

HELENA SCHOOL DISTRICT #1

Request for Qualifications- Real Estate Broker

INTRODUCTION

Helena Public Schools (Owner), is requesting statements of qualifications (RFQ) from Real Estate Brokers. Owner intends to select a licensed, qualified firm or individual to provide real estate services for the purpose of purchasing property adjacent to the existing Bryant Elementary and Jim Darcy Elementary campuses.

This Request for Qualifications (RFQ) shall not commit the Owner to enter into any agreement, to pay any expenses incurred in preparation of any response to this request, or to procure or contract for any services. The Owner reserves the right to accept or reject any and all responses received as a result of this RFQ if it is in the Owner's best interest to do so.

SCOPE OF SERVICES

In preparation of construction of new buildings on the Bryant Elementary and Jim Darcy Elementary campuses, the District is soliciting Real Estate Broker services to purchase additional property adjacent to said campuses.

The Owner has published a request for Statement of Qualifications for Real Estate Broker services.

ANTICIPATED SELECTION SCHEDULE

Request for Qualifications date:	4-14-17 through 4-23-17
District Point of Contact:	See Item 6
Due date for Statement of Qualifications:	4-28-17
Anticipated Interview date(s):	5-1-17 to 5-3-17
Submission for Board Approval:	On or before May 9, 2017 Board Meeting

PROPOSAL SUBMISSIONS

- **Identifying Information** - Include a brief history of the firm including staff experience and resumes and accomplishments that relate to the scope of the work in this proposal. Identify the firm, individual, broker, agent, and team that will serve Helena Public Schools, with description of their role in the project. Include any business alias information, real estate license information and any proposed sub-contracting arrangements. Include physical addresses, contact person(s), phone numbers and e-mail addresses. Please include the diversity make-up of the firm and ownership.
- **Experience** – Describe the experience that the firm, individual, broker, or agent has in the “successful” purchases of real estate in the greater Helena area, including a list of past and current clients. Include an explanation as to how you and your firm will add value above and beyond other potential proposers.

- **Authorization** – Proposals must contain the signature of at least one individual who authorizes the proposal. Said signatory must have authority within the submitting firm- typically as a firm officer, primary agent or owner.
- **Unique Abilities and Qualifications** – Explain your firm’s unique abilities and the qualifications that you feel set your firm apart from others.
- **Disclosures** –
 - Is your company currently or expecting to assist any other organization in a search for land in the greater Helena area?
 - How does your company resolve the situation if a potential or actual conflict of interest develops while you are working with us?
 - Is your company the object of a lawsuit related to the engagement in the greater Helena area to purchase property for a client? If so, please describe the circumstances.

Failure to provide the above information may disqualify the proposal as non-responsive.

SELECTION PROCESS

The District will appoint a Selection Committee made up of District personnel to review and evaluate the Statements of Qualifications submitted by the Real Estate Brokers. Interviews will be held with the proposed individuals or teams if deemed necessary by the selection committee. After approval by the Board of Trustees, the Owner will begin contract negotiations with the approved candidate.

Alternate Process:

Depending on the number and quality of the submittals received, the Owner may choose to make a selection of the Real Estate Broker Candidate based on the submittal information alone, and may decline to conduct the interview stage of the selection process.

SELECTION CRITERIA

The following criteria will be used to evaluate all submissions:

- Demonstrated ability to satisfy SCOPE of SERVICES
- Professional qualifications of individuals to be assigned to the project
- Financial Stability of company
- References

SUBMITTAL OF INFORMATION

- a. Please submit an electronic version in PDF format and five (5) copies of the written response to this RFQ **no later than 4:00 p.m. on April 28, 2017** to:

Helena School District #1
 Superintendent Office
 May Butler Center
 55 South Rodney
 Helena MT 59601

- b. Please address all questions and contacts regarding this RFQ in **e-mail** to:

Jack Copps
 Superintendent
jcopps@helenapublicschools.org
 cc. sbender@helenapublicschools.org