

ELECTRIC SYSTEMS DEPARTMENT

ON-CALL REAL ESTATE SERVICES

REQUEST FOR QUALIFICATIONS (RFQ) # 2517

NOVEMBER 10, 2021

I. BACKGROUND

The City of Concord's Electric Systems Department manages the day to day operations of the City's electric utility system. The City's electric system consists of approximately 33,500 customers, with a peak loading of 210 MW. Four power delivery points and 16 retail substations supply power to over 1,400 miles of distribution circuits. The City Capital Improvement Plan dictates considerable new substation infrastructure investment in the next five years to serve growing energy demand.

II. PURPOSE AND DESCRIPTION

The Electric Systems Department Capital Improvement Plan establishes the need for multiple substation property siting and acquisition efforts. The Department is seeking a qualified Real Estate Agent or firm who will aid the City of Concord Electric Systems staff, and other employees with real estate asset siting and acquisition matters including but not limited to, multifaceted negotiations with property owners, attorneys, real estate brokers, developers, land use planners, surveyors, appraisers, and the general public in gaining support and cooperation with municipal utility projects and other real property related requests.

SCOPE OF SERVICES

The City of Concord utilizes a qualifications-based selection process without consideration of fees during the initial phase in hiring firms for professional services. Any selected firm or individual will function as an Exclusive Buyer's Agent to the City of Concord's Electric Systems Department and will promote and solely represent the best interests of the City and the Department. Dual Agency Representation, written or implied, shall be strictly prohibited and the selected brokerage/real estate firm(s) or individual shall be required to execute an exclusive buyer agency agreement with the City prior to making any purchase offers on the City's behalf.

The following is a summary of services requested:

1. Work with City Staff to detail property acquisition needs; and
2. Perform detailed analysis of potential sites, including listed and non-listed sites; and

3. Work with City staff to determine viability of potential sites and determination of value; and
4. Work with City staff to develop 'Offer to Purchase' documents; and
5. Attend public meetings and forums, mediations, and court hearings, as requested and relating to real property matters; and
6. Read and interpret engineering plans, survey drawings, plats, and legal descriptions; and
7. Identify and understand all types of real estate documents (deeds, deeds of trust, easements, leases, HUD settlement statements, etc.); and
8. Research public land records related to research ownership and other related land use issues; and
9. Be familiar with the City of Concord Code of Ordinances, Community Development Guidelines, Zoning Laws, and the City of Concord Economic Development goals and directives; and
10. Act as a public liaison between the City and the Public regarding real property concerns; and
11. Establish and maintain a working relationship with City Council, its staff, and the employees of the City of Concord.

III. SUBMISSION REQUIREMENTS

The selection of the brokerage/real estate firm(s) or individual will be based on the totality of the qualifications of the firm(s) or individuals as presented in the detailed qualifications statement. The presence or absence of one or more of the items listed below, except for those items required by law, shall not be totally disqualifying but shall be taken into consideration as a portion of the totality reflecting positively or negatively on the qualifications of the firm. Qualification statements should clearly and concisely address the following:

1. Firm or individual name and location of office where work will be performed.
2. Relevant experience in land transactions for commercial applications including utility infrastructure projects or other governmental purposes.
3. Brief overview and history of the firm, if applicable.
4. The project manager, key personnel, and any sub-consultants who will be involved with this project; their qualifications and experience as related to the scope of work detailed above as well as their anticipated assignments related to this project, including specific information on their experience with similar projects.
5. Other work commitments of the specified key personnel during the next two years.

6. Client references for related commercial and/or utility infrastructure projects or similar private contracts, work done in the past five years, including name, address, telephone number and contact person most involved with the project.
7. Historical data on at least three comparable projects completed over the past five years.
8. Documentation or statement regarding any history of litigation associated with project performance, professional liability, or safety

IV. BASE QUALIFICATIONS

1. A current and valid North Carolina Real Estate License.
2. North Carolina Notary Public Commission License.
3. A Valid North Carolina Driver's License.
4. Proof of Professional and General Liability Insurance.
5. Knowledge of North Carolina Real Estate Law, Finance, and Municipal Administration Procedures, including NCGS 160A, Article 12.
6. Experience in selling, leasing, and purchasing real property, or an equivalent experience in a related real estate career field.
7. Experience working in municipal real estate, acquisition of easements and/or rights-of-way.
8. Experience with the methods, practices, and techniques of standard real property appraisal and prevailing values.
9. Prior experience with Federal, North Carolina State and Local laws, codes and regulations, including those dealing specifically with property owners' rights and zoning.
10. Excellent oral/written communication skills, along with the ability to confront and mitigate conflict.

V. SELECTION CRITERIA

The considerations below will be utilized for selection of the firm/individual. Selection will be made after thorough review conducted by a City panel.

1. The successful experience of the staff to be assigned to this project to perform the type of work required within the budget established by the Concord elected officials.
2. Adequate staff and/or consultant team in order to meet a time schedule established for the work including current workload.
3. Proposed approach for site selection and acquisition.

4. The firm/individual's ethical and professional standing and satisfactory performance on previous contracts including a positive client relationship, commitment to the project budget, no major legal or technical problems.
5. Any other factors that may be applicable for this project.
6. The firm/individual's recent experience, knowledge, and familiarity in conducting similar projects and the firm/individual's demonstrated ability in commercial real estate transactions.

VI. CONDITIONS AND RESERVATIONS

The City reserves the right to request substitution of any sub-consultants or sub-firms. The City also reserves the right to reject any or all responses to this RFQ to advertise for a new RFQ response or to accept any RFQ response deemed to be in the best interest of the City. The selected firm/individual(s) and all sub-consultants will be required to submit an affidavit certifying compliance with the terms of the State of North Carolina's E-Verify statute (NCGS 64-26).

A response to this RFQ is not to be construed as a contract, nor indicate commitment of any kind. The RFQ does not commit the City to pay for costs incurred in the submission of a response to this RFQ or for any cost incurred prior to the execution of a final contract.

VII. CONTRACTING

It is the City's intent to enter into a contractual services agreement with the selected firm/individual/s to engage in real estate acquisitions for the Electric Systems Department. Submittal to this RFQ is in no way binding on the City nor the applicant to enter into a contractual agreement.

X. SUBMISSIONS

All submissions are limited to 12 pages maximum. Interested firms should submit their qualifications as a PDF document by 5:00 pm on Thursday November 18, 2021 to: Scott Chunn, Deputy Director of Electric Systems; chunns@concordnc.gov

Paper copies are not required. Email submittal subject line should contain the individual/firm's name and "Statement of Qualifications for Real Estate Services for the City of Concord Electric Systems Department"