



JEFFERSON COUNTY PURCHASING DEPARTMENT

Deborah L. Clark, Purchasing Agent

1001 Pearl Street, 3rd Floor, Beaumont, TX 77701 409-835-8593 Fax 409-835-8456

August 17, 2015

Request for Statements of Qualification (RFQ 15-020/JW) Real Estate Brokerage Services for Jefferson County

Dear Vendors:

You are invited to submit a statement of qualifications in accordance with the attached document, RFQ 15-020/JW. Jefferson County is requesting statements of qualifications from Real Estate Brokerage Firms.

All interested individuals and firms should obtain a "Request for Qualifications" packet from the Jefferson County website at: <http://www.co.jefferson.tx.us/Purchasing/main.htm>

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.

All responses shall be submitted with an original and three (3) copies, to the Jefferson County Purchasing Department, 1001 Pearl Street, 3rd Floor, Beaumont, Texas 77701, no later than 11:00 am CDT, September 22, 2015. Jefferson County does not accept responses submitted electronically. Responses will be publicly opened and the names of responding firms will be read aloud in the Jefferson County Commissioners' Courtroom at the time and date below. Statements of Qualifications received after that time will be considered late and will be returned unopened. Inquires shall be directed in writing to: Jamey West, Assistant Purchasing Agent via fax 409-835-8456 or e-mail at: jwest@co.jefferson.tx.us

REQUEST NAME: Real Estate Brokerage Services for Jefferson County
REQUEST NO. : RFQ 15-020/JW
DUE DATE/TIME: 11:00 am CDT, Tuesday, September 22, 2015
MAIL OR DELIVER TO: Jefferson County Purchasing Department
1001 Pearl Street (3rd Floor)
Beaumont, TX 77701

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 19th & August 26th, 2015

Request for Statements of Qualification (RFQ 15-020/JW) Real Estate Brokerage Services for Jefferson County

Section 1. Introduction and Purpose:

Jefferson County is requesting statements of qualifications and experience from all interested Real Estate Brokerage Firms desiring to provide professional Real Estate Brokerage services for the County as the need for these services arises. The range of services to provide will be broad and will involve varied land and building properties located in Jefferson County, Texas.

This RFQ will be utilized to engage firms for future, undefined projects and an indefinite quantity of Real Estate Brokerage services as need arises.

Work provided by the firms under this RFQ will be negotiated at a percentage commission rate, a fixed sum per project, or at an hourly rate. A contract will be signed for individual projects, depending on the type of project and cost of the work.

Section 2. Procedure

Firms are encouraged to submit statements of qualifications and experience to be kept on file in the Jefferson County Purchasing Department. For a given project, the responsible Jefferson County department head will appoint a selection committee, which will evaluate responses and select, in order of preference, a short list of at least three firms. Responses will be ranked on the basis of demonstrated experience, competence, and qualifications. 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 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 is produced. If the County cannot negotiate an agreement, the procedure will be terminated.

Section 3. Selection Committee

Because of the diversity of the departments and activities of the County, the responsible department head will appoint the selection committee for a given project. The department head will appoint a chairperson and no less than two (2) other members for the committee. Typically, the committee will consist of at least one professional in the task required, a person knowledgeable about procurement practices, and either a representative of the department requesting the project, or the department executing the project. However, this structure is not binding. Other members may be appointed as necessary and appropriate, but the total number of persons on the selection committee shall not exceed four (4) persons. Committee appointments shall be in writing and shall briefly describe the scope of the project and, if necessary, the primary disciplines required to accomplish the project, in order to assist the committee in developing a list of firms that might best accomplish the work required. Committee membership and project requirements will vary from project to project; therefore, a firm rated number one for one project could very well not even be rated for another.

Section 4. Real Estate's Brokerage Firm's Services

- A. A description of services that may be utilized under this RFQ includes:
1. Represent the County and conduct negotiations at the seller's agent in the sale of County real estate.
 2. Represent the County and conduct negotiations as the owner's agent in the lease of County real estate.
 3. Perform market analyses as needed.
 4. Development and implement marketing strategies to sale or lease County real estate.
 5. Represent the County and conduct negotiations as the leaser's agent for the lease of real estate.
 6. Regularly consult with the Jefferson County Purchasing Department regarding real estate projects.
 7. Handle all other activities and services that are customarily associated with residential and land real transactions.
 8. No-subcontracting will be allowed under this RFQ.

Section 5. Laws and Regulations

A. The Real Estate Brokerage Firm(s) must comply with all laws, ordinances, and rules and regulations which govern the work specified in this contract.

Section 6. Insurance

The contractor (Real Estate Brokerage Firm) shall, at all times during the term of this contract, maintain insurance coverages with not less than the type and requirements shown below. Such insurance is to be provided at the sole cost of the contractor. These requirements do not establish limits of the contractor's liability.

All policies of insurance shall waive all rights of subrogation against the County, its officers, employees and agents.

Contractor shall furnish Jefferson County with Certificate of Insurance naming Jefferson County as additional insured.

All insurance must be written by an insurer licensed to conduct business in the State of Texas.

Minimum Insurance Requirements

Public Liability	\$1,000,000.00
Excess Liability	\$1,000,000.00

Property Insurance (policy below that is applicable to this project):

Improvements & Betterments Policy: Improvements/Remodeling (for Lease Tenants)
Builder's Risk Policy: Structural Coverage for Construction Projects
Installation Floater Policy: Improvements/Alterations to Existing Structure

Workers' Compensation

Statutory Coverage (see Section 7)

Section 7. Workers' Compensation Insurance

- 7.1 Definitions:
- 7.1.1 **Certificate of coverage (“Certificate”)** – A copy of a certificate of insurance, a certificate of authority to self-insure issued by the commission, or a coverage agreement, DWC-81, DWC-82, DWC-83, or DWC-84 showing statutory workers' compensation insurance coverage for the person's or entity's employees providing services on a project, for the duration of the project.
 - 7.1.2 **Duration of the project** – Includes the time from the beginning of the work on the project until the contractor's/person's work on the project has been completed and accepted by the governmental entity.
- 7.2 The Contractor shall provide coverage, based on proper reporting of classification code and payroll amounts and filing any coverage agreements, which meets the statutory requirements of Texas Labor Code, Section 401.011(44) for all employees of the contractor providing services on the project, for the duration of the project.
- 7.3 The Contractor must provide a certificate of coverage to the governmental entity prior to being awarded the contract – refer to Section 6 above.
- 7.4 If the coverage period shown on the Contractor's current certificate of coverage ends during the duration of the project, the Contractor must, prior to the end of the coverage period, file a new certificate of coverage with the governmental entity showing that coverage has been extended.
- 7.5 The Contractor shall obtain from each person providing services on a project, and provide to the governmental entity:
- 7.5.1 A certificate of coverage, prior to that person beginning work on the project, so the governmental entity will have on file certificates of coverage showing coverage for all persons providing services on the project; and
 - 7.5.2 No later than seven (7) days after receipt by the Contractor, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate ends during the duration of the project.
- 7.6 The Contractor shall retain all required certificates of coverage for the duration of the project and for one (1) year thereafter.
- 7.7 The Contractor shall notify the governmental entity in writing by certified mail or personal delivery, within ten (10) days after the contractor knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project.
- 7.8 The Contractor shall post on each project site a notice, in the text, form and manner prescribed by the Texas Department of Workers' Compensation, informing all persons providing services on the project that they are required to be covered, and stating how a person may verify coverage and report lack of coverage.
- 7.9 The Contractor shall contractually require each person with whom it contracts to provide services on a project to:
- 7.9.1 Provide coverage, based on reporting of classification codes and payroll amounts and filing of any coverage agreements, which meets the statutory requirements of Texas Labor Code, Section 401.011(44) for all its employees providing services on the project, for the duration of the project.
 - 7.9.2 Provide to the Contractor, prior to that person beginning work on the project a certificate of coverage showing that coverage is being provided for all employees of the person providing services on the project, for the duration of the project.
 - 7.9.3 Provide the Contractor, prior to the end of coverage period, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project.
 - 7.9.4 Obtain from each person with whom it contracts, and provide to the Contractor:
 - 7.9.4.1 A certificate of coverage, prior to the other person beginning work on the project; and

Section 7. Workers' Compensation Insurance (Continued)

- 7.9.4.2 the coverage period, if the coverage period shown on the current certificate of a new certificate of coverage showing extension of coverage, prior to the end of coverage ends during the duration of the project.
- 7.9.5 Retain all required certificates of coverage on file for the duration of the project and for one (1) year thereafter.
- 7.9.6 Notify the governmental entity in writing by certified mail or personal delivery, within ten (10) days after the person knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project; and
- 7.9.7 Contractually require each person with whom it contracts to perform as required by paragraphs 7.1. – 7.7., with the certificates of coverage to be provided to the person for whom they are providing services.
- 7.10 By signing this contract or providing or causing to be provided a certificate of coverage, the Contractor is representing to the governmental entity that all employees of the contractor who will provide services of the project will be covered by workers' compensation coverage for the duration of the project, that the coverage will be based on proper reporting of classification codes and payroll amounts, and that all coverage agreements will be filed with the appropriate insurance carrier or, in the case of a self-insured, with the commission's Division of Self-Insurance Regulation. Providing false or misleading information may subject the contractor to administrative penalties, criminal penalties, civil penalties, or other civil actions.
- 7.11 The Contractor's failure to comply with any of these provisions is a breach of contract by the Contractor which entitles the governmental entity to declare the contract void if the Contractor does not remedy the breach within ten (10) days after receipt of notice of breach from the governmental entity.

Section 8. Qualifications Statement Requirements

Firms desiring to be considered for Real Estate Brokerage Services for Jefferson County are required to submit a Statement of Qualifications and Experience in order to be considered for contracts under this procedure. Only firms with statements on file with the County will be evaluated. The statement should contain, as a minimum, the following:

1. Name of the firm wishing to contract with the County.
2. Firm's local address.
3. Firm's corporate or main office address.
4. Number of years the firm has been in business.
5. Names, qualifications, and experience of professional staff who would be assigned to Jefferson County.
6. Firm's organization chart.
7. Biographies or resumes, including home office location and other relevant information, for each key staff member likely to be assigned to a project.
8. Names, titles, address, and telephone numbers of persons who are authorized to negotiate for and contractually bind the firm. One of these persons should sign the response. A contact must be named for addressing questions generated during the evaluation process.
9. A description of representative work accomplished for all jobs within the past three (3) years.

Section 8. Qualifications Statement Requirements (Continued)

10. Evidence of Real Estate License in the State of Texas for each Broker or agent who could be assigned to the Jefferson County Account.
11. Evidence that the Broker(s) and each agent completed the Texas Real Estate Commission Mandatory Education for Brokers and Agents Salesman License Renewal.
12. Evidence that the Broker is a member of a Residential Multiple Listing Services. Please provide the name and location of the Multiple Listing Service (MLS) for which your firm belongs to; as well as a description of the geographic areas covered by the MLS.
13. Provide a detailed summary of the firm's experience in providing the kinds of services specified in this RFQ to governmental entities.
14. Summarize the firm's expertise in selling and acquiring properties for public entities through both purchase and lease.
15. Describe reasons why the firm would be uniquely qualified to provide Real Estate Brokerage services to Jefferson County.
16. Describe any unique services offered by your firm.
17. Provide the firm's volume of sales for the past three (3) years.
18. A list of references, other than Jefferson County, who have contracted the types of work the firm, is offering to perform. A reference form is included on Page 8 of this package.

Section 9. Additional Information

1. Provide a listing of all current litigation(s), outstanding judgements and liens affecting the firm.
2. Provide a listing of Disciplinary Actions, License Suspensions or actions to revoke a Broker's or Salespersons' License through the Texas Real Estate Commission.
3. **Vendor Registration: SAM (System for Award Management).** Vendors doing business with Jefferson County are **required** to be registered with The System for Award Management (SAM), with an "active" status. The System for Award Management (SAM) is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. There is NO fee to register for this site.
Entities may register at no cost directly from the SAM website at: <https://www.sam.gov>

Section 10. 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 this RFQ shall be on forms approved by Jefferson County and shall contain, at 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 Real Estate Broker 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 Real Estate Broker under contract shall be made available to any individual or organization by the Real Estate Broker without the prior written approval of the County.
5. The selected Real Estate Broker will be required to enter into a listing agreement or other appropriate contract agreement with the County.

Section 11. Historically Underutilized Business Program

Jefferson County is committed to the development of the business community and minority involvement. The Jefferson County Historically Underutilized Business Program, known as the HUB shall demonstrate the effectiveness in contributing to the growth of small business through innovation and expanding opportunities to minority and woman-owned businesses. The Jefferson County Historically Underutilized Business Program's overall goal is to award at least twenty percent (20%) of all professional services agreements (over \$25,000 per agreement) to qualified minority business enterprises each year and ten percent (10%) for construction contracts exceeding \$50,000.00.

The Contractor must document its good faith efforts toward meeting certified minority and women-owned business enterprise utilization plans.

Section 12. Rating Criteria

The committee selected for a specific project will select a firm or firms for the work required. Firms will be evaluated using the following criteria.

Based upon a 20-point scale:

- 1. Responsiveness (2) possible points**
 - a. Requested information is included and thoroughness of response.
 - b. Clarity and brevity of response.
- 2. Staffing Plan (6) possible points**
 - a. Qualifications of key personnel adequate for assignment.
 - b. Experience and qualifications of Broker adequate for the assignment.
- 3. Firm's Capability to Provide the Services (6) points**
 - a. Services the geographic area of Jefferson County
 - b. Geographic areas of Specialization in Jefferson County
 - c. Has provided services to other governmental agencies.
 - d. Unique qualifications of the firm.
 - e. Belongs to Multiple Listing Service (MLS) that serves the Jefferson County area.
- 4. Insurance, Education, and Licensing (4) points**
 - a. Meets minimum insurance requirements.
 - b. Broker and Agents must meet mandatory education requirements of the Texas Real Estate Commission.
 - c. Firm, it's Broker, and Agents are in good standing with the Texas Real Estate Commission.
- 5. References (2) points**

Submission Requirements

One original and three (3) hard copies, of the qualifications statements shall be mailed or delivered to:

Jefferson County Purchasing Department
1001 Pearl Street, 3rd Floor
Beaumont, TX 77701
Attn: Deborah L. Clark, Jefferson County Purchasing Agent

**All submissions must be received by 11:00 am CDT, Tuesday, September 22, 2015.
Late submissions will not be accepted.**

Please direct questions to Jamey West, Assistant Purchasing Agent at (409) 835-8593, or e-mail at: jwest@co.jefferson.tx.us

VENDOR REFERENCES

Please list at least three (3) companies or governmental agencies (preferably a municipality) where the same or similar products and/or services as contained in this specification package were recently provided.

THIS FORM MUST BE RETURNED WITH YOUR BID.

REFERENCE ONE

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ Fax: _____

Contract Period: _____ Scope of Work: _____

REFERENCE TWO

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ Fax: _____

Contract Period: _____ Scope of Work: _____

REFERENCE THREE

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ Fax: _____

Contract Period: _____ Scope of Work: _____

SIGNATURE PAGE

By submitting a response to this solicitation, the undersigned certifies that at the time of submission, he/she is not on the Federal Government's list of suspended, ineligible, or debarred contractors. In the event of placement on the list between the time of bid/proposal submission and time of award, the undersigned will notify the Jefferson County Purchasing Agent. Failure to do so may result in terminating a contract for default.

The undersigned affirms that they are duly authorized to execute the contract, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other bidder or to any other person(s) engaged in this type of business prior to the official opening of this bid. And further, that neither the bidder nor their employees nor agents have been for the past six (6) months directly nor indirectly concerned in any pool or agreement or combination to control the price of goods or services on, nor to influence any person to bid or not to bid thereon.

Firm (Entity Name)

Signature

Street & Mailing Address

Print Name

City, State & Zip

Date Signed

Telephone Number

Fax Number

E-mail Address