



**Procurement and Risk Management Services  
Young Building, Suite 101  
203 West O Street  
Russellville, AR 72801  
479-968-0269**

## **REQUEST FOR QUALIFICATIONS**

### **REAL ESTATE BROKERAGE AND MARKETING SERVICES**

**RFQ 16-141**

Request for Qualifications must be received by **4:00 p.m., August 25, 2016**

Arkansas Tech University is requesting proposals from interested real estate firms specializing in commercial and residential real estate to provide brokerage and marketing services for the university in the Russellville area. Interested firms must demonstrate expertise in the following areas:

- Perform market analysis of the River Valley area;
- Generate prospects for current residential property;
- Handle all other customary activities and services associated with real estate transactions including selling and purchasing property.

**About Arkansas Tech:**

Founded in 1909, Arkansas Tech is a state supported, SREB four-year level III, liberal arts institution; the third-largest in the state with an enrollment of over 12,000 students. The Russellville campus, located in the scenic Arkansas River Valley between the Ozark and Ouachita Mountains, is just one hour from the capital city of Little Rock. Offering over 100 undergraduate and more than 25 graduate degree programs across seven academic colleges and two campuses, Arkansas Tech strives to provide a solid educational foundation for life-long learning to a diverse community.

Responses should reflect the areas of demonstrated competence and qualifications. Below are areas that the university is looking for with respect to commercial and residential real estate brokerage and marketing:

- Must be licensed in Arkansas and in good standing with the Arkansas Real Estate Commission;
- Must have an excellent reputation in the real estate community;
- Must have at least 10 years of experience in Arkansas real estate;
- Must have extensive knowledge and experience in the Arkansas River Valley area residential and commercial real estate market;
- Must have knowledge of city zoning ordinances, state laws and regulations;
- Must be familiar with neighborhoods, agricultural facilities and property adjacent to the university;
- Must have comprehensive knowledge of the residential and commercial real estate process;
- Must have a reputation for delivering quality customer service.

**Responses to this RFQ should include at least the following information:**

- Provide a letter of interest on letterhead of the real estate broker. Include current Arkansas real estate license number(s) for all individuals who will be involved in working with the University.
- Provide a description and general history of the individual(s) who will be representing the University.
- Describe your firm's access to the Arkansas River Valley market place.
- Provide three (3) references of current or past clients for which your firm provided similar services. Please provide names and contact numbers for each reference.

- Describe lead generation and marketing activities which you would perform on behalf of the University.
- Provide a description of any past, current or pending litigation against your firm.

This contract will be awarded from year to year and can be renewed by written agreement of the parties for a maximum of seven (7) years.

Responses to this Request for Qualifications must be received by **4:00 p.m., August 25, 2016**, to be considered.

**Send one original hard copy and four (4) electronic copies of the response, preferably on flash drives.**

**Submittals are to be delivered to:**

**Procurement Office  
Young Building, Suite 101  
203 West O Street  
Russellville, AR 72801  
Attn: Jessica Holloway, APO, Director  
RFQ 16-141**

Late responses, responses en route, or those left at locations other than the Procurement Office will not be considered.

Questions regarding this request for qualifications can be directed Jessica Holloway, Director of Procurement, Tel. (479) 968-0269, Email [jholloway@atu.edu](mailto:jholloway@atu.edu).

**MINORITY BUSINESS POLICY:** It is the policy of the State of Arkansas and this university that Minority Business Enterprises shall have the maximum opportunity to participate in the State Procurement process. Therefore, the University encourages all minority businesses to compete for, win, and receive contracts for goods, services, and construction. Also, the State encourages all companies to subcontract portions of any state contract to Minority Business Enterprises. If contractors are unable to include minority owned businesses as subcontractors, they may explain the circumstances preventing minority exclusion.