REQUEST FOR QUALIFICATIONS

Annual Contract for Professional Services

Real Estate Acquisition Services to the City of Bryant, Arkansas

The City of Bryant, Arkansas is seeking the services of real estate acquisition firm(s) to assist in the land acquisition of right of way and/or easements on an annual contract basis as described herein. Interested firms should provide a description of their qualifications in the format described below.

A. INTRODUCTION

Qualifications may be submitted to the City of Bryant no later than **Friday, February 6, 2026.** All Statements of Qualification should conform to the format described in this Request for Qualifications and should be submitted to the attention of:

Ted Taylor
Director of Public Works
City of Bryant
1017 SW 2nd Street
Bryant, Arkansas 72022

Please include five (5) complete hard copies and one (1) electronic copy of the qualifications in a sealed envelope marked "RFQ FOR REAL ESTATE ACQUISITION SERVICES." It shall be packaged in such a manner that the sealed, opaque envelope clearly reflects the project name (see title of prospectus), bid number (see upper right corner of RFQ) and the applicant's name and address. All materials submitted become the property of the City of Bryant and will not be returned unless a self-addressed and stamped envelope, with sufficient postage, is provided. The City of Bryant will make every effort to protect submitted materials; however, it will not be responsible for any loss or damage.

The City will evaluate the statements of qualifications for services that may be needed in fiscal years 2026-2028.

Qualifications will be opened and evaluated in private, and proposal information will be kept confidential until a decision is made. From the Statement of Qualifications submitted, the City will select firms for further consideration... Additional information may be requested from these firms, and the City may schedule interviews prior to making a final selection. No interviews or meetings to discuss a firm's qualifications will be scheduled prior to the submission of the Statement of Qualifications. The City reserves the right to reject any or all responses and waive any irregularities or formalities in responses received. The City reserves the right to negotiate with the apparent acceptable firm(s). Awards will be based on those considerations that are

in the best interest of the City and will be made to the responsive, responsible offer or whose response is judged to be the most effective for the purpose intended, according to the requirements stated in the Request for Qualifications. After the completion of this evaluation process, the City will make a final selection for the firm or firms to be engaged and then, will negotiate a final contract and agreement. The City may opt to select more than one firm, depending on the type of services required. Construction management firms submitting a proposal will be notified in writing of further questions and/or decisions.

B. SCOPE OF SERVICES

The successful real estate professional(s) will be responsible for all or part of the services listed below. Based on the qualifications of the proposing real estate firms, the City may select one firm to perform all of the tasks listed below, or more than one real estate acquisition firm(s), each of whom will perform those services for which they are most qualified. Further, the City reserves the right to contract with other real estate firms to conduct the work of the City based on the specific needs of the City or the current workload being handled by the contract real estate firm(s).

The City reserves the right to modify this Scope of Services and to request proposal modifications any time during the evaluation process. Real estate agent services, services being sought include, but are not limited to:

1. Assist with the negotiations of right of way;
2. Assist with contracting the purchase of right of way;
3. Assist with the negotiations and contracting on behalf of the City of Bryant for sale of and purchasing land and facilities, and other agent services commonly associated with real estate agent services;
4. Assist with the negotiations and contracting on behalf of the City of Bryant for easements for various purposes as deemed necessary by the City of Bryant;
5. Assist managing title services as part of a third party contract; and
6. Other agent services commonly associated with real estate agent services.

C. ELIGIBILITY

The contract is open to all properly licensed and insured Real Estate Agents or Firms, regardless of race, color, religion, national origin, gender, age, military status, sexual orientation, marital status, or physical or mental disability.

D. PRESENTATION OF QUALIFICATIONS AND AWARD CONTRACT

The City reserves the right to select a short list of real estate acquisition firm(s) at its own discretion to present their qualifications, respond to questions, and supply supplemental information.

The contract will be awarded to that real estate acquisition firm(s) or real estate acquisition firm(s) whose proposal(s) conforms most closely to the Request for Qualifications, and which will be most advantageous to the City, taking relative experience working on similar projects and other factors into consideration. The City reserves the right to select more than one real estate acquisition firm(s) if our needs are best met in that manner.

E. ADDENDA AND EXPLANATIONS

Any real estate acquisition firm(s) in doubt as to the meaning of any part of this Request for Qualifications may request an interpretation from the City. All such requests, or other inquiries regarding this RFQ, should be made to Ted Taylor, Public Works Director at ttaylor@cityofbryant.com .

At the request of the real estate acquisition firm(s) or in the event that the City deems the interpretation to be substantive, the interpretation will be made by written addendum issued by the City. In the event a written

addendum is issued, either as a result of a request for interpretation or the result of a change in the requested proposal specification initiated by the City, a copy of such addendum will be mailed to all prospective real estate acquisition firm(s). In all cases, it will be the real estate acquisition firm(s) responsibility to obtain all addenda issued.

F. USE OF SUBCONTRACTORS

In order that the City may be assured that only qualified and competent subcontractors will be employed on the proposed project, each real estate acquisition firm(s) shall submit with their qualifications a list of subcontractors who would be called upon to perform the work. The real estate acquisition firm(s) must determine to their own satisfaction that a listed subcontractor has been successfully engaged in this particular type of work for a reasonable length of time and is qualified both technically and financially to perform that pertinent phase of the work for which they are listed.

No contract awarded by the City of Bryant may be assigned or any part subcontracted without written consent. In no case shall such consent relieve the real estate acquisition firm(s) from his/her obligations or change the terms of the contract.

G. COMPETENCY OF REAL ESTATE ACQUISITION FIRMS

No proposal will be accepted from, or contract awarded to any person, firm or corporation that is in arrears or is in default upon any debt or contract. The firm, if requested, must present evidence of ability and possession of necessary facilities, and financial resources to comply with the terms of the Scope of Services.

H. CITY ORDINANCES

The real estate acquisition firm(s) will strictly comply with all applicable ordinances of the City of Bryant, laws of the State of Arkansas, and laws of the federal government.

I. HOLD HARMLESS

The real estate acquisition firm(s) is responsible for any and all damages to property or persons arising out of an error, omission and/or negligent act in the prosecution of his/her work. Further, the real estate acquisition firm(s) will indemnify and save harmless the City, its officers, agents and employees from all suits, claims, actions, or damages of any nature whatsoever resulting there from. These indemnities are not limited by the listing of any insurance coverage.

J. TERMINATION OF CONTRACT

The City reserves the right to terminate the whole or any part of this contract, upon written notice to the real estate acquisition firm(s), in the event that sufficient funds to complete the contract are not appropriated by the City of Bryant.

The City further reserves the right to terminate the whole or any part of this contract, upon written notice to the real estate acquisition firm(s), in the event of default by the real estate acquisition firm(s). Default is defined as failure of the real estate acquisition firm(s) to perform any of the contract or failure to make sufficient progress so as to endanger performance of this contract in accordance with its terms. In the event of default and termination, the

City will procure upon such terms and in such manner as may be deemed appropriate services similar to those so terminated. The real estate acquisition firm(s) shall be liable for excess costs for such similar services unless acceptable evidence is submitted that failure to perform the contract was due to causes beyond the control and without the fault of negligence of the real estate acquisition firm(s).

K. HEALTH AND SAFETY ACT

All work under this contract shall comply with the Occupational Safety and Health Act (OSHA) of 1975 and revisions thereof, and all other applicable Federal, State, or local statutes, rules, or regulations affecting the work done under the contract.

L. SURVIVAL

The provisions of this Request for Qualifications shall survive and shall not merge with the contract awarded to the real estate acquisition firm(s) selected, but shall be additional terms thereof and the submission of a proposal shall be deemed as acceptance of these terms.

M. MINORITY BUSINESS AND WOMEN BUSINESS ENTERPRISE REQUIREMENTS

The City of Bryant in an effort to reaffirm its policy of nondiscrimination, encourages the efforts of real estate acquisition firm(s) and subcontractors to take affirmative action in providing for Equal Employment Opportunity without regard to race, religion, creed, color, sex, national origin, age, handicap unrelated to ability to perform the job, or protected veterans' status. The City of Bryant encourages participation of small, minority, and woman-owned business enterprises in the procurement of goods, services, professional services, and construction, either as a general contractor or as subcontractor.

N. EVALUATION OF QUALIFICATIONS STATEMENT

The City shall evaluate current statements of qualifications of firms on file whenever a specific project requiring such professional services is proposed. Three (3) qualified firms shall be selected for the specific project. The City shall then select the firm considered the best qualified and capable of performing the desired work and negotiate a contract for the proposed project with the firm selected. In general, any interested real estate professional shall demonstrate the follow:

- Shall be a state certified general appraiser licensed by the State of Arkansas and possess a current business license issued by the municipality in which their principal office is located
- Shall be independent and free of any conflict of interest in representing the City. In the event that there is a conflict, the City expects to be notified promptly so that an alternate professional may be engaged
- Shall show proof of insurance: Professional Errors and Omission; General Professional Liability Insurance; and Workers Compensation Insurance
- Shall show proof of attendance since the year 2007 at an offering of Uniform Appraisal Standards for Federal Land Acquisitions (USFLA) and attendance at either a 7 hour update class of the uniform Standards of Professional Appraisal Practice or a 15 hour Uniform Standards of Professional Appraisal Practice (USPAP) during their current certification cycle with the Arkansas Appraiser Licensing and Certification Board
- Shall have experience and qualifications of Firm and Key Personnel
- Shall have comparable current and completed projects within the past three years accomplished by current staff and key personnel to be assigned to projects
- Shall provide professional background of key personnel and experience
- Shall provide location of main office and/or branch office that will provide services
- Shall provide references

Thank you for your interest in the City of Bryant. We will look forward to receiving and reviewing your qualifications for this contract.