



**JEFFERSON COUNTY PURCHASING DEPARTMENT**  
*Douglas Anderson III, Purchasing Agent*

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1149 Pearl Street, Beaumont, TX 77701 409-835-8593 Fax 409-835-8456

December 10, 2007

Dear Vendors:

You are invited to submit statement of qualifications in accordance with the attached document, RFQ 08-019/DD, Request for Qualifications for Development of 97 Acres of Commercial Land located at U.S. Highway 69 and Jerry Ware Drive, Southeast Texas Regional Airport, Jefferson County, Texas. Jefferson County is requesting statements of qualifications from qualified firms.

All interested individuals and firms shall obtain a "Request for Qualifications" packet from the Jefferson County Purchasing Department, 1149 Pearl Street, Beaumont, Texas 77701, between the hours of 7:00 AM and 5:00 PM, or from the Purchasing web site at [www.co.jefferson.tx.us](http://www.co.jefferson.tx.us).

There shall be a pre-submittal conference at 10:00 AM on February 12, 2008, at the Southeast Texas Regional Airport Administrative Office, 4875 Parker Drive, Beaumont, TX 77705.

All submittals shall be evaluated by a Review/Selection Committee. The Review/Selection Committee will evaluate submissions to this request and select the firm most qualified, responsive and experienced.

**SUBMISSIONS SHALL BE RECEIVED BY THE JEFFERSON COUNTY PURCHASING DEPARTMENT NO LATER THAN MARCH 10, 2008, AT 11:00 AM.** Address your Proposal to Jefferson County Purchasing Department, Douglas Anderson III, Purchasing Agent, 1149 Pearl Street, 1<sup>st</sup> Floor, Beaumont, Texas 77701. Responses will be opened at that time and only the names of responding firms will be read aloud.

Statements of Qualifications received after that time will be considered late and will be returned unopened. Inquires shall be directed in writing to Donna Davis, Senior Buyer, via fax 409-835-8456 or e-mail at [ddavis@co.jefferson.tx.us](mailto:ddavis@co.jefferson.tx.us).

Jefferson County encourages Disadvantaged Business Enterprises to participate in the bidding process. Jefferson County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provisions of services. Individuals requiring special accommodations are requested to contact our office at 409-835-8593 to make arrangements no later than seven (7) calendar days prior to the submittal deadline. Jefferson County reserves the right to accept or reject any or all proposals, to waive technicalities and to take whatever action is in the best interest of Jefferson County.

We look forward to your active participation in this solicitation.

Sincerely,

Douglas Anderson III  
Purchasing Agent

Published: Beaumont Enterprise and Port Arthur News: December 12 & 19, 2007.

**REQUEST FOR STATEMENTS OF QUALIFICATION  
RFQ 08-019/DD**

**REQUEST FOR QUALIFICATIONS FOR DEVELOPMENT OF 97 ACRES OF  
COMMERCIAL LAND LOCATED AT U.S. HIGHWAY 69 AND JERRY WARE DRIVE,  
SOUTHEAST TEXAS REGIONAL AIRPORT, JEFFERSON COUNTY, TEXAS**

The Southeast Texas Regional Airport (the “Sponsor”) invites commercial developers (“Offerors”) to submit qualifications for the development of approximately 97 acres of vacant commercial land located at the intersection of U.S. Highway 69 and Jerry Ware Drive, Southeast Texas Regional Airport (the “Property”).

The Sponsor seeks a master developer for this property to provide a coordinated and aesthetically designed mixed-use development on the property comprised of some combination of restaurants, gas/convenience, service retail and potentially office uses. A phased development plan of no more than (3) three years’ duration will be considered. Jefferson County’s objective in issuing this request for qualifications (“RFQ”) is to identify qualified development firms to compete for long term land leases for development of the Property (see map, Exhibit 1).

Based on responses submitted by Offerors to this RFQ, the Sponsor will identify qualified development firms. All Offerors who meet the minimum qualifications described herein shall be deemed a “qualified master developer.” Thereafter, the Sponsor anticipates issuing one or more requests for proposals (“RFP”) solely to qualified master developers for the development of the Property. Qualified master developers may submit proposals for the development of any or all of the Property, and Jefferson County may select either a single qualified master developer to develop both parcels or multiple qualified master developers to develop the Property in separate parts. The specific development schedules and selection process will be set forth in the applicable RFP.

Prior to requesting proposals, the Sponsor reserves the right to request and review updated qualifications from each of the qualified master developers, and reserves the right to reject any or all of the qualified master developers from submitting further proposals based on such review. The Sponsor reserves the right at any time to issue a new RFQ, similar to or different from this RFQ, seeking qualified master developers to submit proposals for development of the Property. Qualified master developers may be required to resubmit qualifications at the discretion, and at the request, of the Sponsor.

RFPs distributed to qualified master developers will describe in greater detail than set forth above the development parameters (e.g., number of buildings, square feet, desired tenant mix, etc.) required for each part of the Property. The qualified master developer whose proposal is selected to develop one or both parcels will be expected to enter into a thirty (30) year land lease with the Sponsor, complete the development as described in each RFP and their proposal, and manage/operate the development for the term of the lease. Specific development obligations will be determined by the Sponsor at the time each RFP is issued.

Each Offeror’s Statement of Qualifications (“SOQ”) shall be in one (1) volume, addressing each section numbered below, with each section indexed, tabbed and clearly identified. The SOQ

shall be limited to not more than 25 pages. Color printing, photography and other marketing materials are not requested and will not be considered during the Sponsor's evaluation of the SOQs. SOQs which are not complete and/or not in full compliance with these requirements may be rejected by the Sponsor as non-responsive, at the Sponsor's sole discretion. Each SOQ should provide the following:

## 1. Offeror

- a. Name, address and telephone number of the proposed legal entity (or entities if a joint venture) that would contract with the Sponsor.
- b. Name, title, address, telephone number, fax number, and e-mail address of one (1) individual to whom all future correspondence and/or communication to the Offeror will be directed.

**Note: An Offeror may consist of a single firm or a joint venture of two or more firms. A joint venture Offeror will be deemed a qualified master developer if at least one member, of the joint venture satisfies each of the qualification criteria set forth in this RFQ and none of the joint venture members is disqualified as an Offeror, as set forth herein. For each submission in the SOQ, a joint venture Offeror should clearly identify the joint venture member to which the answer applies.**

## 2. Experience

- a. Each Offeror shall have successfully completed development of at least one (1) project as primary developer within the last five (5) years having an overall project cost (including project design, site work, and construction) of not less than ten million dollars (\$10,000,000), which project must have included all of the following development activities: design, permitting, construction and leasing functions to national, regional and local retail and/or commercial tenants.

Each Offeror shall assert that they meet the experience requirement set forth in A above and, as evidence thereof, shall provide the following information for a single project meeting the requirements of the prior paragraph:

- 1) A narrative summary of the project, including a statement of the Offeror's role on the project (which must include "primary developer") and the development activities undertaken with-respect to such project.
- 2) Final project cost of such project when fully developed and occupied.
- 3) Project start and completion dates.
- 4) List of national, regional and local tenants placed in such project by category, i.e., restaurant, retail, service, gas/convenience, bank, office, other.

- 5) Name, title, address, telephone number, fax number,, and e-mail address for one or more third party reference contact persons, who is/are familiar with the Offeror’s role for such project.
  - 6) Confirmation that at least one member, of the project management team that worked on the project is still employed by the Offeror.
- b. Each Offeror must
- 1) Have at least five (5) years of experience and be currently active in the business of providing landlord/property management services for themselves or third parties;
  - 2) currently have at least 100,000 square feet of commercial and/or retail space under management;
  - 3) Currently manage premises located in at least two separate and distinct properties/locations (i.e. not merely two buildings on the same campus); and
  - 4) Have actual leasing relationships with regional and/or national companies in each of the following industries: fast food restaurant, casual dining restaurant, retail service, and gas/convenience store.

Each Offeror shall assert that they meet the experience requirement set forth above and, as evidence thereof, shall submit specific information (e.g., names, locations, project size in square feet, and contact information) sufficient for the Sponsor to verify that such experience requirements have been met.

### 3. Insurance

Each Offeror shall provide evidence of its ability to provide the insurance coverage outlined below, either by means of an existing policy or by virtue of a project specific endorsement.

- a. General and Contractual General Liability: \$1,000,000 with maximum \$10,000 deductible or maximum self-insured retention of \$100,000.
- b. Automobile Liability: \$1,000,000 with maximum \$2,500 deductible or maximum self-insured retention of \$10,000.
- c. Workers Compensation (statutory limit).
- d. Professional Liability \$1,000,000  
     Maximum deductible \$100,000  
     Maximum Self-insured Retention \$100,000



## **6. Joint Venture Certification**

If the Offeror is a joint venture of two or more firms, a statement signed by each member of the joint venture acknowledging that:

- a. Each member of the joint venture will be jointly and severally liable for all obligations of the Offeror under the lease and any related contract documents entered into with the Sponsor, if Offeror is selected to develop one or more parcels.
- b. If any member of the joint venture terminates its involvement in the joint venture following such joint ventures, qualification as a qualified master developer, such joint venture may be disqualified, in the discretion of the Sponsor, as a qualified master developer.
- c. The Sponsor may, but has no obligation to, allow new members to be substituted for terminating members of the joint venture.
- d. No member has submitted, or will submit, either individually or as a part of another joint venture, another response to this RFQ.

## **7. Other Information**

Additional information may be requested by the Sponsor at the Pre-Submittal Conference. Furthermore, the Sponsor may consider any information it receives about Offeror from any other source to determine whether Offeror is qualified. The Sponsor may, at any time, request information from an Offeror clarifying or supplementing the information submitted by such Offeror.

## **9. Disqualification**

The Sponsor may, in its discretion, disqualify any Offeror:

- a. With whom the Sponsor has had an unfavorable experience (e.g. poor, defective or otherwise unsatisfactory performance on a project, litigation, breach of contract);
- b. If any of the information submitted by such Offeror in response to this RFQ is determined to be inaccurate or misleading;
- c. Who submits a response that is incomplete or unclear; and
- d. For any other cause, which, in the Sponsor's judgment and sole discretion, is sufficient to justify disqualification of Offeror or its SOQ.

Minority and Women Business Enterprise (MWBE) and Local Developing Business (LDB) goals have not been established for the projects. Participation, however, will be strongly encouraged, but will not be considered during the process for qualification.

Interested Offerors are requested to submit one (1) labeled original and 11 copies of the SOQ prior to 11:00 AM on March 10, 2008, to the Jefferson County Purchasing Department, 1149 Pearl Street, Beaumont, TX 777071, Attn: Douglas Anderson III, Purchasing Agent. Any SOQ received after the time and date stated above will not be considered and will be returned unopened. SOQs shall be submitted in sealed packages, clearly labeled "Statement of Qualification for Development of U.S. Highway 69 Frontage Road Project." The original SOQ shall be labeled "original."

A Pre-Submittal Conference will be held at 10:00 AM, on February 12, 2008, at the Southeast Texas Regional Airport Administrative Office, 4875 Parker Drive, Beaumont, TX 77705. All interested Offerors are invited to attend. The purpose of the Pre-Submittal Conference will be to review the requirements for the SOQ and to provide additional information regarding the development opportunity. Offerors choosing not to attend the Pre-Submittal Conference can receive copies of any information distributed during the conference by sending a written request to Donna Davis by fax to 409-835-8456. Offerors are responsible for checking the Jefferson County website for any addenda that may be issued with respect to this RFQ. The Sponsor shall have no responsibility for an Offeror's failure to be aware of any addenda posted on the Authority's website.

Questions regarding, the development opportunity will be received by Jefferson County at the Pre-Submittal Conference or through written inquiries directed to Donna Davis, faxed to 409-835-8456. Copies of responses to written inquiries will be distributed to all attendees of the Pre-Submittal Conference. Questions received after 5:00 PM on March 5, 2008 may not be answered.

Offerors may be disqualified if there is ex-parte contact with Jefferson County or its consultants about the project during the advertisement and selection process, except questions directed to Donna Davis, Jefferson County Interim Purchasing Agent, 409-845-8456.

By submitting an SOQ, the Offeror thereby grants the Sponsor and its agents permission to copy and distribute any and all materials and documents contained in, comprising, or which are otherwise submitted to the Sponsor with or in connection with the Offeror's SOQ (the "Submittals"). Such permission specifically authorizes the Sponsor and its agents to make and distribute such copies of the Submittals or portions thereof as may be deemed necessary or appropriate by the Sponsor for its own internal purposes or for responding to requests for copies from any member of the public, regardless of whether the request is specifically characterized as a public records request.

## OFFEROR'S CERTIFICATION

I have carefully examined the Request for Statements of Qualifications, Scope of Services Background, and any other documents accompanying or made a part of this Request for Qualifications.

I hereby propose to furnish the goods or services specified in the Request for Qualifications. I agree that my proposal will remain firm for a period of up to 120 days in order to allow the County adequate time to evaluate the qualifications submitted.

I verify that all information contained in this proposal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this proposal on behalf of the firm as its act and deed and that the firm is ready, willing and able to perform if awarded the contract.

I further certify, under oath, that this proposal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a proposal for the same product or service: no officer, employee or agent of Jefferson County or any other offeror is interested in said proposal: and that the undersigned executed this Offeror's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

Bidder (Entity Name)	Signature
Street & Mailing Address	Print Name
City, State & Zip	Date Signed
Telephone Number	Fax Number
E-mail Address	

SUBSCRIBED AND SWORN to before me by the above-named \_\_\_\_\_ on this the \_\_\_\_\_ day of \_\_\_\_\_, 2008.

\_\_\_\_\_  
Notary Public in and for  
the State of \_\_\_\_\_