

ON-CALL REAL ESTATE SERVICES

REQUEST FOR QUALIFICATIONS (RFQ) # 2433

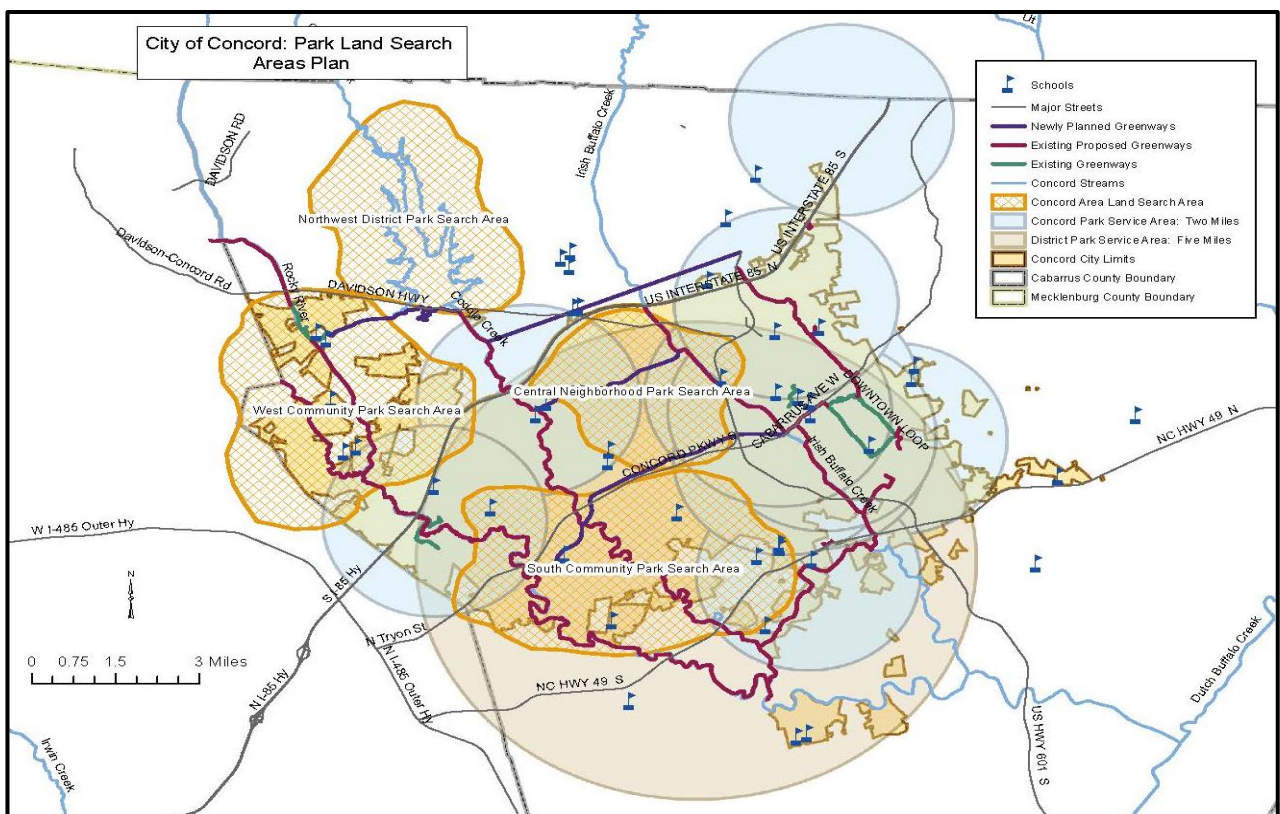
MARCH 16, 2020

I. PURPOSE

The City of Concord is seeking a qualified Real Estate Agent who will aid the City of Concord Council, staff, and other employees with real estate asset management and acquisition matters including but not limited to, multifaceted negotiations with property owners, attorneys, real estate brokers, developers, land use planners, surveyors, appraisers, and the general public in gaining support and cooperation with municipal utility projects and other real property related requests.

II. DESCRIPTION

The Comprehensive Parks and Recreation Master Plan adopted in 2017 and the Open Space Connectivity Analysis adopted in 2019 identify land acquisition for parks, facilities, and greenways as a top priority for the City. For park land acquisition, the master plan identifies three (3) primary target areas with a goal of acquiring between 100 and 300 acres citywide. These areas are shown in the map below:



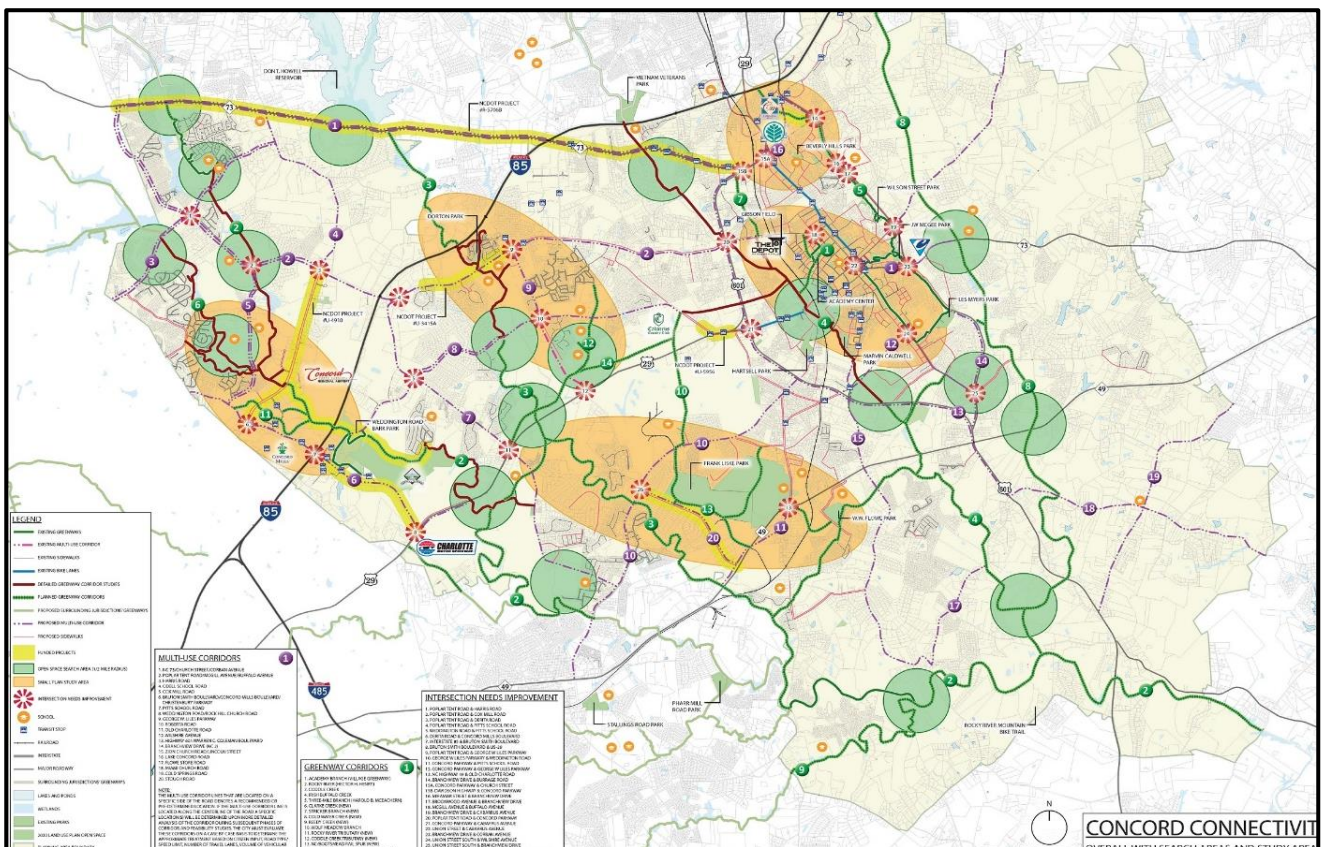
These areas represent Parks and Recreation service gaps in the City, and they are summarized as follows:

- **Northwest/West District and Community Park** – This area is mostly north and west of I-85 stretching from the County line near Concord Mills, to Highway 73 on the north end, and to Lake Howell and Coddle Creek on the

east side. A community park can range anywhere from 20 acres to 80 acres depending on topographic and environmental constraints.

- **Central Neighborhood Park** – The master plan identified a large underserved gap in the north-central area of the City, which essentially stretches from I-85 at the north end, to George Liles Parkway at the west end, to Highway 29 at the south end, to Concord Parkway and Irish Buffalo Creek at the east end. Neighborhood parks can range in size from 10 acres to 30 or 40 acres, again depending on topographic and environmental constraints.
- **South Community Park** – This area stretches from the Charlotte Motor Speedway on the west side, to Old Charlotte Road and the railroad tracks on the east side, just north of Highway 29 along Pitts School Road to the north, and Highway 49 and Harrisburg to the South. Similar to the Northwest, the need in the South is for community parks with a focus on providing athletic fields as well as other passive park amenities.

The process of Greenway property acquisition is different from the traditional acquisition of real property. The City of Concord has established procedures for greenway land acquisition by sending out initial letters of interest to property owners. Acquisition for greenway property is guided by the Open Space Connectivity Analysis (see map below), based on the primary corridors listed in the plan, and upon direction from the Parks and Recreation Department and other city officials of the specific priorities.



III. SCOPE OF SERVICES

The City of Concord utilizes a qualifications-based selection process without consideration of fees during the initial phase in hiring firms for professional services. The City may seek more than one brokerage/real estate firm or individual broker depending on the City's needs. Any selected firm or individual will function as an Exclusive Buyer's Agent to the City of Concord and will promote and solely represent the best interests of the City. Dual Agency Representation, written or implied, shall be strictly prohibited and the selected brokerage/real estate firm(s) or individual shall be required to execute an exclusive buyer agency agreement with the City prior to making any purchase offers on the City's behalf.

The following is a summary of services requested:

1. Negotiate the acquisition or temporary use of real property; and
2. Negotiate contracts for purchase of rights-of-way and/or easements; and
3. Attend public meetings and forums, mediations, and court hearings, as requested and relating to real property matters; and
4. Read and interpret engineering plans, survey drawings, plats, and legal descriptions; and
5. Be familiar with and have the ability to identify all types of real estate documents (deeds, deeds of trust, easements, leases, HUD settlement statements, etc.); and
6. Be familiar with public land records and how to research ownership and other related land use issues; and
7. Be familiar with the City of Concord Code of Ordinances, Community Development Guidelines, Zoning Laws, and the City of Concord Economic Development goals and directives; and
8. Act as a public liaison between the City and the Public regarding real property concerns; and
9. Establish and maintain a working relationship with City Council, its staff, and the employees of the City of Concord.

IV. SUBMISSION REQUIREMENTS

The selection of the brokerage/real estate firm(s) or individual will be based on the totality of the qualifications of the firm(s) or individuals as presented in the detailed qualifications statement. The presence or absence of one or more of the items listed below, except for those items required by law, shall not be totally disqualifying but shall be taken into consideration as a portion of the totality reflecting positively or negatively on the qualifications of the firm. Qualification statements should clearly and concisely address the following:

1. Firm or individual name and location of office where work will be performed.
2. Relevant experience in acquiring land for parks, greenways, public infrastructure, or other governmental purposes.
3. Brief overview and history of the firm, if applicable.
4. The project manager, key personnel, and any sub-consultants who will be involved with this project; their qualifications and experience as related to the scope of work detailed above as well as their anticipated assignments related to this project, including specific information on their experience with similar projects.
5. Other work commitments of the specified key personnel during the next two years.
6. Client references for related governmental, institutional (hospitals, universities, etc.) or similar private contracts, work done in the past five years, including name, address, telephone number and contact person most involved with the project.
7. Historical data on at least three comparable projects completed over the past five years.
8. Management of projects with required Disadvantaged Minority Business Enterprises programs.
9. Documentation or statement regarding any history of litigation associated with project performance, professional liability, or safety

Interested firms should submit their qualifications as a PDF document by 5:00 pm on **Friday April 17, 2020** to: Jason Pauling, AICP – Senior Park Planner; paulingj@concordnc.gov.

Paper copies are not required. The subject line should contain the **firms name** and **“Statement of Qualifications for Real Estate Services for the City of Concord”**

V. BASE QUALIFICATIONS

1. A current and valid North Carolina Real Estate License.
2. North Carolina Notary Public Commission License.
3. A Valid North Carolina Driver’s License.
4. Proof of Professional and General Liability Insurance.
5. Knowledge of North Carolina Real Estate Law, Finance, and Municipal Administration Procedures, including NCGS 160A, Article 12.
6. Experience in selling, leasing, and purchasing real property, or an equivalent experience in a related real estate career field.

7. Experience working in municipal real estate, acquisition of easements and/or rights-of-way.
8. Experience with the methods, practices, and techniques of standard real property appraisal and prevailing values.
9. Prior experience with Federal, North Carolina State and Local laws, codes and regulations, including those dealing specifically with property owners' rights and zoning.
10. Excellent oral/written communication skills, along with the ability to confront and mitigate conflict.

VI. SELECTION CRITERIA

The considerations below will be utilized for selection of the firm/individual. Selection will be made after thorough review conducted by a City panel. Actual interviews may be conducted after review of the responses by interested firms/individuals.

1. The firm/individual's recent experience, knowledge, and familiarity in conducting similar projects and the firm/individual's demonstrated ability in master plans and design incorporating the client's preferences.
2. The successful experience of the staff to be assigned to this project to perform the type of work required within the budget established by the Concord elected officials and with minimal to no change orders.
3. Adequate staff and/or consultant team in order to meet a time schedule established for the work including current workload.
4. Proposed design approach for the projects.
5. The firm/individual's ethical and professional standing and satisfactory performance on previous contracts including a positive client relationship, commitment to the project budget, no major legal or technical problems and sufficient supervision of the construction project.
6. The firm/individual's financial ability to undertake the work and assure the liability as well as adequacy of an accounting system to identify costs chargeable to the project.
7. Any other factors that may be applicable for this project.

VII. CONDITIONS AND RESERVATIONS

The City reserves the right to request substitution of any sub-consultants or sub-firms. The City also reserves the right to reject any or all responses to this RFQ to advertise for a new RFQ response or to accept any RFQ response deemed to be in the best interest of the City. The selected firm/individual(s) and all sub-consultants will be required to submit an affidavit certifying compliance with the terms of the State of North Carolina's E-verify statute (NCGS 64-26).

A response to this RFQ is not to be construed as a contract, nor indicate commitment of any kind. The RFQ does not commit the City to pay for costs incurred in the submission of a response to this RFQ or for any cost incurred prior to the execution of a final contract.

It is an absolute requirement of the City that the project work site and work force be drug free and that associated individuals, including subcontractors, working on the project be free of prior or pending felony convictions, the qualifications statement should include a commitment to this requirement and an indication of the plan of the firm/individual to ensure compliance with this requirement.

VIII. CONTRACTING

Any contract developed for this work shall be construed and enforced in accordance with the laws of the State of North Carolina. Any controversy or claim arising as a result of contracting shall be settled by an action initiated in the appropriate division of the General Court of Justice in Cabarrus County, North Carolina

IX. EQUAL EMPLOYMENT OPPORTUNITY

The local government of the City of Concord does not discriminate administering any of its programs and activities. The Consultant(s) awarded the contract for work will be required to assure that no person shall be denied employment or fair treatment, or in any way discriminated against on the basis of race, sex, religion, age, national origin, or disability.