

**Summary**

The University of Missouri – St. Louis (“University”) is requesting qualifications and proposals (“RFQ/RFP”) from qualified Missouri licensed residential real estate brokerage firms to assist the University with the sale of approximately twelve (12) single family residences and 15 vacant lots (See Exhibit A) located near the University, in St. Louis, Missouri (“Subject Properties”). Qualified personnel with previous experience in providing residential real estate brokerage services to government, university and/or corporate clients for property sales is preferred.

**Project Objectives and Description**

The successful bidder will assist the University in marketing the Subject Properties, in determining an appropriate price for each property, in developing appropriate disclosures, and in developing and implementing market strategies for the Subject Properties that will produce the highest and most certain financial return to the University. University reserves the right to add or remove Subject Properties prior to entering into a listing agreement with a brokerage firm.

**Minimum Qualifications**

The lead salesperson assigned to the contract and responsible for the coordination and execution of the work must have a minimum of five years of experience and a proven track record in providing residential real estate brokerage services involving residential sales for its clients. The lead salesperson shall have a physical office from which they conduct their everyday business within a forty-five minute drive of the Subject Properties. .

**Proposed Work Plan/Schedule**

This section should present a proposed work plan for marketing and sale of the property. This section should clearly convey the team’s understanding of the scope of work and the team’s suggested approach to be taken to maximize value. The proposed work plan should include the following:

1. A detailed description of the proposed management structure, including but not limited to, team organization, roles and responsibilities, program monitoring procedures, and communication mechanisms.
2. A detailed plan of the proposed approach and available tools to market the Subject Properties.
3. An estimated schedule for project completion including: timing to market, timing on market and timing to close.

**Compensation**

The respondent must submit a compensation schedule (“Compensation Schedule”) in the form of a commission to be earned on the final sale price of the Subject Properties and paid at closing. For all compensation, the Compensation Schedule must identify the circumstances under which the compensation would be due and the terms for which it would be shared with a cooperating buyer’s agent. The respondent must warrant that the fees quoted in the compensation schedule are the only compensation (direct or indirect) that it will receive from all transactions related to the Subject Properties. The Submitted Compensation schedule shall be guaranteed by the broker for the maximum term of the contract, and any extensions thereof.



**Qualifications and References**

The respondent should provide the name and title of the managing broker and principal salesperson representative for the coordination and execution of work, other key real estate professionals, and any other professionals that will be assigned to this contract including resumes (not exceeding 2 pages per individual) of education, experience and qualifications related to experience, copies of the Missouri broker/salesperson licenses, contact information, and their area of responsibility in servicing the contract.

Provide a list of all residential sales that occurred any time during the two-year period beginning July 1, 2018 and ending July 1, 2020 involving the principal salesperson representative. Identify for each transaction: 1) the property address; 2) whether the client was a government, university or private entity; 3) the list price; 4) the final sale price; 5) listing date and; 6) sale date.

**Conflict of Interest**

Proposals must provide full disclosure of any known potential conflicts of interest as they relate to any potential transactions involving the University or the Subject Properties. The broker, its employees and agents, hereby acknowledge their understanding of the concern expressed about the potential existence of any conflict of interest and/or influence arising from this project and the Broker’s prior or future dealings with property owners.

1. Respondent must fully disclose any formal relationship with University.
2. Respondent should warrant that quoted fees are the only compensation (direct or indirect) that he/she or it will receive from this transaction.
3. All other disclosure which may be reasonably relevant to the concerns expressed above. Violation of any of the above can result in non-issuance of contract or revocation of contract.

**Proposal Evaluation**

The University’s prime objective in the selection process will be to evaluate each proposal on its merits and select the respondent receiving the highest total points to provide the required services.

Evaluation: Each respondent will undergo an evaluation of each proposal submitted by a panel of representatives from the University staff. The evaluation criteria are listed in the table below.

Proposed Work Plan and Schedule
Compensation Schedule including commission rate and other applicable fees
Past experience of the firm and, in particular, experience of the team working on projects of similar scope.

The University reserves the right to reject any and all proposals submitted and/or request additional clarifying information during the selection process, the evaluation panel may interview bidders. The interviews will be for clarification only. The submittal of new material will not be permitted at that time. Interviews may involve a presentation or a question-and-



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**UNIVERSITY OF MISSOURI SYSTEM PROCUREMENT**  
Residential Real Estate Brokerage RFQ/RFP  
July 2020

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answer format or any combination of these.

**Instruction to Respond**

To respond to this RFP, an interested bidder must submit in ten typewritten pages or less, one electronic copy of the proposal response on a thumb drive or via email to Blake Jensen at [jensenbm@umsystem.edu](mailto:jensenbm@umsystem.edu). All material is due no later than the date and time specified below addressed to:

Blake Jensen  
Director of Real Estate  
University of Missouri System  
Old Alumni Center  
1105 Carrie Francke Drive, Suite 109, Columbia, MO 65211

**Proposals must be received by the specified University contact  
by 4:00 p.m. on Thursday, July 16, 2020.  
Late proposal responses will not be considered.**

**The University of Missouri reserves the Right to Reject any and all Proposals**



**Exhibit A – Subject Properties**

University reserves the right to add or remove Subject Properties prior to entering into a listing agreement with a brokerage firm.

<b>Address</b>	<b>Status</b>
4024 Jenny Drive	Improved
4214 Marlin Drive	Improved
4235 Marlin Drive	Improved
8702 Link Avenue	Improved
8704 Link Avenue	Improved
8707 Link Avenue	Improved
8710 Link Avenue	Improved
8712 Link Avenue	Improved
8254 Natural Bridge Rd.	Improved
8218 Natural Bridge Rd.	Improved
8224 Natural Bridge Rd.	Improved
8300 Natural Bridge Rd.	Improved
4028 Jenny Drive	Vacant
8628 University Place	Vacant
8632 University Place	Vacant
8636 University Place	Vacant
8638 University Place	Vacant
8640 University Place	Vacant
8648 University Place	Vacant
8650 University Place	Vacant
8652 University Place	Vacant
8695 Link Avenue	Vacant
8703 Link Avenue	Vacant
8711 Link Avenue	Vacant
8726 Link Avenue	Vacant
8727 Link Avenue	Vacant
8730 Link Avenue	Vacant