REQUEST FOR QUALIFICATIONS (RFQ)

for

Commercial Real Estate Services

for the Anticipated 2026 Sale of School District Central Office

Pleasant Hill School District

318 Cedar Street

Pleasant Hill, MO 64080

PH: 816-540-3161

November 1, 2026

DISTRICT CONTACT FOR QUESTIONS

Wayne Burke, Superintendent

Pleasant Hill R-III School District

816-540-3161 ext. 6122

wburke@phr3.org

PURPOSE

The Pleasant Hill School District is requesting qualifications from real estate firms. Services to be provided include pre-sale service, customary commercial real estate services, and related advertisement/marketing services,for the sale of the Pleasant Hill R-3 Central Office. The Pleasant Hill School District Board of Education plans to sell the Central office building as soon as possible. The District desires to select a full-service firm that will be available to assist with all aspects of pre-sale, planning, advertising and marking, final cost estimates, and commercial real estate administration for the sale of school property. Request for Qualifications (RFQ) responses are sought from qualified Commercial Real Estate firms to assist the District in providing services which include but are not limited to:

Pre-sale planning

Advertising and Marketing

Showing the property

Final sale and documentation

DUE DATE

Qualifications must be submitted by 11/30/26, no later than 2:00 PM (local time). See “Instructions” in the Submission Requirements section of this document for details. No submissions will be accepted after this time.

ANTICIPATED SCHEDULE OF EVENTS

Request for qualifications issued	11/1/26
Qualifications due (by 2:00 PM)	11/30/26
Interviews	12/7/26
School Board Approval	12/15/26

Every effort will be made to adhere to the schedule set forth. The date of notification is subject to extension if further clarifications is in the best interest of the District and in the event the District requires more time to assure that the selection of the consultant is in accordance with its policies, rules, and regulations.

SELECTION CRITERIA

The Pleasant Hill School District will screen and select the most highly qualified firms from those submitted and will select the firm considered most qualified and capable of performing the proposed work. Qualifications of all firms will be evaluated using the following criteria:

The specialized experience and technical competence, including that of partners and associates, demonstrated with either the district or elsewhere.

The capacity and capability of the firm to perform the tasks requested, as well as any specialized services, within the time limitations established for the completion of the sale.

The firm's past record of performance with respect to control of costs, quality of work, advertising and marketing, appearance, utility and the ability to meet time schedules.

The firm's proximity to and familiarity with the geographical area in which the building is located.

Each interested firm will identify the individuals performing each service required by the project including pre-planning; marketing and advertising, communications support; and contract administration along with their certifications and years of experience performing the service.

POTENTIAL PROJECT SCOPE

The selected Consultant(s) will be used to assist with pre-sale planning, scheduling and marketing for a possible sale in 2026. Respondents to this RFQ shall identify their experience and qualifications to perform: Pre-Sale Services; Site Analysis Services; Coordination & Communications/Public Relations; Prepare Contract Documents; assistance in the event of multiple buyers (bidding) and Final Sale Services.

These subject areas are being evaluated along with current capacity to determine the required needs of the district for the sale. The selected Consultant(s) will be used to assist with pre-sale planning, scheduling, marketing and advertising, and final sale documents for a possible sale in December 2026/January 2027.

An admin team will work with the selected Commercial Real Estate company once the final project scopes are determined.

PROPOSAL REQUIREMENTS
The formal proposal response shall contain the following information, in the following sequence and format.

Title Page

Letter of Introduction (2-page max)

Table of Contents

1. Prime Consultant's Firm Profile and Philosophy
   All the information submitted should be related to the Prime Consultant. (Do not include information for any sub-consultant in this section).

2. Prime Consultant's Project Approach
   Submit a project approach regarding your firm's understanding of the content areas identified above. In detail, describe your firm's planning process and how you propose to include District Administration and the Board of Education. In addition, in detail describe your firm's process for Quality Assurance / Quality Control.

3. Consultant's Personnel Assigned to the Project
   Identify the names of any personnel who will be members of the actual project team and identify their level of experience with public school projects. List at a minimum 3 relevant commercial projects and locations for each project type that individual team members have worked on.

4. Prime Consultant's Experience
   Prime Consultant should provide information about their experience on similar commercial projects and their overall qualifications to carry out the project. Please provide project descriptions, locations and color photos on at least 3 relevant projects that have occurred in the last 5 years. All the projects submitted should be projects completed by the Prime Consultant (do not include past projects for any sub-consultant that may be included on your team).

      4.1. Comment on your firm's ability to conduct a Pre-sale communication and planning program for Pleasant Hill School District. The services requested may include graphics, digital and print media communication programs, strategies, and capabilities, public relations and communications program development and implementation.

5. Cost Control
   The Prime Consultant will provide a list of three (3) recent commercial projects that are similar in size. All the projects submitted should be completed commercial property sales by the Prime Consultant in the last 5 years (do not include past projects for any sub-consultant).
   Indicate the following:
      5.1 As a percentage, identify the deviation of final cost from preliminary estimates.

6. Consultant References

The Prime Consultant will provide a reference list of three (3) recent commercial property sales noted. Include district, contact name and telephone numbers. All the references submitted should be for projects completed by the Prime Consultant. (Do not include references for any sub-consultant that may be included on your team.)

7. Why Should Pleasant Hill School District Utilize Your Firm/Additional Information

Please feel free to include information describing what makes your firm or team unique.

SUBMITTING YOUR RESPONSE

Your response should follow the outline above and be concise. Failure to follow any of the RFQ's instructions could nullify your response from consideration. It will be the responsibility of the Prime Consultant to email a pdf file with bookmarks for each section described above to Mike Clevenger. No hard copies of the submittal are required. Parties are requested to sign the proposal and, when in the name of a company, by some officer whose title is shown. Submissions should be titled as follows:

"REQUEST FOR QUALIFICATIONS, Pleasant Hill School District"
"Professional Real Estate Services
for the Anticipated 2026 Sale of Central Office"

Wayne Burke, Superintendent

Pleasant Hill R-III School District

816-540-3161 ext. 6122

wburke@phr3.org

The deadline for submitting your response will be no later than 11/30/26
Proposals received after this date and time will not be considered.

Proposal questions or clarification before submittal may be directed to Wayne Burke, Superintendent.

SELECTION

Within a period of approximately two days following the submittal deadline a Selection Team will evaluate proposals, select the two most highly qualified firms to present to the district's Superintendent, district administration, and selected Board of Education Members on 12/7/2026. Board action is anticipated to be at the 12/15/2026 meeting.

RESERVATIONS

The Selection Team and the Pleasant Hill School District Board of Education reserve the right to reject any and all proposals, waive informality and any technicalities or clerical error in any proposal as the interest of these entities may require, and they will select the proposal which, in their judgement, best meets the requirements of the anticipated projects.

All costs incurred in the preparation of the response to this Request for Proposal will be the sole responsibility of and borne entirely by the submitter. All responses to this Request for Qualifications become the property of Pleasant Hill School District and will be part of public record.

CONTRACT NEGOTIATIONS
Pleasant Hill School District will attempt to negotiate and contract for services, described in this RFQ solicitation, with the most qualified firm. If an agreement cannot be reached, there will be an attempt to negotiate a contract with the next most qualified firm. This process will continue until an agreement is reached.

BACKGROUND CHECKS: The Pleasant Hill R-III School District School District requires that all vendors working in the district have on file with the district, two types of background checks for employees or subcontract employees who will be working unescorted on/in any district campus and/or buildings. The two checks are:

Missouri Child Abuse or Neglect/Criminal Record Check
Missouri State Highway Patrol Criminal Record Check ($12.00 per application)

NOTE: The school district will provide the forms and process both the Missouri background record checks.
Upon notification of contract award, the contractor will be required to submit background checks for all employees who will be working unescorted on/in any district campus and/or building. All background checks are required to be on file prior to authorization to proceed. All background check documentation shall be delivered to Wayne Burke, Superintendent and (2 to 5 days) prior to proceeding, along with a check for the amount equal to the number of employees times the fee noted above. The District will notify the contractor of unapproved background checks. It shall be the responsibility of the service provider to ensure all their staff and their subs are in compliance with District access security requirements.

INSURANCE: Ability to provide Commercial General Liability Insurance and Automobile Liability Insurance written for not less than the following limits of liability:
The successful consultant must be able to meet or exceed the following insurance limits. The successful proposer shall provide and maintain for the duration of the contract, the insurance acceptable to, and approved by the Pleasant Hill R-III School District School District. A certificate of insurance which names the District as additional insured per the following requirements is to be furnished within fifteen (15) calendar days following the notice of award, and prior to work proceeding under this contract.

WORKERS COMPENSATION INSURANCE: The Service provider shall take out and maintain during the life of this contract, Employee's Liability and Worker's Compensation Insurance for all of their employees employed at the site of the work, and in case any work is sublet, the Service provider shall require the sub similarly to provide Worker's Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Service provider. In case any class of employees engaged in hazardous work under this contract at the site of the work is not protected under the Worker's Compensation Statute, the Service provider shall provide and shall cause each sub to provide Employee's Liability Insurance for the protection of their employees not otherwise protected.

PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE: The Service provider shall take out and maintain during the life of this contract such public liability and property damage insurance as shall protect them and any sub performing work covered by this contract from claims for damages for personal injury including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by themselves or by any sub or by anyone directly or indirectly employed by either of them and the amounts of insurance shall be as follows:

1. PUBLIC LIABILITY INSURANCE in an amount not less than $1,000,000 single limit for any One occurrence covering both bodily injury and property damage, including accidental death.

2. AUTOMOBILE PUBLIC LIABILITY AND PROPERTY DAMAGE: The Service provider shall Maintain during the life of this contract, automobile public liability insurance in the amount of not less than $1,000,000 single limit for any one occurrence and not less than $300,000 per individual, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the Service provider's own automobiles, teams and trucks; hired automobiles, teams and trucks; and automobiles both on and off the site of the work.

3. OWNER'S CONTINGENT OR PROTECTIVE LIABILITY AND PROPERTY DAMAGE: The Service provider shall provide the District with proof of Owner's Protective Liability and Property Damage Insurance, which shall protect the District against any and all claims which might arise as a result of the operations of the Service provider or his subs in fulfilling the terms of this contract during the life of the contract. It is preferred that this policy includes a provision for alleged assault and battery. The minimum amounts of such insurance will be$1,000,000 per occurrence, $300,000.00 per individual. Should any work be subcontracted, these limits shall also apply.

PROOF OF INSURANCE: The Service provider shall furnish the Pleasant Hill R-III School District School District with a Certificate of Insurance which names the District as additional insured in amounts as required in this contract and requiring a thirty (30) day mandatory cancellation notice. In addition, such insurance shall remain in effect until such time as the District has determined that the contract is complete.

HOLD HARMLESS AGREEMENT: To the fullest extent not prohibited by law or by the Consultant's Professional Liability Insurance provider, the Service provider shall indemnify and hold harmless the Pleasant Hill R-III School District School District, its Board of Education, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of Service provider, of any sub (meaning anyone, including but not limited to consultants having a contract with Service provider or a sub for part of the services), or of anyone directly or indirectly employed by Service provider or by any sub, or of anyone for whose acts the Service provider or its sub may be liable, in connection with providing these services. This provision does not, however, require Service provider to indemnify, hold harmless or defend the District from its own negligence. The exact terms of the Hold Harmless Agreement will be defined in the Owner-Commercial Real Estate Agent Agreement.

PROPOSAL SUBMITTAL: The undersigned further agrees and understands that the Pleasant Hill R-III School District School District has the right to reject any and all proposals, to waive technicalities or other requirements for its benefits, and to accept the proposal as genuine and that it is not made in the

interest of or on behalf of any undisclosed person, firm or corporation, and is not submitted in conformity with any agreement or rule of any group, association, or corporation; That there has been no attempt to directly or indirectly induce or solicit any other vendor to submit a false proposal; That there has been no attempt to solicit or induce any person, firm or corporation to refrain from submitting a proposal; And that they have not sought by collusion or otherwise to obtain for themselves any advantage over any other proposer or over the

Pleasant Hill R-III School District School District.

Signature

_____

Print Name

_____

Firm Name

_____

Mailing Address

_____

_____

Phone ( )

_____

FAX ( )

_____

Date

_____

FEDERAL WORK AUTHORIZATION PROGRAM (“E -VERIFY) ADDENDUM

Pursuant to Missouri Revised Statute 285.530, all business entities awarded any contract in excess of five thousand dollars ($5,000) with a Missouri public school district must, as a condition to the award of any such contract, be enrolled and participate in a federal work authorization program with respect to the employees working in connection with the contracted services being provided, or to be provided, to the District (to the extent allowed by E-Verify). In addition, the business entity must affirm the same through sworn affidavit and provision of documentation. In addition, the business entity must sign an affidavit that it does not knowingly employ any person who is an unauthorized alien in connection with the services being provided, or to be provided, to the District.

Accordingly your company:

a) agrees to have an authorized person execute the attached; Federal WorkAuthorization Program Affidavit; attached hereto as Exhibit A and deliver the same to the District prior to or contemporaneously with the execution of its contract with the District;

b) affirms it is enrolled in the E-Verify; work authorization program of the United States, and are participating in E-Verify with respect to your employees working in connection with the services Being provided (to the extent allowed by E-Verify), or to be provided, by your company to the District;

c) affirms that it is not knowingly employing any person who is an unauthorized alien in connection with the services being provided, or to be provided, by your company to the District;

d) affirms you will notify the District if you cease participation in E-Verify, or if there is any action, claim or complaint made against you alleging any violation of Missouri Revised Statute 285.530, or any regulation issued thereto;

e) agrees to provide documentation of your participation in E-Verify to the District prior to or contemporaneously with the execution of its contract with the District (or at any time thereafter upon request
by the District), by providing to the District an E-Verify screen print-out (or equivalent documentation) confirming your participation in E-Verify;
f) agrees to comply with any state or federal regulations or rules that may be issued subsequent to this addendum that relate to Missouri Revised Statute 285.530; and
g) agrees that any failure by your company to abide by the requirements a) through f) above will be considered a material breach of your contract with the District.

By: (signature) Printed Name and Title: _____

For and on behalf of:_____

(company name)

FEDERAL WORK AUTHORIZATION PROGRAM AFFIDAVIT

I, _____ , being of legal age and having been duly sworn upon my oath, state the following facts are true:

1. I am more than twenty-one years of age; and have first-hand knowledge of the matters set forth herein.
2. I am employed by hereinafter" Company) and have authority to issue this affidavit on its behalf.
3. Company is enrolled in and participating in the United States E-Verify federal work authorization Program with respect to Company's employees working in connection with the services Company is providing to, or will provide to, the District, to the extent allowed by E-Verify.
4. Company does not knowingly employ any person who is an unauthorized alien in connection with the services the Company is providing to, or will provide to, the District.

FURTHER AFFIANT SAYETH NOT. By: (individual signature)

For: (company name) Title:_____

Subscribed and sworn to before me on this _____day of _____, 2024 .

_____

My commission expires:

NOTARY PUBLIC