



**Request for Qualifications
Commercial Real Estate Broker/Consultant
for
Missoula County Public Schools
Missoula, Montana**

October 2026

REQUEST FOR QUALIFICATIONS

Notice is hereby given that Missoula County Public Schools, Missoula, Montana, will accept sealed Statement of Qualifications proposals for Commercial Real Estate Broker/Consultant(s) for the school years 2026-2031. The District's Broker/Consultant will assist the District on an as needed basis with the identification, evaluation, consultation, valuation, negotiation, sale, closing, trade and/or purchase of selected school property for Missoula County Public Schools. The work shall be of limited scope and service.

Depending upon quantity/quality of the submittals, a maximum of up to four firms may be selected to assist the District.

The response opening date is October 29th, 2026 at 4:00 p.m. (MST) in the Administration Building "A" located at 909 South Avenue West, Missoula, Montana. No late responses will be accepted.

The District reserves the right to reject any and all responses, and if all responses are rejected, to re-advertise under the same or new specifications, or to make such an award as in the judgment of its officials best meets the District's requirements. The District reserves the right to waive any technicality or informality in the response process which is not of substantial nature.

Anyone attending the submittal opening or any other meeting associated with this response, and needs accommodations for a disability is requested to notify Rebecca Dawson (406-728-2400 x3030) two days in advance to make arrangements for any special accommodations.

All responses must be plainly marked on the outside of the envelope: **"RFQ FOR REAL ESTATE BROKER/CONSULTANT"**

Requests for RFQ response documents should be directed to:

Burley McWilliams, Director of Facilities and Operations
E-Mail: bmcwilliams@mcpsmt.org
Phone: (406) 728-2400, ext. 3030

REQUEST FOR QUALIFICATIONS COMMERCIAL REAL ESTATE BROKER

Submittal Due Date / Delivery Requirements
4:00 p.m. (MST) October 29th, 2026

Clearly mark the outside of your submittal as:
“Proposal for a Commercial Real Estate Broker/Consultant”
Deliver 1 Electronic copy via flash drive + 3 original copies to:

Owner Contact: Burley McWilliams, Director of Facilities & Operations
909 South Avenue
Building A
Missoula, MT 59801
PH: (406) 728-2400 x3030
Email: bmcwilliams@mcpsmt.org

All official communication with Candidates and questions regarding this RFQ will be via email to the Owner Contact listed above. No inquiries will be accepted after the submittal deadline as indicated in the project schedule.

Project Schedule

RFQ Available	October 13 th and 20 th
RFQ Submittal Deadline	October 29 th
Candidate Screening	October 30 th
Candidates Notified of Selection for Interview	November 2 nd
Interviews	Week of November 16 th
Board Approval	December 8 th
Candidate Notified of Selection	December 9 th

Project Background

Missoula County Public Schools seeks to immediately engage the services of a firm or individual to assist the District on an as needed basis with real estate related advisory services, including services related to the identification, evaluation, consultation, valuation, negotiation, trade and purchase/sale of selected school property for Missoula County Public Schools.

RFP Objective

Missoula County Public Schools (MCPS) is seeking proposals for qualified and experienced commercial real estate brokers, licensed by the State of Montana, to provide advisory, sale and other associated services related to the identification, evaluation,

consultation, valuation, negotiation and purchase/sale of school property. The work shall be of a limited scope and service. It is the intent of the RFQ to have the successful Broker/Consultant(s), enter into a Professional Services Contract with MCPS assist the District, on an as-needed basis. The Broker/Consultant(s) will be paid on a commission basis, from the sale proceeds and not directly from MCPS. An alternate payment arrangement may be agreed upon by the parties depending upon the circumstances.

Depending on quantity/quality of the submittals, the district may select more than one firm to assist the District.

Selection Process Compensation

No compensation is offered for the selection process.

Submittal Requirements

Organize your RFQ response using the following outline. Please separate each section with dividers or tabs using appropriate section labels.

1. Cover letter / statement of interest

2. Team qualifications and relevant experience

- a. Identify the individual who will be the lead broker and main point of contact.
- b. The lead broker must have a minimum of 10 years of experience and a proven track record in providing commercial real estate brokerage and advisory services involving large scale commercial properties.
- c. Provide all team members' experience and responsibilities, including their resumes.
- d. Describe your individual and firms', if applicable, experience with providing commercial real estate brokerage and advisory services highlighting comparable projects.
- e. Describe your knowledge of the local real estate market, and any relevant codes and requirements.
- f. Demonstrate ability to professionally represent the District's interests in all phases of brokerage and/or advisory services related to District property.

3. Scope of Service

The scope of services in connection with this RFQ requires attention to school district policies and governance of the District by an elected school board. The services include the entire spectrum of services customarily provided in the real estate business on behalf of the District, but are not necessarily limited to the following:

- a. General real estate consulting services.
- b. Advising services relating to the District property values and marketability.
- c. Developing strategies for the purchase/sale of properties.
- d. Negotiating with purchaser/sellers and other entities on behalf of MCPS.
- e. Coordinating the transaction closings.
- f. Assistance/expertise with title work.

- g. Contracts and closing documents.
- h. Handling all other customary activities and services associated with real estate transactions.

4. Fee Structure

- a. Show your ability/approach to assisting the District with brokerage/consultation services, including your anticipated fee structure related to various services.

5. References

- a. Provide references from previous clients with similar service needs. Provide a comprehensive list of clients served within the last 10 years, with contact information, along with brief project description.

- 6. **Disclosure** of any disciplinary actions on any previous representation, if any.

Expectations (but not limited to)

- 1. Review the District website. www.mcpsmt.org
- 2. Review and familiarize yourself with the most recent Facility Study on the MCPS website.
- 3. Strong verbal and written communication skills. Successful individual or firm may be asked to attend public meetings as needed and/or required in order to make presentations on behalf of the proposed real estate strategy.
- 4. Provide guidance to MCPS in the development and execution of a real estate strategy.
- 5. Represent MCPS's interests in all matters pertaining to the implementation of a real estate strategy.
- 6. Both parties may agree upon other duties.
- 7. Generally, protect MCPS's interests during the course of the proposed service contract.

Further project information / Contact with Owner

Candidates wishing to obtain further information, or otherwise enhance their understanding of the services may do so by appointment with Burley McWilliams, Director of Facilities and Operations at (406) 728-2400 ext. 3030 or bmcwilliams@mcpsmt.org. Please keep your contacts to the minimum necessary to gain adequate information to prepare your submittal.

Public Nature of Submittals

Because they are submitted to a public entity, all RFQ submittals are public documents and may be viewed at the District office by anyone with an interest.

Selection Process

MCPS will choose to make the selection of the preferred Real Estate Broker based on the submittal information and interview. In this case, the selection scoring will be made public as soon as the selection is made.

Candidate Assessment Scoring

Selection Criteria	Max Points Possible
1. Letter of Interest: How complete and concise was the letter of interest and the RFQ Response? Was the response to the RFQ well organized, with complete information responding to all of the submittal criteria?	10 Points
2. Experience and Qualifications: Provided a comprehensive package which highlight experience with key personnel who will staff the project. Previous experience with similar projects. Experience with governmental agencies, non-profits or similar entitles.	20 points
3. Scope of Services: Candidate(s) has affirmed each of the Owner's requirements and expectations.	10 Points
4. Fee Structure: Candidate has detailed their fee structure including commissions and what services are included in those commissions	30 Points
5. Subjective Fit: How well does the candidate(s) understand the district goals and mission? General approach, concepts of moving forward, including anticipated fee structure.	15 points
6. References: Candidate has provided a comprehensive project list with contact information for projects completed over the last ten years.	15 Points
Total Points	100 Points
Candidate Interviews	____/100

Acceptance and Rejections

MCPS reserves the right to select any or reject any and all responses to the RFQ in their best interest. MCPS may select up to four Real Estate Broker/Consultant(s) to provide services. MCPS also reserves the right to pre-qualify any or all Candidates or reject any or all Candidates as unqualified, including without limitation the right to reject any or all nonconforming, nonresponsive, unbalanced, or conditional qualifications. MCPS also reserves the right to re-solicit, waive all informalities not involving price, time, or changes in the work, and to negotiate contract terms with the apparent successful proposers.

MCPS is not responsible for cost incurred in preparation of this proposal. Proposals will not be returned and become the property of the MCPS once submitted, which could be publicly shared. By submitting a proposal all Candidates agree to the terms and conditions of this RFQ and the RFQ will become part of the awarded Candidates contract. MCPS will submit a draft agreement to the selected Candidate(s) to be used for services performed for the District.