

**REQUEST FOR STATEMENT OF QUALIFICATIONS
RFQ 20-19
REAL ESTATE BROKERAGE/REALTOR
PROFESSIONAL SERVICES**

Mailing Date

August 27, 2020

Submittal Due Date

4:00 P.M. CT Tuesday, September 8, 2020



TO

Elizabeth Tuck-Rowan, CPPO, CPPB, C.P.M., A.P.P., CPSD
Purchasing Manager
Purchasing Office
Central Arkansas Water
221 East Capitol Avenue, Third Floor
Little Rock, AR 72202
(501) 377.1266

**CENTRAL ARKANSAS WATER
REQUEST FOR STATEMENT OF QUALIFICATIONS
RFQ 20-19
REAL ESTATE BROKERAGE/REALTOR
PROFESSIONAL SERVICES**

PURPOSE

The purpose of this Request for Qualifications (RFQ) is to request interested firms to present their qualifications, capabilities, and approach to provide Real Estate Brokerage/Realtor services to Central Arkansas Water (CAW).

CAW is interested in receiving “general” statements of qualifications from proposers that can be used for qualifying real estate firms/realtor for the evaluation review of special requirements for the sale of a parcel of property and homestead.

Israel Boycott Notice - Company represents that it does not currently engage in refusals to deal, termination of business activities, or other actions that are intended to limit commercial relations with Israel or persons or entities doing business in Israel or in Israeli-controlled territories in a discriminatory manner other than boycotts to which 50 U.S.C. § 4607(c) applies, and Company agrees that it will not, during the term of Agreement, engage in such refusals, termination, or other actions. (Appendix 1).

BACKGROUND

CAW is a consolidated waterworks entity organized and existing under the Consolidated Waterworks Authorization Act, codified at Ark. Code Ann. §§ 25-20-301 et seq. CAW serves a retail and wholesale consumer population of approximately 450,000 in seventeen cities and communities in the Little Rock-North Little Rock metropolitan area. As such, the utility has an essential role in quality of life, public health, and economic development for one in every seven Arkansans. The utility has a national reputation for quality service at an affordable price and is an industry leader in water quality, source-water protection, regulatory compliance, financial management, planning and system integrity, automation, and customer service. As the largest water utility in the state of Arkansas, CAW has over 136,000 metered customers and 306 employees.

SCOPE OF SERVICES AND DELIVERABLES

The sale of the property described below:

- Property with a Conservation Easement
- Large, outdated, single family home (4500+sqft) on hobby farm of ~20ac
- Small farm with “option to buy” additional forested acreage up to 12ac
- Rural Pulaski/Perry County

The potential work may include, but is not limited to:

- a. Walkthrough of property prior to listing.
- b. Consultation on selling points.
- c. Coordinating appropriate appraisals.
- d. Listing and showing the property to potential buyers.
- e. Understanding and communicating the terms of the Conservation Easement.

REVIEW PROCESS AND CRITERIA FOR STATEMENT OF QUALIFICATIONS

The Request for Qualifications (RFQ) format is intended to present interested firm the opportunity to demonstrate their ability to perform the required services. The format is left to the discretion of the responder to allow creativity and uniqueness of approach. Proposal submission is not intended to be expensive or extravagant, although the presentation should be considered for simplicity and ease of understanding.

Upon the review of qualified proposals, the Review Committee shall select the firm deemed best qualified and most responsive. The committee will determine whether in-person interviews will be required or whether a decision may be reached by reviewing the written proposals. The selected firm will be notified, and contract negotiations will commence. If Central Arkansas Water is unable to negotiate a contract, CAW shall cease negotiations and begin negotiations with the next most qualified and most responsive responder.

Evaluations will be based upon the capability of the firm and upon the abilities and accomplishments of the individual or individuals assigned to perform the services. In addition, any experience in working with governmental entities or clients on real estate sales should be cited by the responder.

Statements of Qualifications will be evaluated by a selection committee composed of representatives from the administrative and watershed staff based on the following:

- **General and Professional Reputation** – Indicate number of years in business, office location(s), current limits of general liability insurance, and resources of the firm(s) to perform the work.
- **Project Team and Qualifications** – Identify team structure and responsibilities. Provide qualifications of the key personnel.
- **Experience** – Illustrate a history of successful projects of similar scope, budget, and strategy as the project described in this solicitation by providing documentation of at least five (5) property listings that have been sold within the last ten (10) years. Also include the clients' names, and – for each client – a current contact telephone number of a client representative who is familiar with the sale or purchase of the property.
- **Work Plan for This Project** – Describe the overall approach to this project. Indicate unique qualifications of your firm(s) and how the unique qualifications pertain to this project.
- **Proximity and Familiarity with Geographical Area** – Indicate experience in working with city agencies and municipal utilities within the State of Arkansas.

PRELIMINARY PROCESS

Solicitation of this Request for Qualifications does not bind CAW to award any contract to any firm(s). CAW further reserves the discretion to select more than one firm to provide the different service requirements covered by this Request for Qualifications.

CAW reserves the right to request clarification of information submitted and to request additional information from respondents.

The firm shall not assign any interest in the contract and shall not transfer any interest in the same without prior written approval of CAW.

NOTES

Each firm that submits a Statement of Qualifications should disclose all relevant material facts regarding significant financial or influential interest with CAW employees and Commissioners and all contracts and/or transactions that might reasonably be construed to be adverse to CAW's interests.

It is CAW's policy to encourage the involvement of Disadvantaged Business Enterprises (minority-owned and women-owned businesses) in contract awarded. DBE's are particularly invited to submit Statements of Qualifications, either as a prime contractor, subcontractor or as a part of a joint venture. Non-DBE firms are encouraged to arrange subcontracts or joint ventures with DBE's prior to submission of their Statements of Qualifications.

CAW has a policy of non-discrimination and abides by all laws, rules, and executive orders governing equal employment opportunity. As employers, CAW contractors and service providers may not discriminate on the basis of race, color, creed, religion, sex, national origin, age, disability, veteran status, marital status, sexual orientation, gender identity, genetic information, political opinions or affiliation. CAW encourages its contractors and service providers to accept the goal of having a workforce that generally reflects the demographic composition of the community in which the contractors and service providers are located.

SUBMITTAL OF STATEMENT OF QUALIFICATIONS

Questions concerning the Request for Qualifications for CAW may be directed to Raven Lawson via email raven.lawson@carkw.com.

Respondents must submit their Statement of Qualifications and it must be in a sealed envelope bearing the following information:

RFQ TITLE: CAW REAL ESTATE BROKERAGE/REALTOR SERVICES RFQ 20-19

DUE DATE: September 8, 2020

DUE TIME: 4:00 P.M. CT

LOCATION: 221 East Capital Avenue, 3rd Floor, Purchasing, Little Rock, AR.

Each respondent assumes full responsibility for delivery and deposit of the completed Statement of Qualifications on or before the deadline for submission. Central Arkansas Water is not responsible for any loss or delay with respect to the delivery of the Statements of Qualifications. ANY STATEMENT OF QUALIFICATIONS RECEIVED AFTER THE DATE AND TIME SHALL NOT BE CONSIDERED.

Please Note: An electronic copy must also be provided by USB, email or electronic file transfer to liz.tuck-rowan@carkw.com. Confirmation of receipt will be provided as soon as possible; however, it is the responsibility of the submitting firm to ensure receipt by the submission deadline. During the current Coronavirus Pandemic, please call Bridgette Johnson at 501-377-1210 or David Hindman at 501-377-1315 before planned delivery.

Appendix I - Restriction of Boycott of Israel Certification must be signed and included in submittal.

Appendix 1

RESTRICTION OF BOYCOTT OF ISRAEL CERTIFICATION

Pursuant to Arkansas Code Annotated § 25-1-503, a public entity **shall not** enter into a contract valued at \$1,000 or greater with a company unless the contract includes a written certification that the person or company is not currently engaged in, and agrees for the duration of the contract not to engage in, a boycott of Israel.

By signing below, the Contractor agrees and certifies that they do not boycott Israel and will not boycott Israel during the remaining aggregate term of the contract.

If a company does boycott Israel, see Arkansas Code Annotated § 25-1-503.

Bid Number/Contract Number	
Description of product or service	
Contractor name	

Contractor Signature: _____ Date: _____
Signature must be handwritten, in ink