

Department of Purchasing & Contracting
1300 Commerce Drive, 2nd Floor
Decatur, Georgia 30030
Fax: (404) 371-7006

Date: August 5, 2022

Request for Quotation No. 22-3003781

Real Estate Services

I. Proposed Term:

Thirty (30) calendar days

II. Attachments:

- A. Scope of Work
- B. Quote Form
- C. Bidder Contact Information
- D. Reference Form and Reference Check Release Statement
- E. Bidder Affidavit
- F. Insurance Requirements

III. Payment Terms:

Net 30

IV. Scope of Work:

See Attachment A

V. Federal Work Authorization Program:

All qualifying contractors and subcontractors performing work with DeKalb County, Georgia must register and participate in the federal work authorization program to verify the work eligibility information of new employees. In order for a Quotation to be considered, it is mandatory that the Quote Form – Attachment B, Reference Form – Attachment D, and Bidders Affidavit E be completed with bidders proposal.

VI. Due Date:

All questions are due to Monique C. McCrear via email at mcmccrear@dekalbcountyga.gov on or before 5:00 p.m. EST on August 9, 2022.

Additional Information/Addenda

The County will issue responses to inquiries and any other corrections or amendments it deems necessary in a written addenda issued prior to the due date. Bidders should not rely on any representations, statements or explanations other than those made in this RFQ or in an addendum to this RFQ. Where there appears to be a conflict between the RFQ and any addenda issued, the last addendum issued will prevail. It is the responsibility of the Bidder to ensure awareness of all addenda issued for this solicitation. Please acknowledge the addenda and submit to the DeKalb County Department of Purchasing and Contracting as requested. Bidders may contact the above listed contact person to verify the number of addenda prior to submission. Addenda issued for this RFQ will be posted on DeKalb County's website, <https://www.dekalbcountyga.ov/informal bids>. Bidder should regularly check the County's website for addenda.

Quotes are due on or before 3:00 p.m. EST on August 12, 2022. Bidder must complete and return the quote form, reference form, bidder affidavit and provide a copy of Bidder's valid business license to DeKalb County by email to the attention of **Monique C. McCrear** or email to mcmccrear@dekalbcountyga.gov.

All quotes are to be provided on Attachment B, Quote Form.

Thank you for your interest in doing business with DeKalb County.

Sincerely,

Monique C. McCrear

Monique C. McCrear
Procurement Technician
Department of Purchasing and Contracting

ATTACHMENT A

SCOPE OF WORK

DeKalb County is looking for real estate firm or an individual to assist with the identification and purchase of additional land for park space within the County. The successful firm would assist and work with County staff in this process.

Respondents to this RFQ must hold an active Georgia Real Estate Broker License and be in good standing with the Georgia Real Estate Commission and provide copies of same at time of submission. The lead broker(s) who will be assigned, must each have a minimum of ten (10) years relevant business experience purchasing land for public spaces with state, county, or local agencies. A copy of this information must be provided at time of submission and this element cannot be subbed out. The respondent must provide evidence of sufficient financial support, equipment, personnel and supplies to perform the required services.

AGENT QUALIFICATIONS

Respondents to this RFQ shall have the following qualifications:

- Must be licensed and in good standing with the State Real Estate Commission.
- Must have an excellent reputation in the real estate community.
- Must be knowledgeable in the local real estate market and have experience with residential and commercial properties.

COMPANY EXPERIENCE AND CAPABILITY

The respondent shall provide evidence of their firm's capability to apply and commit staff and equipment successfully to the project and to complete the required services in a timely manner. Included in the RFQ, provide detailed resumes which include the following:

- Educational background, academic degrees, professional association.
- Current job title, responsibilities and type of work performed.
- Experience on projects similar to that requested in this RFQ. Must provide a minimum of three references of county or municipal clients of similar size to DeKalb County and a detailed description of the work performed for each. Description should include project timeframe, budget, number of staff assigned to project, name and position of reference.
- The proposal will include a full and detailed presentation of the true condition, as of December 31, 2021, or the most recent fiscal year-end, of the proposer's assets, liabilities, and net worth. The report must include a balance sheet and income statement. If the proposer is a partnership or joint venture, individual financial statements must be submitted for each general partner or joint venture thereof. A financial statement for the proposer's parent corporation shall also be provided if the proposer is a corporation. The proposal will include audited financial statements for 2020 and 2021 (or fiscal years 2019/2020 and 2020/2021), as appropriate.

PRICING

Pricing should include all services identified within the proposal, as well as component pricing for logical subsets of services that the Contractor customarily prices separately, with any associated discounts listed separately. Services will be provided on an hourly basis and listed as per hour.

For any additional services requested of consultant or designee by County not identified in this original scope of services, Consultant or designee will submit a cost proposal to the County for approval prior to procuring additional services.

RFQ 22-3003781

SCOPE OF WORK CONTINUED

FINANCIAL AND LEGAL INFORMATION

The respondent shall list all bankruptcy filings within the last ten years, and all current pending litigation involving the firm. Failure to provide full information may result in the proposal being deemed non-responsive.

The Scope of Work includes, but is not limited to, see Attachment B/Quote Form below.

End of Specifications

ATTACHMENT B
Quote Form

ITEM NO.	ITEM DESCRIPTION	UNIT	TOTAL
1	Shall be responsible for the acquisition and supervision of the project in accordance with the terms of the County agreement.	PER HOUR	\$
2	Shall assist the County with outreach to landowners to gauge viable land sales interest.	PER HOUR	\$
3	Shall perform market analysis, coordinate, and review any appraisals furnished on behalf of the County and or procure appraisals as necessary to prepare for negotiations for the acquisition of the designated properties. Any appraisal procured by consultant or designee on behalf of the County will be prepared by a local real estate appraiser that is a Member of the Appraisal Institute (MAI designation) familiar with the real estate market in the general area and qualified to undertake such work based on prior work experience with the type of properties to be appraised. The selected appraiser shall have considerable prior experience as an expert witness in condemnation proceedings on behalf of a condemner.	PER HOUR	\$
4	Shall perform boundary surveys and environmental audits, including geotechnical work as necessary, on designated properties. Surveys shall conform with American Land title association (ALTA) and supplemental standards and specifications promulgated by the County, in accordance with the referenced attachment and hereby made a part hereof.	PER HOUR	\$
5	Shall perform Title Search and produce Title Report of the designated properties setting forth owner identification as well as any liens or encumbrances affecting the quality of title.	PER HOUR	\$
6	Shall share all due diligence information with the County and enable the County to review and approve the due diligence to satisfy its separate due diligence requirements.	PER HOUR	\$
7	Shall negotiate on behalf of the County the separate interests (lease fee and leasehold interest) for the acquisition of the designated properties. Consultant or designee shall make personal contact with each interested party to acquire valid title interests.	PER HOUR	\$
8	Shall maintain a complete, legible diary of each contact to include the time, place, amount of offer, person(s) to whom offers are presented; permanent file to be turned over to the County following conclusion of negotiations.	PER HOUR	\$
9	Shall assist the County Attorney, as necessary, in preparing the necessary Purchase Agreement for presentation to the Executive Assistant and Board of Commissioners for approval and coordinate real estate transaction closings.	PER HOUR	\$
10	In the event it becomes necessary to instigate condemnation proceedings to acquire the designated properties, Consultant or designee shall assist the County Attorney, as requested, to prepare for a condemnation proceeding. This assistance may include, but not be limited to, the procurement of expert witnesses, preparation of court exhibits and any other assistance as deemed necessary to finalize the acquisition process.	PER HOUR	\$

11	Shall be available for consultation with County Representatives after completion of this agreement should the need arise.	PER HOUR	
12	Handle all other customary activities and services associated with real estate transactions. Attendance and presentations at meetings of Board of Regents meetings (not sure if this is something we would want to add)	PER HOUR	

ATTACHMENT C

BIDDER CONTACT INFORMATION

1. Are you a DeKalb County Firm? Yes No
2. Has your firm been in Chapter 7 during the last ten (10) years? Yes No

Signed, sealed, and dated this _____ day of _____, 20__

Name of Business

By: _____
(Signature of Business Representative)

Name (Typed or Printed)

Title

Responder's Mailing Address

Phone Number

Fax Number

E-Mail Address

Attachment D

Reference Form and Reference Check Release Statement

List below at least three (3) references, including company name, contract period, contact name, email address, telephone numbers and project name of individuals who can verify your experience and ability to perform the type of service listed in the solicitation.

Company Name	Contract Period
Contact Person Name and Title	Telephone Number (include area code)
Email Address	
Project Description	

Company Name	Contract Period
Contact Person Name and Title	Telephone Number (include area code)
Email Address	
Project Description	

Company Name	Contract Period
Contact Person Name and Title	Telephone Number (include area code)
Email Address	
Project Description	

REFERENCE CHECK RELEASE STATEMENT

You are authorized to contact the references provided above for purposes of this RFQ.

Signed _____ Title _____

(Authorized Signature of Proposer)

Company Name _____ Date _____

Attachment E

CONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned verifies its compliance with O.C.G.A. § 13-10-91, as amended, stating affirmatively that the bidder submitting a bid, contractor, firm or corporation which is contracting with DEKALB COUNTY, GA, a political subdivision of the State of Georgia, has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603, in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91, as amended]. The affiant agrees to continue to use the federal work authorization program throughout the contract period.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the COUNTY, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91, as amended, on the Subcontractor Affidavit form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the COUNTY, within five (5) days from when the subcontractor(s) is retained to perform such service.

BY: Authorized Officer or Agent

Federal Work Authorization
Identification Number

(Company Name)

Enrollment Date

Title of Authorized Officer or Agent of Bidder

Printed Name of Authorized Officer or Agent

Company Address (do not include a post office box)

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

_____ DAY OF _____, 20__

Notary Public
My Commission Expires: _____

ATTACHMENT F

INSURANCE REQUIREMENTS

IMPORTANT NOTICE

IMPORTANT – PLEASE READ CAREFULLY & FOLLOW INSTRUCTIONS LISTED HEREIN

Insurance must meet the County's requirements and will be furnished by the successful Bidder(s) upon award.

1. Successful Bidder(s) will advise their insurance agent of the County's requirements as listed below and that they may not proceed with any work until insurance is provided that is in compliance with these requirements.
2. Contractor's insurance company or agent must mail, email, or bring an Original certificate of insurance and applicable declarations or endorsements to the DeKalb County address listed within this Insurance provision. Insurance must be from companies able to do business in Georgia and acceptable to the County as follows:
 - a. Certificates must cover:
 - i. Statutory Workers Compensation
 - ii. Employer's liability insurance by accident, each accident **\$1,000,000**
 - iii. Employer's liability insurance by disease, policy limit **\$1,000,000**
 - iv. Employer's liability insurance by disease, each employee **\$1,000,000**
 - v. Business Auto Liability Insurance with a minimum \$500,000 Combined Single Limit/Each Occurrence (Including operation of non-owned, owned, and hired automobiles).
 - vi. Commercial General Liability Insurance
 1. Each Occurrence - \$1,000,000
 2. Fire Damage - \$250,000
 3. Medical Expense - \$10,000
 4. Personal & Advertising Injury - \$1,000,000
 5. General Aggregate - \$2,000,000
 6. Products & Completed Operations - \$1,500,000
 7. Contractual Liability where applicable
 - b. DeKalb County, GA shall be named as Additional Insured under any General Liability, Business Auto and Umbrella Policies. Coverage shall apply as Primary and non-contributory with Waiver of Subrogation in favor of DeKalb County, Georgia. Such additional insured coverage shall be endorsed to Contractor's policy by attachment of ISO Additional Insured Endorsement forms CG 20 10 10 01 (ongoing operations) and CG 20 37 10 01 (products- completed operations), or form(s) providing equivalent coverage.

- a. This insurance for the County as the additional insured shall be as broad as the coverage provided for the named-insured Contractor. It shall apply as primary insurance before any other insurance or self-insurance, including any deductible,
- b. Contractor agrees to waive all rights of subrogation and other rights of recovery against the County and its elected officials, officers, employees or agents, and shall cause each Subcontractor to waive all rights of subrogation for all coverages.
- c. Certificates shall state that the policy or policies shall not expire, be cancelled or altered without at least sixty (60) days prior written notice to the County.
- d. Contractor understands and agrees that the purchase of insurance in no way limits the liability of the Contractor.
- e. The insurance carrier must have a minimum A.M. Best's rating of not less than "A" (Excellent) with a Financial Size Category of VII or better.
- f. Certificates to contain policy number, policy limits and policy expiration date of all policies issued in accordance with this contract.
- g. Certificates to contain the location and operations to which the insurance applies.
- h. Certificates to contain successful contractor's protective coverage for any subcontractor's operations. If this coverage is included in General Liability, please indicate on the Certificate of Insurance.
- i. Certificates to contain successful contractor's contractual insurance coverage. If this coverage is included in the General Liability, please indicate this on the Certificate of Insurance.
- j. Certificates shall be issued and delivered to the County and must identify the "Certificate Holder" as follows:
- k. The successful contractor shall be wholly responsible for securing certificates of insurance coverage as set forth above from all subcontractors who are engaged in this work.

**DeKalb County, Georgia
Director of Purchasing & Contracting
The Maloof Center, 2nd Floor
1300 Commerce Drive
Decatur, Georgia 30030**