



# JEFFERSON COUNTY PURCHASING DEPARTMENT

*Deborah L. Clark, Purchasing Agent*

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

August 22, 2011

## **Request for Statements of Qualification**

**RFQ 11-035/AW**

### **Commercial Realtor to Secure Lease for Property at Jack Brooks Regional Airport**

Dear Vendors:

You are invited to submit statement of qualifications in accordance with the attached document, RFQ 11-035/AW, Commercial Realtor to Secure Lease for Property at Jack Brooks Regional Airport. Jefferson County is requesting statements of qualifications from commercial realtors.

All interested individuals and firms should 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 pre-submittal conference at 10:00 AM on September 6, 2011 at the Jack Brooks Regional Airport Administrative Office, 4875 Parker Drive, Beaumont, TX.

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.

One (1) original and five (5) copies of the Statement of Qualifications shall be submitted in a sealed envelope bearing the name of the proposer, and the address as well as the title of the RFQ: "STATEMENT OF QUALIFICATIONS –COMMERCIAL REALTOR". **RFQ packets will be received by the Jefferson County Purchasing Department no later than September 20, 2011 at 11:00 AM.** Address your Proposal to Jefferson County Purchasing Department, Deborah L. Clark, 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: Alyce Williams, Senior Buyer/Contract Specialist, via fax at 409-835-8456, or e-mail [syphrett@co.jefferson.tx.us](mailto:syphrett@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,

Deborah L. Clark  
Purchasing Agent

Published: Beaumont Enterprise and Port Arthur News: August 24, 2011  
Examiner: September 1, 2011.

**REQUEST FOR STATEMENTS OF QUALIFICATION  
RFQ 11-035/AW  
COMMERCIAL REALTOR TO SECURE LEASE FOR PROPERTY  
AT JACK BROOKS REGIONAL AIRPORT**

**BACKGROUND**

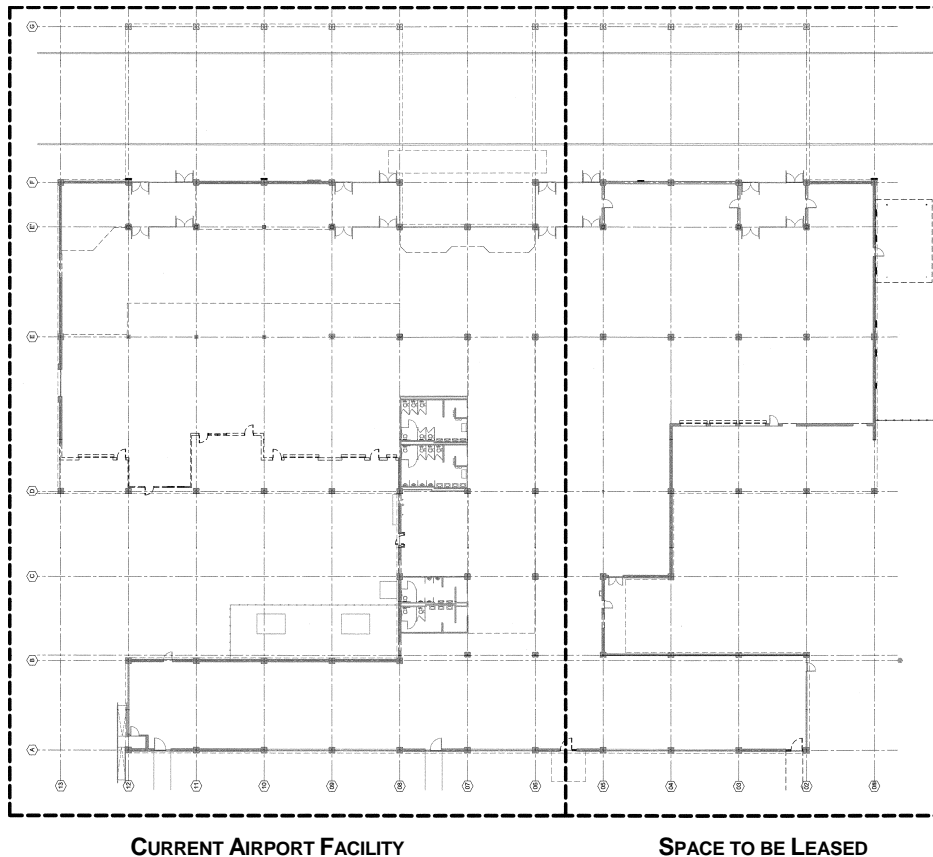
Jefferson County (the “Sponsor”) invites commercial realtors (“Offerors”) to submit qualifications to market and obtain a commercial lease for 17,000 square feet of property (the “Property”) at the Jack Brooks Regional Airport.

**I. GENERAL**

Jefferson County is seeking statements of qualifications from a commercial realtor for marketing and lease of property located at Jack Brooks Regional Airport. Offeror must be an established business in Jefferson County area providing commercial real estate services for the marketing and leasing of large commercial properties.

**PROPERTY 1**

This property consists of the currently unused part of Airport main terminal building, shown below:



## PROPERTY 2

This property consists of a building, formerly used by the Texas Air National Guard, located on First Street, near the airport, as shown below:



## II. SCOPE OF WORK

1. Develop a marketing plan outlining the approach to be used.
2. Consult with and advise the County regarding the extent of any modifications and/or improvements to the property to improve its marketability;
3. Consult with and advise the County regarding appropriate lease provisions;
4. Market the property and secure a minimum five year lease at market rates with a qualified financially responsible lessee.
5. A cost proposal that clearly identifies all costs to be incurred by the Sponsor.

## III. CONTENT OF QUALIFICATION PACKAGE

Respondent's submittal is limited to a total of 30 pages. The RFQ submittal shall contain the following response items arranged in order, tabbed, and with a table of contents:

1. The firm's overall qualifications and specific experience of key personnel who will be assigned to the project.
2. Information relative to the firm's experience with commercial property.
3. A summary of comparable projects completed within the last three (3) years.
4. Information regarding the availability and location of the key personnel.
5. Information describing Firm's financial stability.
6. Narrative describing why Firm should be selected.
7. Certificate of Insurance: Submit proof of insurance meeting or exceeding the following requirements:
  - Professional Liability – The selected respondent must agree to maintain professional liability or equivalent errors & omissions liability, at a limit of liability not less than \$1,000,000 per occurrence.
8. A List of References from property owners for whom you have provided comparable services.

#### **IV. RESPONDENT EVALUATION**

Each respondent will be evaluated and ranked upon information submitted for Items 1-8 above and with the following relative priorities:

1. Prior performance with comparable leasing projects.
2. References.
3. Experience, qualifications, location of the principle office, and key personnel.
4. Familiarity with Southeast Texas, Jefferson County, and the State of Texas.
5. Overall qualifications of firm.
6. Firm's ability to respond to short notice requests.

#### **V. TERMS AND CONDITIONS**

1. Jefferson County reserves the right to request clarification of information submitted and to request additional information of one or more applicants.
2. Any agreement or contract resulting from the acceptance of proposal shall be on forms approved by Jefferson County and shall contain, at a minimum, applicable provisions of this document. Jefferson County reserves the right to reject any agreement that does not conform to this document and any County requirements and contracts.
3. The Consultant shall not assign any interest in the contract and shall not transfer any interest in the same without prior written consent of the County.
4. No reports, information or data given to or prepared by the Consultant under the contract shall be made available to any individual or organization by the Consultant without the prior written approval of the County.

5. The selected Realtor will be required to enter into a listing agreement or other appropriate contract agreement with the County.

## **VI. SELECTION PROCESS**

Submittals will be reviewed and ranked in accordance with this RFQ. From the list of submittals received the County and will select up to three (3) firms to be interviewed for the final selection.

Fees, price, work hours, or any other cost information will not be considered in the development of the short list.

Jefferson County will then enter into negotiations with the highest qualified firm. The negotiations will first establish the scope, terms and conditions, and time limits for the proposed contract. Once an agreement is reached between Jefferson County and the selected firm, the County will request a fee proposal from the firm. If agreement is reached, the county will retain the firm and enter into a written contract with it. If an agreement cannot be negotiated with the selected firm, the County will then enter into negotiations with the next most qualified firm. This procedure will continue until agreement is reached and a contract produced. If the county cannot negotiate an agreement, the procedure will be terminated.

## **VII. PROPOSAL SUBMISSION**

One (1) original and five (5) copies of the Statement of Qualifications shall be submitted in a sealed envelope bearing the name of the proposer, and the address as well as the title of the RFQ: "STATEMENT OF QUALIFICATIONS –COMMERCIAL REALTOR".

RFQ packets will be received by Jefferson County Purchasing Department no later than July 12, 2011. Address your Proposal to Jefferson County Purchasing Department, Deborah L. Clark, Purchasing Agent, 1149 Pearl Street, 1<sup>st</sup> Floor, Beaumont, Texas 77701

Responses received after that time will be considered late and will be returned unopened. Jefferson County reserves the right to reject any and all Statements of Qualifications. Failure to comply with providing the above-required information for the Committee's review may result in disqualification of that firm.

All questions regarding technical or contractual matters should be in writing and directed to: Alyce Williams, Senior Buyer/Contract Specialist via fax 409-835-8456 or e-mail [awilliams@co.jefferson.tx.us](mailto:awilliams@co.jefferson.tx.us).

## **VIII. SCHEDULE OF EVENTS (SUBJECT TO CHANGE)**

Opening	September 19, 2011
Review/Evaluation	September 26, 2011
Conduct Negotiation	October 3, 2011
Execute Contract	October 10, 2011

**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 proposer is interested in said proposal: and that the undersigned executed this Proposer's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

\_\_\_\_\_  
NAME OF BUSINESS

BY:

Sworn to and subscribed before me this  
\_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
NAME & TITLE, TYPED OR PRINTED

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
MAILING ADDRESS

State of \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
CITY, STATE, ZIP CODE

( ) \_\_\_\_\_  
TELEPHONE NUMBER