



# City of Denton

City Hall  
215 E. McKinney Street  
Denton, Texas  
[www.cityofdenton.com](http://www.cityofdenton.com)

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## AGENDA INFORMATION SHEET

**DEPARTMENT:** Procurement  
**ACM:** Cassey Ogden  
**DATE:** April 16, 2024

### **SUBJECT**

Consider adoption of an ordinance of the City of Denton, a Texas home-rule municipal corporation, authorizing the City Manager to approve a pre-qualified professional list of firms to be contracted for real estate acquisition and relocation services for various real property and capital improvement projects within the City of Denton for the Real Estate Department; and providing an effective date (RFQ 8460 – for a three (3) year term).

### **STRATEGIC ALIGNMENT**

This action supports Key Focus Area: Enhance Infrastructure and Mobility.

### **INFORMATION/BACKGROUND**

The goal of the City of Denton's pre-qualified real estate acquisition and relocation services firm list would be to provide a qualified preset list of approved firms from which the Real Estate Department can select a firm(s) for capital projects and identified city-wide projects involving property interest acquisition per the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 for a public agency. This will benefit the City's ability to meet project schedules by providing sufficient staffing resources and moving capital improvement projects forward through completion. The approved real estate acquisition and relocation services firms will be selected by rotating the firms on the list, availability, and area of expertise under the City of Denton Procurement guidelines. On average, Real Estate has engaged eight (8) appraisers annually.

The goal of the City of Denton is to provide a pre-qualified list of approved real estate acquisition and relocation firms from which the Real Estate department can select firms for specific projects. This should enhance the City's ability to move capital improvement, and various real estate projects forward from concept to reality in a more efficient manner by streamlining the real estate acquisition and relocation engagement process. The approved real estate acquisition and relocation firms will be selected based on their economical and expeditious availability.

It is intended that this method of qualifying real estate acquisition and relocation firms for current and future capital/citywide projects will be repeated every three (3) years and is eligible for use by any City of Denton departments and divisions when these services are required.

Request for Qualifications (RFQ) for professional real estate acquisition and relocation services was sent to 194 prospective firms for these services, including four (4) Denton firms. In addition, the RFQ was placed on the Procurement website for prospective respondents to download and advertised in the local newspaper. Nine (9) statements of qualifications (SOQ) were received. The SOQs were evaluated based on published criteria including overall accuracy, organization, neatness, references, certifications, acquisition file management controls, experience, eminent domain, and proof of ability to adhere to guidelines. All firms scoring 80 or higher were placed on the list. The evaluation team is recommending approval of the list with eight (8) qualified firms.

NIGP Code Used for Solicitation:	946 - (Service Only) - Financial Services
Notifications sent for Solicitation sent in IonWave:	194
Number of Suppliers that viewed Solicitation in IonWave:	14
HUB-Historically Underutilized Business Invitations sent out:	19
SBE-Small Business Enterprise Invitations sent out:	50
Responses from Solicitation:	9

### **RECOMMENDATION**

Recommend approval of a pre-qualified professional list of firms to be contracted for real estate acquisition and relocation services for various real property, and capital improvement projects within the City of Denton for the Real Estate Department as reviewed and qualified by City staff.

### **ESTIMATED SCHEDULE OF PROJECT**

This is a three (3) year contract.

### **FISCAL INFORMATION**

No funds are requested or required to be spent as part of this approval. Individual contracts will be negotiated with each firm and purchasing orders will be issued as needed.

### **EXHIBITS**

Exhibit 1: Agenda Information Sheet

Exhibit 2: Evaluation Sheet

Exhibit 3: Ordinance

Respectfully submitted:  
Lori Hewell, 940-349-7100  
Purchasing Manager

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