should address the following:

- References: The submittal shall include the name, email address and telephone number of at least three individuals who may be contacted as references.
- Experience: The proposal shall include the total number of years the individual/ firm has been operating as a real estate broker. A description of all of real estate experience in South Carolina, particularly any experience in negotiating land acquisitions for city or county government entities should also be included.
- Qualifications: The proposal shall contain the names of any and all team members and provide information on their specific expertise in real estate, land acquisition, and appraisal services, including related licenses and/or certifications.
- Detailed Scope of Work: The proposal shall contain enough detail to demonstrate an understanding of the services requested, including any additional services that might be available, and the ability of the individual/firm to conduct the scope of work.
- Conflict of Interest: Documentation that personal or organizational conflicts of interest prohibited by law do not exist.
- Fee Proposal: The proposal shall include a fee schedule to include commission or hourly rate for the acquisition of real property and an hourly amount for general real property consultations not related to a pending transaction.

## **SUBMITTAL REQUIREMENTS**

Responses to this RFQ shall be mailed or hand delivered to:

Adam Emrick, City Administrator  
City of Conway  
PO Box 1075  
229 Main Street  
Conway, SC 29528

**RESPONSES MUST BE IN A SEALED ENVELOPE MARKED "REAL ESTATE SERVICES RFQ" AND RECEIVED AT CITY HALL, 229 MAIN STREET, NO LATER THAN MAY 4, 2018.**

Late responses will not be accepted. Faxed and emailed responses will not be accepted. Responses should be limited to the cover letter and no more than five additional pages.

All submissions must be typed or written in ink, and must be signed in ink by the individual or authorized company representative submitting the RFQ. Failure to do so shall be cause for submittal rejection.

## **EVALUATION PROCESS**

The City Administrator will evaluate all responses and shall be responsible for making a recommendation to City Council. Each response will be reviewed to determine which individual/firm will best meet the needs of the City. In making a selection, the City Administrator may rely on the general quality and substance of the responses, qualifications, experience in the field, reputation in the community, strength of references and interviews.

The terms and conditions of the resulting contract for the services to be rendered will be negotiated with the successful respondent. If the City and the successful respondent cannot agree on the terms and conditions of the contract, the City reserves the right to terminate negotiations with the successful respondent and move to the next ranked respondent to commence negotiations. Negotiations may continue in this process until the City is able to enter into a contract with a respondent that best meets the needs of the City.

## **INSURANCE REQUIREMENTS**

Prior to execution of a contract derived from this RFQ, the awarded individual/firm shall obtain and maintain in force at all times during the term of the contract insurance coverage as required herein. All insurance policies shall be issued by companies authorized to do business in the State of South Carolina. The Certificates shall clearly indicate that the individual/firm has obtained insurance of the type, amount, and classification as required for strict compliance with this provision and that no material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the City. Compliance with the foregoing requirements shall not relieve the individual/firm of his/its liability and obligations under the resulting contract.

## **LIMITATIONS**

The City reserves the right to cancel this Request for Qualifications and to reject any or all responses in whole or in part, when it is for good cause and in the best interests of the City, at its sole discretion.

## **CONCLUSION**

We thank you in advance for your participation in this matter and we look forward to receiving your submission.