



REQUEST FOR QUALIFICATIONS

Commercial Real Estate Broker Services

Kansas City, MO

Responses Due By: April 21, 2023

Released: March 23, 2023

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MID-AMERICA REGIONAL COUNCIL
REQUEST FOR QUALIFICATIONS

Commercial Real Estate Broker Services

PART A. GENERAL INFORMATION

1.0 INTRODUCTION

The Mid-America Regional Council is a nonprofit association of city and county governments and the metropolitan planning organization for the bistate Kansas City region. Governed by a Board of Directors made up of local elected officials, we serve nine counties and 119 cities. We provide a forum for the region to work together to advance social, economic, and environmental progress.

As a voluntary association of local governments, MARC convenes partners and coordinates planning efforts on a wide range of issues that are important to communities in the metro, including aging services, early learning, health care, community development, homeland security, emergency services, the regional 911 system and much more. We work with cities, counties, and other entities to identify common objectives and achieve our collective goals. MARC has no taxation or regulatory authority.

MARC is funded by federal, state, and private grants, local contributions and earned income. A major portion of our budget is passed through to local governments and other agencies for programs and services.

Background

Aging and Adult Services

Mid-America Regional Council's Aging and Adult Services (AAS) is the designated Area Agency on Aging. We commit to empower and support older adults as well as individuals with disabilities and their families to remain independent and engaged in our communities. Our non-profit organization provides a full continuum of services, with core programs that include but are not limited to: Community Center-Based Services, Home Delivered Meals, Transportation, In-Home Consumer Directed Services, Veterans Directed Care, as well as hosting the region's Community Care Hub. Our vision is to be a leader by leveraging community-based organizations as well as individuals through mobilizing resources that support the changing needs of our older adult population

Home Delivered Meals

MARC works with vendors to deliver meals to homebound older adults. The meals are planned by a registered dietician to provide one-third of the Recommended Daily Allowance (RDA) of nutrients for adults. To be eligible, a person must be aged 60 or older, and physically or mentally unable to leave their home, or for individuals who are aged 18-59 and disabled. In some situations, an eligible person's

caregiver may also receive meals. Priority is given to those with the greatest social and/or economic need.

2.0 CLARIFICATIONS

Any questions or requests for additional information regarding the project are to be made only to:

Tonya Boston
MARC – Aging and Adult Services
600 Broadway, Suite 200
Kansas City, MO 64105-1659
Phone: (816)701-8290
Email: Tboston@marc.org

3.0 SELECTION PROCESS

The materials submitted by interested firms will be reviewed by the MARC. MARC will evaluate and select a firm from the following criteria:

- Marketing approach and process
- Examples of recent completed transactions of similar property
- Commission structure

MARC hereby notifies all interested parties that it affirmatively ensures that all respondents to this notice are afforded full opportunity to submit proposals and that no respondent will be discriminated against on the grounds of race, color, national origin, disability, sex or veteran status in consideration of an award.

This RFQ does not commit MARC to award a contract or to pay costs incurred in the preparation of a proposal in response to this request. MARC reserves the right to accept or reject any or all responses received as a result of this request, or to cancel any or all of this RFQ, if it is considered in the best interest of MARC.

4.0 METHOD AND DATE OF SUBMITTAL

Proposed Schedule

Date	Event
March 23, 2023	Distribution of RFQ
April 21, 2023	Responses due by 1pm CST
April 22-May 1, 2023	Notify all firms on status Interview firms via online video conference (if necessary) Notify firm selected with pending Board Approval

Instructions for Submission of Qualifications

Your response should be delivered electronically to:

Tonya Boston

MARC – Aging and Adult Services
600 Broadway, Suite 200
Kansas City, MO 64105-1659
Phone: (816)701-8290
Email: Tboston@marc.org

PART B: PROJECT INFORMATION

1.0 INITIAL GOALS AND OBJECTIVES

The Mid-America Regional Council (MARC) Area Agency on Aging is seeking a commercial space for purchase for a repack facility and distribution center for the Meals on Wheels program for the region (serving 5 counties). This facility will need a loading dock or an area to construct a dock and secure land area to park vans upfitted for freezer deliveries.

MARC is inexperienced in purchasing real estate, and Executive Director, David Warm, is willing to come to the table for future discussion.

The intent of MARC Kansas City is to select a Commercial Real Estate Broker to locate such a space for purchase.

The selected firm will have 6-month buyer's representation agreement with an option to continue for another 3 months at the MARC's discretion.

2.0 PROPERTY CRITERIA

The property criteria:

- Approximately 25,000 square feet (could work with less)
- Must be in the state of Missouri
- Budget not to exceed \$2,500,000
- 2-4 dock height doors desired
- Small office space and kitchenette for employee offices and break room
- Accessible to major interstates
- Fencing/security for parking lot area and space to store up to 10 cargo vans inside desired
- Space for inserted or exterior storm shelter
- Large freezer and refrigerator OR space for large walk-in freezer and refrigerator

- Located in the urban core desired

PART C: SUBMITTAL REQUIREMENTS

1.0 COVER LETTER, FIRM HISTORY & APPROACH

General information including firm's history, ownership, values/principles, the number of employees.

2.0 TEAM ORGANIZATION & LIST OF KEY PERSONNEL

Provide an organizational chart identifying all team members, relationships, and responsibilities throughout the assignment.

3.0 COMPARABLE PROJECT EXPERIENCE

Provide information on relevant experience with comparable listings completed within the last three years, in the following format follows:

Client Name:

Project Location:

Sales Price attributed to land per square foot:

4.0 FORMAT OF SUBMITTAL

Submittals will contain a maximum of 10 pages in a PDF. Exception: Include a proposed buyer representation agreement as an Exhibit (this will not be counted toward the 10 pages maximum).

The PDF will be emailed to the MARC Aging and Adult Services by the due date.