



**REQUEST FOR  
QUALIFICATIONS & QUOTES  
(RFQQ) FOR REAL PROPERTY  
ACQUISITION SERVICES**

ISSUED BY:

**ASSOCIATION OF CENTRAL  
OKLAHOMA GOVERNMENTS**

DATE ISSUED:

**THURSDAY, MARCH 20, 2025**

SUBMISSION DEADLINE:

**5:00 P.M., MONDAY, APRIL 21, 2025**

**Association of Central Oklahoma Governments**

4205 N. Lincoln Blvd. | Oklahoma City, OK 73105 | 405.234.2264 | [acogok.org](http://acogok.org)

## **I. INTRODUCTION**

The Association of Central Oklahoma Governments ("ACOG") is soliciting qualifications and quotes from experienced firm(s) to provide professional real property acquisition services, including financial and strategic planning, market analysis, site selection, due diligence, and negotiation support. The selected firm(s) will assist ACOG, which includes the operational and security needs of 911 ACOG, in identifying, evaluating, and acquiring permanent office space while ensuring compliance with applicable federal, state, and local regulations.

## **II. SCOPE OF WORK**

The selected firm(s) will perform services that include, but are not limited to:

### **STRATEGIC PLANNING & FINANCIAL FEASIBILITY ANALYSIS**

- Assess current and projected office space and parking needs.
- Develop financial strategies, including cost-benefit analyses of lease-purchase vs. purchase options.
- Identify potential funding sources and financing mechanisms.

### **MARKET ANALYSIS & SITE SELECTION**

- Conduct market research to identify available properties aligning with ACOG strategic and operational goals.
- Analyze zoning and land use regulations, property values, and future market trends.
- Provide recommendations for optimal sites based on accessibility (three-mile radius) to the North Lincoln Blvd. Corridor, future growth potential, and financial feasibility.

### **DUE DILIGENCE & RISK ASSESSMENT**

- Perform site condition investigations, including environmental and infrastructure assessments.
- Identify regulatory hurdles, permitting requirements, and other constraints.
- Develop risk mitigation strategies.

### **ACQUISITION & NEGOTIATION SUPPORT**

- Assist in property acquisition through purchase, lease-purchase, or easement agreements.
- Conduct negotiations with property owners, landlords, and financial institutions.
- Provide expertise on contract terms, title clearance, and closing procedures.

### **REGULATORY COMPLIANCE & DOCUMENTATION**

- Ensure adherence to the Uniform Relocation Assistance and Real Property Acquisition Policies Act. Includes State of Oklahoma statutory restrictions on the utilization of 911 ACOG funds.
- Prepare necessary documentation, including appraisals, purchase agreements, and environmental reports.
- Maintain thorough records for audit and reporting purposes.

### III. QUALIFICATIONS, QUOTES, & SUBMISSION REQUIREMENTS

Firms must submit a qualifications package that includes the following:

#### FIRM OVERVIEW

- Company name, address, contact information.
- Description of firm history, size, and areas of expertise.

#### RELEVANT EXPERIENCE

- Summary of experience in real estate acquisition, brokerage, and financial strategy for government agencies.
- Examples of similar projects completed, including client references.

#### KEY PERSONNEL

- Names and bios of key personnel assigned to this project.
- Description of their roles and relevant experience.

#### APPROACH & METHODOLOGY

- Description of the firm's approach to fulfilling the scope of work.
- Proposed timeline for deliverables.
- Cost quotes of requested services. **(Brokerage costs in representing ACOG for property selection and acquisition will be covered by the resulting commission paid by the seller)**

#### REFERENCES

- Contact information for at least three (3) clients with similar project experience.

### IV. SELECTION CRITERIA

Submissions will be evaluated by the ACOG Building Review Committee based on the following criteria:

- Experience in real property acquisition and strategic financial planning.
- Expertise in working with government entities and regulatory compliance.
- Quality and feasibility of the proposed approach.
- Qualifications and experience of key personnel.
- Cost quotes of requested services.
- References from previous clients.

### V. SUBMISSION INSTRUCTIONS

**Deadline:** Qualifications and Quotes must be received no later than Monday, April 21, 2025, at 5:00 p.m.

**Submission Method:** Proposals must be submitted electronically in PDF format with a maximum of twenty pages in length to [realestaterfqg@acogok.org](mailto:realestaterfqg@acogok.org).

For all inquiries, please contact Julie Smedlund, ACOG IT and Facilities Management Director at 405-234-2264 or [jsmedlund@acogok.org](mailto:jsmedlund@acogok.org).

### VI. ADDITIONAL INFORMATION

ACOG reserves the right to reject any or all submissions, to waive irregularities, and to negotiate terms with the selected firm(s). This RFQQ does not commit ACOG to enter into a contract or to reimburse respondents for any costs incurred in preparing submissions.