



## **REQUEST FOR QUALIFICATIONS FOR MULTIPLE REAL ESTATE RELATED SERVICES FOR THE PORT AUTHORITY OF KANSAS CITY, MISSOURI**

**May 29, 2019**

The Port Authority of Kansas City, Missouri ("Port KC"), a political subdivision authorized under RSMo Chapter 68 and chartered by the City of Kansas City, Missouri, hereby requests submission of qualifications for multiple real estate related services. Services are to be performed following the policies established by the Port KC Board of Commissioners which are available at: <http://portkc.com/about-port-kc/policies/>. Please consult Section 68.025, RSMo, to review the scope and powers of Port KC.

Successful contractors will be pre-qualified to bid on or submit proposals for certain Port KC related projects for up to four years followed by an opportunity for renewal. After the initial four-year term, contractors will be allowed to resubmit the Request for Qualifications Form every two years and if found eligible, their prequalification status will extend for an additional two years.

The submitted Request for Qualifications Form must demonstrate the contractor is well-experienced and qualified to effectively provide a bid or proposal for future services.

Prior to the award of any contract, a contractor may be required to again disclose the information requested above, and any current, past or reasonably foreseeable substantial business relationship with developer(s) or any Port KC partner on the project. The contractor must disclose any future contract with developers or partners related to the project who have a relationship with Port KC as soon as possible. In addition, the contractor will be required to disclose whether they are current with regard to the payment of all local taxes owed by them.

The Request for Qualifications Form must demonstrate that the contractor is well-experienced and qualified to effectively provide the services outlined. The contractor can submit a proposal in response to this RFQ for one or all services in which they are qualified. The contractor must indicate the services that they are selecting to submit their qualifications for:

The following services are being requested in this RFQ:

1. Comprehensive Valuation
2. Real Estate Due Diligence
3. Market and Feasibility Studies
4. Economic Development Plans and Analysis
5. Master Planning (specifically excluding any architectural, engineering, or land surveying services)
6. Site Selection

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| 7. Property Management  | 12. Environmental Site Assessment          |
| 8. Real Estate Project Management   | 13. Land Use and Transportation Planning   |
| 9. Real Estate Brokerage Services (licensed professionals under Missouri State) | 14. Capital Markets Advisory and Placement |
| 10. Appraisal   |  |
| 11. Entitlement- Governmental Approval  |  |

Currently Port KC's portfolio includes:

- Mixed-use properties and land on or near the Missouri River in Jackson County, Missouri
- Land and buildings at or near Richards-Gebaur Commerce Park
- Port of Kansas City
- Missouri River Terminal in Kansas City, Missouri

Port KC owns and operates over 490,000 square feet of light industrial and office buildings at Richards-Gebaur Commerce Park and leases and operates 46,000 square feet of warehouse buildings at the Port of Kansas City. Port KC owns, operates and is engaged in redevelopment of land on the south bank of the Missouri River from Main Street on the west to just east of I-29/I-35, known as Berkley Riverfront. Port KC also owns significant improvements, including the Town of Kansas Pedestrian Bridge and the ASB Underpass Ecosystem Park.

Additionally, Port KC under Chapter 68 provides conduit finance.

Services requested in this RFQ might expand to any future properties and/or projects that Port KC might include in its portfolio. Port KC reserves the right to select different contractors for its variety of assets based on market expertise for mixed use and industrial properties.

## **SCHEDULE FOR REQUEST FOR QUALIFICATIONS**

This RFQ will remain open for two years ending August 30, 2021. There is no specific deadline for submission.

One (1) electronic copy of the Request for Qualifications Form should be emailed to [info@portkc.com](mailto:info@portkc.com). In the case that electronic communication is not possible or convenient, one (1) bound copy should be submitted. All bound submissions should be delivered to the following:

Port KC  
Attn: Real Estate General and Specialty Related Services RFQ  
110 Berkley Plaza

Kansas City, MO 64120

All questions and inquiries during the entire term of this prequalification process should be submitted by e-mail to [info@portkc.com](mailto:info@portkc.com) . All original questions and answers will be posted anonymously on Port KC's website at <http://portkc.com/rfpsrfqs/>. Please do not contact Port KC staff concerning this RFQ except by this method.

**Failure to follow this procedure may result in disqualification.**

**Only those contractors successfully responding to this Request for Qualifications and included on Port KC's pre-qualified list as of the date any particular bid or proposal is due will be eligible to participate on those projects which Port KC elects to restrict to its prequalified list.**



**Request for Qualifications Form- Multiple Real Estate Related Services**

**Consultant Information**

Business Name: \_\_\_\_\_

\_\_\_\_\_  
*Complete Legal Business Name*

Business Contact: \_\_\_\_\_

Business Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

- Business Form:
- Corporation
  - Limited Liability Company
  - General or Limited Partnership
  - Sole Proprietorship
  - Other: \_\_\_\_\_

**Real Estate Related Services**

Please select all services being sought for pre-qualification:

- 1 - Comprehensive Valuation
- 2 - Real Estate Due Diligence
- 3 - Market and Feasibility Studies
- 4 - Economic Development Plans and Analysis
- 5 - Master Planning (specifically excluding any architectural, engineering, or land surveying services)
- 6 - Site Selection
- 7 - Property Management
- 8 - Real Estate Project Management
- 9 - Real Estate Brokerage Services (licensed professional under Missouri State)
- 10 - Appraisal
- 11 - Entitlement- Governmental Approval
- 12 - Environmental Site Assessment
- 13 - Land Use and Transportation Planning
- 14 - Capital Markets Advisory and Placement

**Contractor Profile**

- Operations:
- Local
  - Regional
  - National

Local Business Address: \_\_\_\_\_

Number of Staff Employed at Local Office: \_\_\_\_\_

Provide a brief Consultant history:

Indicate previous work experience with Port KC:

Do you have any conflicts of interest with regard to services to be provided pursuant to the contract(s) contemplated by this Request for Qualifications? YES  NO

I am aware of, and have reviewed Port KC's Affirmative Action Policy and Construction Workforce Policy and will make best faith efforts to comply when applicable. Available at <http://portkc.com/about-port-kc/policies/> YES  NO

Is your business a Certified Minority Business Enterprise (MBE)? If yes, please append a copy in your submittal. YES  NO

Is your business a Certified Women Business Enterprise (WBE)? If yes, please append a copy in your submittal. YES  NO

Other certifications? If yes, please append a copy in your submittal. YES  NO

I certify to obtain and/or maintain insurance at the following levels:

- (a) Commercial General Liability Insurance with a limit of \$1,000,000 per occurrence and \$2,000,000 aggregate.
- (b) Commercial Automobile Liability Insurance with a limit of \$1,000,000 per occurrence, covering owned, hired, and non-owned automobiles. YES  NO
- (c) Worker's Compensation Insurance in accordance with statutory requirements and Employer's Liability Insurance with limits of not less than \$100,000 for each occurrence, \$500,000 disease-policy limit, and \$100,000 disease-each employee. YES  NO
- (d) Professional Liability Insurance with limits of not less than \$2,000,000 per claim and annual aggregate.

### Professional References

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

**Consultant Qualifications**

*Provide a list of at least three no more than five projects similar to the services you are applying for through this RFQ that demonstrate your qualifications based on knowledge and expertise. Description should include project description, services provided by your firm and year services were rendered.*

*Provide a list of key permanent staff members, including name, job description, titles, relevant educational and professional experience.*

*Please describe any violations/citations and pending litigation which involve the Contractor and/or its principals.*

## Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to contract work with Port KC, I understand that false or misleading information in my application may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_