

KANSAS CITY BOARD OF ELECTION COMMISSIONERS

REQUEST FOR QUALIFICATIONS

Date: March 31, 2022

Contract: Real Estate Agent Services
Kansas City Board of Election Commissioners
Union Station
30 Pershing Rd, Suite 2800 Lower Level
Kansas City, Missouri 64108

The Kansas City Board of Election Commissioners (the “Board”) is seeking proposals from qualified commercial real estate companies to provide exclusive real estate agent services in assisting the Board in identifying suitable office and warehouse space located in Kansas City, Missouri and in negotiating an acceptable lease.

Your company is invited to submit a statement of qualifications to the Board for exclusive real estate agent services.

PROPOSAL SUBMISSION DATE:

All Statement of Qualifications must be received no later than 2:00 PM (CDT) on Thursday, April 21, 2022.

In addition to the information requested below, you are encouraged to submit any additional information that you feel will assist us in evaluating your company and your qualifications.

All questions related to this Request for Qualification are to be submitted to Shawn Kieffer at shawn@kceb.org and Lauri Ealom at lauri@kceb.org. Responses to any questions will be distributed to all interested companies.

Shawn Kieffer
Director

Lauri Ealom
Director

Kansas City Board of Election Commissioners

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I. GENERAL

The Kansas City Board of Election Commissioners (the “Board”) is the legal entity responsible for conducting and administering elections in that portion of the City of Kansas City, Missouri within Jackson County, Missouri. The City of Kansas City, Missouri and Jackson County, Missouri are responsible for funding the Board’s operations.

The Board’s current office and certain warehouse space is located at Union Station with approximately 24,000 usable square feet of office and warehouse space. The lease terminates on July 31, 2023.

The Board is seeking proposals from qualified commercial realty companies to provide exclusive real estate agent services in assisting the Board in identifying suitable office and warehouse space located in Kansas City, Missouri and in negotiating an acceptable lease.

II. ANTICIPATED SCHEDULE

The following is the anticipated schedule:

Issue Request for Statement of Qualifications	March 31, 2022
Submission of Statement of Qualifications – Due Date	April 21, 2022
Selection of Preferred Agent by Board	May 19, 2022
Finalize and Sign Exclusive Agency Agreement	May 31, 2022

III. SUBMISSION OF STATEMENT OF QUALIFICATIONS

All Statement of Qualifications must be received no later than 2:00 PM (CDT) on Thursday, April 21, 2022.

Please submit one electronic copy and two hard copies of your Statement of Qualifications by the date submission date. Hard copies shall on 8 ½” X 11 ½” paper. Email the electronic copy to Shawn Kieffer at shawn@kceb.org and Lauri Ealom at lauri@kceb.org; mail or hand delivery the hard copies to:

Attention: Shawn Kieffer and Lauri Ealom,
Directors

Kansas City Board of Election Commissioners
30 Pershing Rd., Suite 2800 Lower Level
Kansas City, Missouri 64108.

The hard copies must be in a sealed envelope marked as follows: State of Qualifications – Real Estate Agent Services. Electronic copies must be received by 2:00 p.m. (Central Daylight Time); hard copies will be accepted up to end of business the following day.

IV. STATEMENT OF QUALIFICATIONS

The Statement of Qualifications should be organized as follows:

1. **Executive Summary** - Include as part of the executive summary the name, address and telephone number of the individual submitting the Statement of Qualifications and a list of other individuals who will assist or participate in providing the agent services.
2. **Statement of Qualifications** - Include a detailed description or narrative that directly responds to the considerations listed below.
3. **Appendix** - Include such other materials as an attachment or appendix.

CONSIDERATIONS

- **Experience with Commercial Real Estate**
Provide information on your firm’s relevant experience in commercial real estate, specifically, experience is representing potential tenants.
- **Qualifications of Key Personnel**
Provide information of the qualifications of key personnel who will perform the agent services.
- **Insurance**
Provide information on the limits of your firm’s insurance, including professional liability insurance, commercial general liability insurance,

and automobile liability insurance. Please attach a current Certificate of Insurance for your firm.

- **Minority and Diverse Participation**

The Board encourages responders to use small and diversity-owned businesses. Please describe how small and diversity-owned businesses or agents will perform the agent services.

IV. QUESTIONS

All questions regarding this Request for Qualifications should be submitted by email to:

Shawn Kieffer at shawn@kceb.org and
Lauri Ealom at lauri@kceb.org.

To ensure fairness, all communication regarding this Request for Qualifications with the Board must be with Shawn Kieffer and/or Lauri Ealom, the Directors of the Board, and no other person.

The Board may conduct such investigations and interviews, as the Board deems necessary to assist in the evaluation of the qualifications of any responder.

V. AWARD OF CONTRACT

This Request for Qualifications does not commit the Board to enter into a contract with any responding company nor to pay any cost incurred in the preparation of a Statement of Qualifications or participating in the evaluation, interview, or negotiation process. The Board reserves the right to accept or reject any or all Statement of Qualifications received, to waive any irregularities, to award a contract to any responder, or to cancel or modify this Request for Qualifications in whole or in part.

The Board reserves the right to request additional written data, information, oral discussions / interviews, or presentations in support of your qualification statement. By submitting a qualification statement, each responder agrees to provide additional information or clarifications and to participate in interviews with the Board.

Each responder is solely responsible for all costs and expenses in preparing its qualification statement or participating in this selection process, in submitting any information to the Board, and in responding to any request for additional information or participating in interviews or demonstrations. The Board reserves the right to enter into negotiations with the preferred responder, and if negotiations are not successful, to enter into negotiations with the next preferred responder.