



JEFFERSON COUNTY PURCHASING DEPARTMENT
Deborah L. Clark, Purchasing Agent

1149 Pearl Street, 1st Floor, Beaumont, TX 77701 409-835-8593 Fax 409-835-8456

April 10, 2017

**Request for Statements of Qualification (RFQ 17-014/JW)
Commercial Realtor Brokerage Services for Land Located
on Viterbo Road (Known as "Precinct No. 2 Rock Yard")**

Dear Vendors:

You are invited to submit a statement of qualifications in accordance with RFQ 17-014/JW, Commercial Realtor Brokerage Services for Land Located on Viterbo Road (Known as "Precinct No. 2 Rock Yard"). Jefferson County is requesting statements of qualifications from qualified commercial realtors.

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.

Responses are to be sealed and addressed to the Purchasing Agent with the request for qualifications number and name marked on the outside of the envelope or box. All responses shall be submitted with an original and five (5) copies, to the Jefferson County Purchasing Department, 1149 Pearl Street, 1st Floor, Beaumont, Texas 77701, no later than 11:00 am CDT, Tuesday, May 2, 2017. 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 Engineering Department Conference Room, 1149 Pearl Street, 5th Floor, Beaumont, Texas 77701, at the time and date below. Statements of Qualifications received after that time will be considered late and will be returned unopened. Inquiries 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: Commercial Realtor Brokerage Services
for Land Located on Viterbo Road (Known as "Precinct No. 2 Rock Yard")**

REQUEST NO. : RFQ 17-014/JW

DUE DATE/TIME: 11:00 am CDT, Tuesday, May 2, 2017

**MAIL OR DELIVER TO: Jefferson County Purchasing Department
1149 Pearl Street, 1st Floor
Beaumont, TX 77701**

Jefferson County encourages Disadvantaged Business Enterprises to participate in the qualifications submission 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
Jefferson County, Texas

Published: Beaumont Enterprise and Port Arthur News: April 12th & April 19th, 2017

RFQ 17-014/JW
Commercial Realtor Brokerage Services for Land Located
on Viterbo Road (Known as “Precinct No. 2 Rock Yard”)
Bids due: 11:00 AM CDT, Tuesday, May 2, 2017

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Qualifications Submissions:

Offeror is responsible for submitting one (1) *original* Qualifications Statement to include a **completed copy** of this specifications packet **in its entirety**; and five (5) numbered Qualifications Statement *hard copies* to include **at a minimum** all pages requiring completion and/or marked with instructions to be returned with submission and any other documentation requested within these specifications.

Additionally, Offeror must monitor the Jefferson County Purchasing Department Website (below) to see if addenda or additional instructions have been posted. Failure to return all required forms could result in a response being declared as non-responsive.

<http://www.co.jefferson.tx.us/purchasing/main.htm>

Request for Statements of Qualification (RFQ 17-014/JW)

Commercial Realtor Brokerage Services for Land Located on Viterbo Road (Known as "Precinct No. 2 Rock Yard")

Section 1. Introduction and Purpose:

Jefferson County is requesting statements of qualifications and experience from all interested Commercial Real Estate Brokerage Firms desiring to provide professional Real Estate Brokerage Services for Land Located on Viterbo Road (Known as "Precinct No. 2 Rock Yard") Jefferson County intends to sale the property "as is, where is."

Work provided by the awarded firm under this RFQ will be negotiated at a percentage commission rate, a fixed sum per project, or at an hourly rate.

Jefferson County reserves the right to reject any or all offers to buy the property and to provide preference to a governmental agency or a not-for-profit that is supporting the needs of the County. The County further reserves the right, that if the land is not sold, to dispose of the property as it sees fit.

Section 2. Scope of Work:

1. Develop and implement marketing strategies to sale Jefferson County property located on Viterbo Road (Known as "Precinct No. 2 Rock Yard")
2. Represent the County and conduct negotiations as the seller's agent in the sale of County real estate.
3. Perform market analyses (if needed.)
4. Handle all other activities and services that are customarily associated with land real estate transactions.
5. No-subcontracting will be allowed under this RFQ.

Section 3. Property Description:

PROPERTY LOCATION: The land is on the northerly side of Viterbo Road and easterly of W. Port Arthur Road and the railroad ROW along the east side of W. Port Arthur Road, Beaumont, Texas 77705.

LAND DESCRIPTION (Tract 1-A): The land has an area of **17.97 acres** with 576' frontage along Viterbo Road. The western property line (1,410 LF) is encumbered by a pipeline easement and there is a railroad ROW between the subject land and W. Port Arthur Road. There is also a drainage ditch that adjoins the eastern property line that veers westerly across the center of the tract. The attached aerials (APPENDIX A) indicate that there are a couple crossings over the canal for vehicular access to the rear of the land. It is also understood that there is a railroad spur that was on the front corner of the land. The FEMA Map (APPENDIX D) indicates the land is in Zone – A15; an area within the 100-year flood plain. It is outside all city limits and is not zoned nor are there any known deed restrictions that would not allow the land to be developed to its highest and best use. For the most part, the surrounding land uses are commercial and light industrial in nature. Utilities include electricity, telephone and water.

<p>Please note: Jefferson County <u>will retain</u> Tract 1-B, a 6.64 acre portion of this property (Precinct No. 2 Stock Yard). The Drill Site is located within this tract.</p>
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DESCRIPTION OF IMPROVEMENTS: None other than some perimeter fencing and all-weather surfacing along Viterbo Road.

ADDITIONAL LAND INFORMATION:

- Photographs of Property (See APPENDIX A)
- Comparable Land Sales Summary (See APPENDIX B)
- Environmental Assessment Information (See APPENDIX C)
- Additional Plat Information/Photos & Flood Plain Information (See APPENDIX D)

APPRAISAL REPORT: An appraisal report for this property was prepared by Bishop Real Estate Appraisers, Inc. in November 2016. A copy of this appraisal report will be made available to the contracted firm under this Request for Qualifications.

Closing Cost : The Buyer of the property shall be responsible for appraisal fee for the tract and shall pay all costs to close the transaction.

Mineral Rights: All mineral rights shall remain the property of Jefferson County.

Legal Description:

TRACTS 1-A AND 1-B
24.61 (CALLED 24.440) ACRES OF LAND
OUT OF BLOCK 18, RANGE "M"
PORT ARTHUR LAND COMPANY SUBDIVISION
IN THE WILLIAM McFADDIN SURVEY,
SECTION NO. 4, ABSTRACT NO. 420,
JEFFERSON COUNTY, TEXAS

BEING 24.61 (Called 24.440) acres of land out of and a part Lots 1, 2, 3 & 7, Block 18, Range "M", Port Arthur Land Company Subdivision of the William McFaddin Survey, Section No.4, Abstract No. 420, recorded in Volume 1, Page 22, Map Records, Jefferson County, Texas; being the same tract of land conveyed to Jefferson County, Texas, recorded in Volume 1753, Page 146, Deed Records, Jefferson County, Texas; said 24.61 acre tract being more fully described by metes and bounds as follows, to wit:

BEGINNING at a ½" steel rod, capped and marked "SOUTEX", set on the North right of way line of a dedicated road named Viterbo Road; said ½" steel rod being the Southwest corner of a (Called 42.47) acre tract of land conveyed to Third Coast Equity, LLC, recorded in File No. 2015007896, Official Public Records, Jefferson County, Texas; having a State Plane Coordinate of N: 13926442.72, E: 3540803.94;

THENCE, South 36 deg., 39 min., 32 sec., West (Called South 40 deg., 17 min., 00 sec., West), on the North right of way line of said Viterbo Road, a distance of 1626.10' to a 5/8" steel rod found on the East line of a 100' wide Southern Pacific Railroad right of way; said 5/8" steel rod being the Southwest corner of the herein described tract;

THENCE, North 30 deg., 56 min., 44 sec., West (Called North 27 deg., 10 min., 00 sec., West), on the East line of said Southern Pacific Railroad right of way, a distance of 1410.16' (Called 1410.46') to a ½" steel rod, capped and marked "MARK WHITELEY", found for the Southwest corner of a (Called 30.6127) acre tract of land conveyed to Valero Partners Lucas, LLC, recorded in File No. 2013039467, Official Public Records, Jefferson County, Texas; said ½" steel rod being the Northwest corner of the herein described tract;

THENCE, North 86 deg., 47 min., 34 sec., East (Called North 89 deg., 44 min., 00 sec., East), a distance of 900.96' passing a 5/8" steel rod found for the Southwest corner of the (Called 42.47) acre tract, same being the Southeast corner of a (Called 10.499) acre tract of land conveyed to Building Materials Investment Corp., recorded in File No. 2007006475, Official Public Records, Jefferson County, Texas; continuing for a total distance of 1698.66' to the POINT OF BEGINNING and containing 24.61 acres of land, more or less.

Note: Bearings, distances, coordinates and acreage are based on State Plane Coordinate Grid System, Texas South-Central Zone, NAD 83, Epoch 2011, US Survey Feet. Referenced to SmartNet, North America.

This description is based on the Land Survey made by Anthony M. Leger, Registered Professional Land Surveyor No. 5481, on May 12, 2016.

Jefferson County
LS-16-0135-A

Section 4. Procedure

Firms are encouraged to submit statements of qualifications and experience. The Purchasing Agent will appoint a selection committee, which will evaluate qualified responses. 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 5. Selection Committee

Because of the diversity of the departments and activities of the County, the Purchasing Agent will appoint the selection committee for this Request for Qualifications. The Purchasing Agent may 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 6. Laws and Regulations

The Real Estate Brokerage Firm awarded under this RFQ must comply with all laws, ordinances, and rules and regulations which govern the work specified in this contract.

§ 253.014 Local Government Code

Offeror should be knowledgeable of Local Government Code §253.014, Broker Agreements and Fees for Sale of Real Property by Home-rule Municipality. (Below)

Sec. 253.014. BROKER AGREEMENTS AND FEES FOR SALE OF REAL PROPERTY BY HOME-RULE MUNICIPALITY. (a) In this section, "broker" means a person licensed as a broker under Chapter 1101, Occupations Code.

(b) The governing body of a home-rule municipality may contract with a broker to sell a tract of real property that the municipality:

(1) owns; or

(2) holds in trust and has the authority to sell.

(c) The governing body may pay a fee if a broker produces a ready, willing, and able buyer to purchase a tract of real property.

(d) If a contract is made under Subsection (b) with a broker to list the tract of real property for sale for at least 30 days with a multiple-listing service, the governing body on or after the 30th day after the date the property is listed may sell the tract of real property to a ready, willing, and able buyer who is produced by any broker using the multiple-listing service and who submits the highest cash offer.

(e) The governing body may sell a tract of real property under this section without complying with the public auction requirements prescribed by Section 253.008 or other law or the notice and bidding requirements prescribed by Section 272.001 or other law.

Added by Acts 2013, 83rd Leg., R.S., Ch. 462 (S.B. 985), Sec. 1, eff. June 14, 2013.

Amended by:

Acts 2015, 84th Leg., R.S., Ch. 1110 (H.B. 3244), Sec. 1, eff. June 19, 2015.

Section 7. 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

Professional Liability (or Equivalent Errors & Omissions Liability Policy)	\$1,000,000.00
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 8)

Section 8. Workers' Compensation Insurance

8.1 Definitions:

8.1.1 **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.

8.1.2 **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.

8.1.3 **Persons providing services on the project ("subcontractor") in article 406.096** – Includes all persons or entities performing all or part of the services under the contractor has undertaken to perform on the project, regardless of whether that person contracted directly with the contractor and regardless of whether that person has employees. This includes, without limitation, independent contractors, subcontractor, leasing companies, motor carriers, owner-operators, employees of any such entity, or employees of any entity which furnishes persons to provide services on the project. "Services" includes, without limitation, providing, hauling or delivering equipment or materials, or providing labor, transportation, or other service related to a project. "Services" does not include activities unrelated to the project, such as food/beverage vendors, office supply deliveries, and delivery of portable toilets.

8.2 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.

8.3 The Contractor must provide a certificate of coverage to the governmental entity prior to being awarded the contract – refer to Section 7 above.

8.4 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.

- 8.5 The Contractor shall obtain from each person providing services on a project, and provide to the governmental entity:
- 8.5.1 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
 - 8.5.2 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.
- 8.6 The Contractor shall retain all required certificates of coverage for the duration of the project and for one (1) year thereafter.
- 8.7 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.
- 8.8 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.
- 8.9 The Contractor shall contractually require each person with whom it contracts to provide services on a project to:
- 8.9.1 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.
 - 8.9.2 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.
 - 8.9.3 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.
 - 8.9.4 Obtain from each person with whom it contracts, and provide to the Contractor:
 - 8.9.4.1 A certificate of coverage, prior to the other person beginning work on the project; and
 - 8.9.4.2 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.
 - 8.9.5 Retain all required certificates of coverage on file for the duration of the project and for one (1) year thereafter.
 - 8.9.6 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
 - 8.9.7 Contractually require each person with whom it contracts to perform as required by paragraphs 8.1. – 8.7., with the certificates of coverage to be provided to the person for whom they are providing services.
- 8.10 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.
- 8.11 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 9. 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 a contract 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 the project.
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. Information regarding the availability and location of the key personnel to be assigned to the project.
9. 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.
10. A description of representative work accomplished for all jobs within the past three (3) years.
11. Evidence of Real Estate License in the State of Texas for each Broker or agent who could be assigned to the Jefferson County Account.
12. Evidence that the Broker is a member of a Multiple Listing Service. 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. Evidence that the Broker(s) and each agent completed the Texas Real Estate Commission Mandatory Education for Brokers and Agents Salesman License Renewal.
14. Provide a detailed summary of the firm's experience in providing the kinds of services specified in this RFQ to governmental entities.
15. Summarize the firm's expertise in selling and acquiring properties for public entities through both purchase and lease.
16. Describe reasons why the firm would be uniquely qualified to provide Real Estate Brokerage services to Jefferson County.
17. Describe any unique services offered by your firm.
18. Provide a Certificate of Insurance showing minimum coverage requirements; by an insurance company(s) acceptable by the Jefferson County Purchasing Department. (See Sections 7 & 8 for minimum coverages, beginning on Page 6 of these specifications)
19. Provide the firm's volume of sales for the past three (3) years.
20. 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 13 of this package.
21. Narrative describing why Firm should be selected.

Section 10. Additional Statement Requirements:

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.

Section 11. 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.

6. 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>

Respondents are strongly encouraged to review their firm's SAM (System for Award Management) status prior to Qualifications Submission.

7. Awarded Vendor(s): Submission of FORM 1295 (Texas Ethics Commission)

As of January 1, 2016, per House Bill 1295, the Texas Ethics Commission (TEC) requires **all awarded vendors** to complete a Certificate of Interested Parties (FORM 1295) at time of notification of award. **Awarded Vendors** (for contracts under this RFQ) must visit the TEC website link below, enter the required information on Form 1295, and print a copy of the completed form. The form will include a certification of filing that will contain a unique certification number.

At the time of award, the Jefferson County Purchasing Department will submit a request to the Awarded Vendor (for a contract under this RFQ) to both:

1. Submit FORM 1295 online via the Texas Ethics Commission website link below.
2. Submit a printed copy of FORM 1295, signed by an Authorized Agent of the Awarded Vendor and notarized to the Jefferson County Purchasing Department.

FORM 1295, Completion Instructions, and Login Instructions are available via the Texas Ethics Commission Website at: https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

8. Minority-Women Business Enterprise Participation

It is the desire of Jefferson County to increase the participation of Minority (MBE) and women-owned (WBE) businesses in its contracting and procurement programs. While the County does not have any preference or set aside programs in place, it is committed to a policy of equitable participation for these firms.

Section 12. Rating Criteria

Firms will be evaluated using the following criteria.

Based upon a 100-point scale:

- 1. Responsiveness (10) possible points**
 - a. Requested information is included and thoroughness of response
 - b. Clarity and brevity of response
- 2. Staffing Plan (30) 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 (30) 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 (20) 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 (10) points**

Section 13. Submission Requirements

One original and five (5) hard copies, of the qualifications statements shall be mailed or delivered to:

Jefferson County Purchasing Department
1149 Pearl Street, 1st Floor
Beaumont, TX 77701
Attn: Deborah L. Clark, Jefferson County Purchasing Agent

All submissions must be received by 11:00 am CDT, Tuesday, May 2, 2017.

Jefferson County will not accept any submissions received after the stated time and date, and shall return such submissions unopened to the Offeror.

Jefferson County will not accept any responsibility for submissions being delivered by third party carriers.

Submissions shall be tightly sealed in an opaque envelope or box and plainly marked with the RFQ Number, RFQ Name, RFQ Due Date, and the Offeror's Name and Address; and shall be addressed to the Purchasing Agent.

Submissions will be opened publicly in a manner to avoid public disclosure of contents/however only the names of Offerors will be read aloud.

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

Courthouse Security: Offerors are advised that all visitors to the Courthouse must pass through Security. Bidders planning to hand deliver bids must allow time to get through Security, as a delay in entering the Courthouse will not be accepted as an excuse for late submittal. Mondays and Tuesdays are particularly heavy days. Bidders are strongly urged to plan accordingly.

County Holidays – 2017:

January 16	Monday	Martin Luther King, Jr. Day
February 20	Monday	President’s Day
April 14	Friday	Good Friday
May 29	Monday	Memorial Day
July 4	Tuesday	Independence Day
September 4	Monday	Labor Day
November 10	Friday	Veteran’s Day
November 23 & 24	Thursday & Friday	Thanksgiving
December 25 & 26	Monday & Tuesday	Christmas
January 1, 2018	Monday	New Year’s

Submissions During Time of Inclement Weather, Disaster, or Emergency:

In case of inclement weather or any other unforeseen event causing the County to close for business on the date of a bid/proposal/statement of qualifications submission deadline, the bid closing will automatically be postponed until the next business day that County offices are open to the public. Should inclement weather conditions or any other unforeseen event cause delays in courier service operations, the County may issue an addendum to all known vendors interested in the project to extend the deadline. It will be the responsibility of the vendor to notify the county of their interest in the project should these conditions impact their ability to submit a bid/proposal/statement of qualifications submission before the stated deadline. The County reserves the right to make the final judgement call to extend any deadline.

Should an emergency or unanticipated event interrupt normal County processes, and bid/proposal/statement of qualifications submissions cannot be received by the Jefferson County Purchasing Department’s office by the exact time specified in the RFQ and urgent County requirements preclude amendment to the RFQ, the time specified for receipt of bids will be deemed to be extended to the same time of day specified in the solicitation on the first business day on which normal County processes resume.

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: _____

Contact Person's Email Address: _____

REFERENCE TWO

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ Fax: _____

Contract Period: _____ Scope of Work: _____

Contact Person's Email Address: _____

REFERENCE THREE

Government/Company Name: _____

Address: _____

Contact Person and Title: _____

Phone: _____ Fax: _____

Contract Period: _____ Scope of Work: _____

Contact Person's Email Address: _____

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/qualifications 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	

Respondent Shall Return Completed Form with Offer.

Respondent'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 Respondent is interested in said proposal: and that the undersigned executed this Respondent'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
_____, 2017

SIGNATURE

NAME & TITLE, TYPED OR PRINTED

Notary Public

MAILING ADDRESS

State of _____

CITY, STATE, ZIP CODE

My Commission Expires: _____

(____) _____
TELEPHONE NUMBER

Respondent Shall Return Completed Form with Offer.

AERIAL PHOTOGRAPH



The photo is believed to be a couple years old but still representative of the subject property and surrounding land uses. *Presented on Pages 17-18 are various current photos of the property.*

SUBJECT PROPERTY PHOTOGRAPHS



VIEW ALONG VITERBO ROAD



VIEW ALONG VITERBO ROAD



VIEW ALONG W. PORT ARTHUR ROAD & RAILROAD ROW



VIEW OF SITE FROM VITERBO ROAD

COMPARABLE LAND SALES SUMMARY TABLE

No.	Location	Sale Date	Price	Size in Acres	Price/ Acre
1.	Knauth Road	10/24/2014	\$357,481	16.627	\$21,500
2.	6363 N. Twin City Highway (Unit 1)	05/04/2015	\$175,000	7.540	\$23,210
3.	Commercial Drive (Garth Industrial Park)	08/14/2014	\$135,000	9.486	\$14,231
4.	Hwy 124 (Fannett Road)	08/14/2015	\$330,000	7.601	\$43,417
5.	Hwy 124 (Fannett Road)	07/27/2015	\$406,698	9.337	\$43,558

APPENDIX C

ROBERT STRODER, P.E.
County Engineer
ED GRISSOM
First Assistant
ERNEST V. HUNTER, JR.
Right-of-Way Agent



JEFFERSON COUNTY
COURTHOUSE
5th Floor
1149 Pearl Street
Beaumont, Texas 77701
409 835-8584
FAX 409 835-8718

March 7, 1994

Commissioners' Court
1149 Pearl - 4th Floor
Beaumont, TX 77701

Re: Old Asphalt Plant at Viterbo Road and West Port Arthur Road
Honorable Commissioners' Court:

Precinct 2 is in the process of demolishing the above referenced plant and has discovered an old tank car filled with asphaltic oil. In addition, the car is lined with asbestos insulation. Both the asbestos and the asphaltic materials are of such a nature that they can not be disposed of in a land fill. They must be disposed of by contractors that are licensed to handle such materials and in licensed landfills. Cost of removal and disposal for the asphalt would be in the \$10,000 to 15,000 range. The removal of the asphaltic oil and disposal would be in the \$5,000 range. These are just very preliminary estimates on my part. Since the asphalt plant was operated by all four precincts and was used by surrounding cities, I feel that this is a county problem and not just a Precinct 2 problem.

With the Courts' permission I will have specifications for removal and disposal prepared by Safety, Inc. who will perform tests for asbestos. This will allow us to obtain estimates from contractors for disposing of these materials. If we can keep the total removal cost under \$15,000, then formal bid documents will not be required. However, we will still obtain a minimum of three bids to comply with the State Purchasing Act. Should the estimates exceed \$15,000, then an item will be placed on the Commissioners' Court Agenda for approval. If you have any questions, please advise.

Sincerely,

A handwritten signature in cursive script that reads "Robert Stroder".

Robert Stroder, P.E.
County Engineer

cc: Tom Rugg, First Asst., Civil Division



file Safety Inc.

CLIENT:
 JEFFERSON COUNTY PRECINCT #2
 c/o MR. MARK DOMINQUE
 2748 VITERBO ROAD BOX #2
 BEAUMONT, TEXAS 77705

PROJECT/LOCATION:
 SAMPLES OF ASPHALT CEMENT
 FROM STORAGE TANK @ MAINTENANCE
 FACILITY ON VITERBO ROAD
 MID-COUNTY

REPORT DATE: February 16, 1994

REPORT DATE: 94012-212

SCOPE:

Samples of asphaltic cement were secured from the referenced job-site by T&N Personnel on January 31, 1994 and submitted to our laboratory for subsequent tests. The following standard procedures were utilized in performing the laboratory test program:

PROCEDURE

DESCRIPTION

EPA - 418.1
 ASTM-D 3381
 ASTM-D 2270
 ASTM-D 473
 EPA - 1010
 EPA - 8020

TPH
 Specific Gravity
 Viscosity
 Solubility
 Ignitability
 BTEX

AUTHORIZATION:

Sampling, preparation and laboratory testing was authorized by Mr. Robert Stroder, P.E., Jefferson County Engineer on January 26, 1994.

LABORATORY TEST RESULTS:

Laboratory analysis and test results are presented in the "Summary of Laboratory Test Data" attached.

DISCUSSION OF TEST RESULTS:

A review of the laboratory test results indicates a TPH and BETX Content above EPA/TWC levels to allow disposal by normal procedures (solid waste disposal, landfill, etc.). Viscosity CPS, Specific Gravity and Soluble Content do not meet acceptable limits for normal asphaltic cement for road and street construction. The material sampled may be utilized in a cut-back asphaltic solution for prime or tack coat in preparing of subbase, etc. for street and road construction.

We appreciate this opportunity to provide our services for this project. Please let us know should you require additional data or information and "Thanks for Your Support".

Respectfully submitted for your acceptance,

T & N LABORATORIES, INC.

Tom A. Farmer M.E.

Tom A. Farmer, M.E.
President

TAF/sw

Copies: 2 - Client
1 - Robert Stroder, P.E.
1 - File #94012

SUMMARY OF LABORATORY TEST DATA

PROJECT: LAB TEST RESULTS OF ASPHALTIC CEMENT (OLD)

PROJECT NO.: 94015 - 212

DATE RECEIVED: JANUARY 31, 1994

SAMPLED FROM: OLD STORAGE TANK AT PRECINCT. #2 MAINT. FACILITY, VITERBO ROAD

SEE DISCUSSION OF TEST RESULTS

REMARKS: _____

SAMPLE I.D. #1 Sample Of Old Asphalt
1/31/94 1:30 PM

LAB NO.	4B-0128	DATE	TIME	ANALYST
TPH, mg/Kg	62,100	2/8/94	14:10	R.A.
Specific Gravity, g/cc	0.8689	2/8/94	11:00	M.H.
Viscosity, cps	>1,000,000	2/14/94		E.C.
soluble, %	40	2/8/94	16:00	E.S. III
Ignitability, F (Pensky-Martens Closed Cup)	>200	2/4/94	11:45	J.M.
Benzene, mg/Kg	<0.1			
Ethylbenzene, mg/Kg	11.5			
Toluene, mg/Kg	<0.1			
Xylene (omp), mg/Kg	28.2			
BETX DATE OF ANALYSES:	2/8/94			
BETX ANALYST INITIALS:	E.K.			

SAMPLE I.D. #2 Sample Of Old Asphalt
1/31/94 1:30 PM

LAB NO.	4B-0129	DATE	TIME	ANALYST
TPH, mg/Kg	57,000	2/8/94	14:10	R.A.
Specific Gravity, g/cc	0.9066	2/8/94	11:00	M.H.
Viscosity, cps	>1,000,000	2/14/94		E.C.
Soluble, %	41	2/8/94	16:00	E.S. III
Ignitability, F (Pensky-Martens Closed Cup)	>200	2/4/94	11:45	J.M.
Benzene, mg/Kg	<0.1			
Ethylbenzene, mg/Kg	5.1			
Toluene, mg/Kg	<0.1			
Xylene (omp), mg/Kg	<0.1			
BETX DATE OF ANALYSES:	2/8/94			
BETX ANALYST INITIALS:	B.K.			

SAMPLE I.D.

#3 Sample Of Old Asphalt
1/31/94 1:30 PM

LAB NO.	4B-0130	DATE	TIME	ANALYST
TPH, mg/Kg	151,000	2/8/94	14:10	R.A.
Specific Gravity, g/cc	0.9728	2/8/94	11:00	M.H.
Viscosity, cps	>1,000,000	2/14/94		E.C.
Soluble, %	38	2/8/94	16:00	E.S. III
Ignitability, F (Pensky-Martens Closed Cup)	>200	2/4/94	12:10	J.M.

Benzene, mg/Kg	<0.1
Ethylbenzene, mg/Kg	0.9
Toluene, mg/Kg	<0.1
Xylene (omp), mg/Kg	<0.1

BETX DATE OF ANALYSES: 2/8/94
BETX ANALYST INITIALS: B.K.

TEXAS NATURAL RESOURCE CONSERVATION COMMISSION
Office of Air Quality - Technical Services
Asbestos Removal Invoice
(512) 239-1535

Invoice Date:
09/23/94

Notification No.:
49114100

Accounting Receipt No.: _____ Date Rec'd: _____
Amount Received : _____ Check No. _____ Initials: _____

(AGENCY USE ONLY)

OWNER/OPERATOR MAILING INFORMATION:

Name: [JEFFESON COUNTY COURTHOUSE]
Address: [1149 PEARL STREET]
[BEAUVONT, TX 77701-0000]

SITE INFORMATION:

10-4-94

Unit Name: [ASPHALT STORAGE TANK]
Site Location: [STORAGE RAW MATERIAL]
Site City: [NEDERLAND]

RACM REPORTED: Ln.Ft.: [0] Sq.Ft.: [400] Cu.Ft.: [0]
Ln. M.: [0] Sq. M.: [0] Cu. M.: [0]

ARUs CALCULATED: [2.5]

The fee assessment is based on a rate of \$20 per ARU with a minimum fee of \$50 and a maximum fee of \$7500 per notification.

FEE DUE: \$50.00 CHECK NO.: _____

PO#
~~21447~~
B21447

RETURN INVOICE FORM AND PAYMENT TO:

Texas Natural Resource Conservation Commission
Office Of Air Quality/Technical Services
ATTN: Asbestos Fees
P.O. Box 13088
Austin, Texas 78711-3088

RECEIVED
PURCHASING DEPT.
SEP 28 1994
AM 7 8 9 10 11 12 1 2 3 4 5 6 PM

MATERIAL RECEIVED REPORT
I CERTIFY THAT I PERSONALLY RECEIVED FOR JEFFERSON COUNTY THE ABOVE LISTED ITEMS. I FURTHER CERTIFY THAT I HAVE EXAMINED EACH ITEM AND THAT ALL WERE IN GOOD CONDITION UNLESS OTHERWISE NOTED BY ME.
DATE 10/03/94
Authorized Signature

COPIES:
WHITE - TECH. SERVICES
YELLOW - FISCAL
PINK - OWNER/OPERATOR

1120202 431 5077

John Hall, *Chairman*
Pam Reed, *Commissioner*
Peggy Garner, *Commissioner*
Anthony Grigsby, *Executive Director*



TEXAS NATURAL RESOURCE CONSERVATION COMMISSION

Protecting Texas by Reducing and Preventing Pollution

TO WHOM IT MAY CONCERN:

Effective September 1, 1992, the Texas Air Control Board (TACB) began collecting Asbestos Notification Fees from contractors related to asbestos removal projects as stated in TACB General Rule 101.28. Effective August 18, 1993 the rule was changed to state that the **owner/operator** shall be responsible for the Texas Natural Resource Conservation Commission (TNRCC) asbestos notification fee.

Enclosed is the Asbestos Removal Fee Invoice related to the recent notification referenced on the invoice. The fee due is indicated near the bottom left side of the form. **The fee must be paid within 30 days of the invoice date.** Please make your checks payable to the "TNRCC" and mail to the address on the invoice.

THE WHITE AND YELLOW COPIES OF THE INVOICE MUST ACCOMPANY YOUR PAYMENT FOR YOU TO RECEIVE PROPER CREDIT. PLEASE KEEP THE PINK COPY OF THE INVOICE FOR YOUR RECORDS.

If you have any questions or need more information please contact me at (512)239-1622 or the FAX number is (512)239-1555.

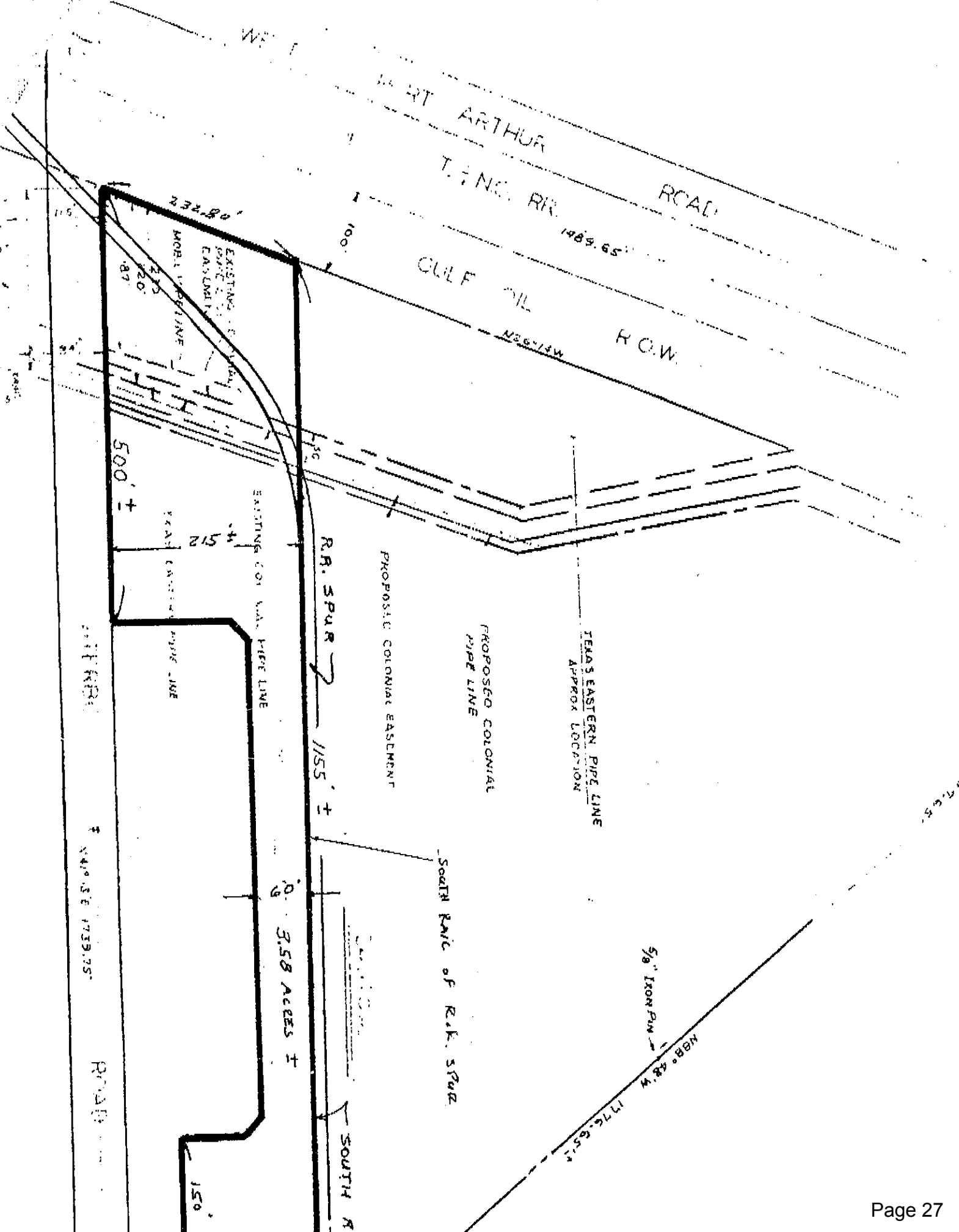
Sincerely,

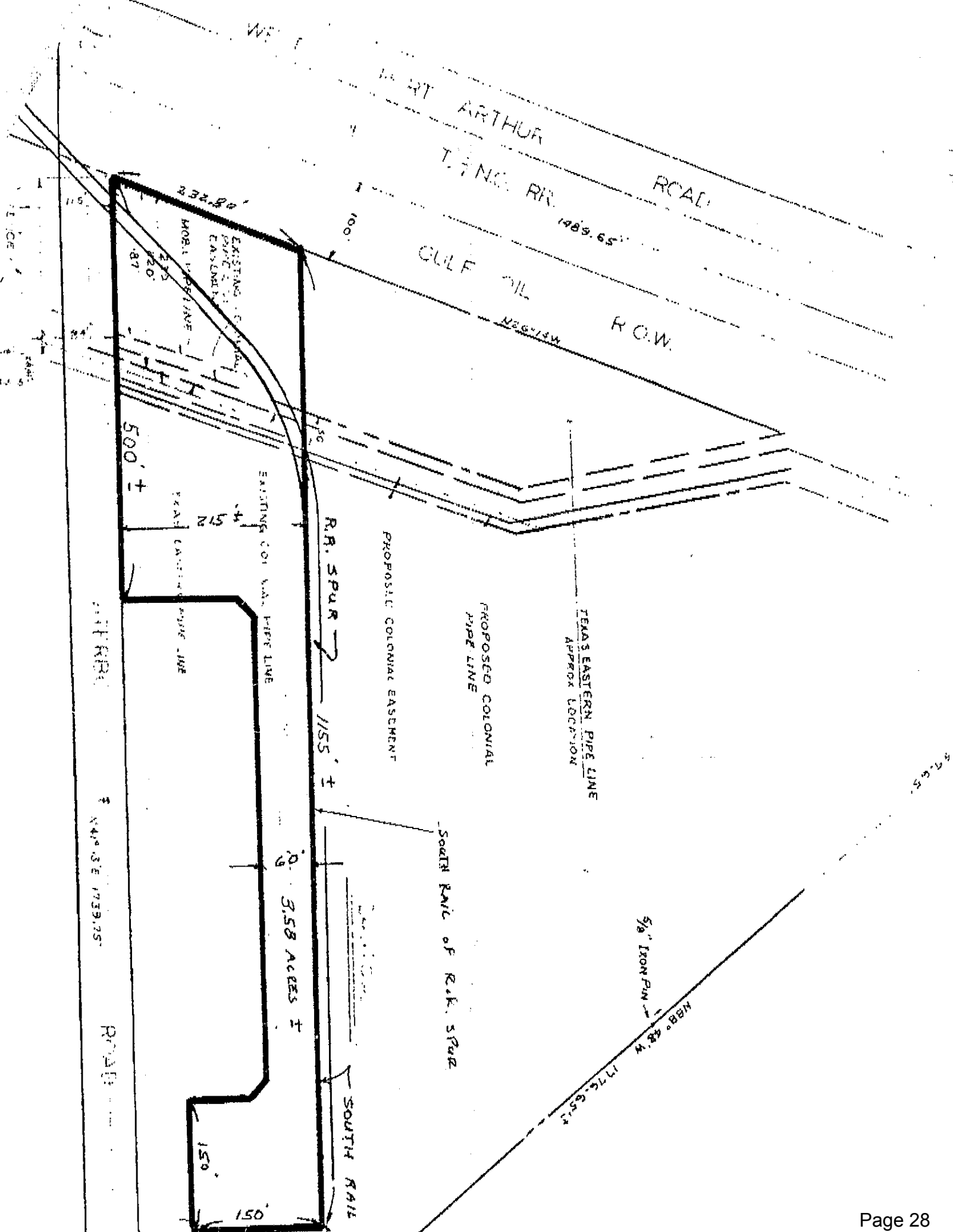
A handwritten signature in cursive script that reads "Carole Ransom".

Carole Ransom
Office of Air Quality
Technical Services

RECEIVED
PURCHASING
DEPT.

AM SEP 28 1994 PM
7 8 9 10 11 12 1 2 3 4 5 6







JEFFERSON C.A.D. PLAT MAP

InterFlood

Instant flood maps and data

[Buy](#) [Get Maps](#) [My Account](#) [Questions](#) [a la mode](#)

[Logout](#)

Flood Data

USPS Address: viterbo road
TX 77642

Community Name: JEFFERSON COUNTY

Community #: 480385

County:

Census Tract: 0112.01

Flood Zone: A15

Map Date: 1991-11-20

Flood Map Type and Color Options

Type: Zone Color:



[APPLY MAP OPTIONS](#)

Flood Map

To Save your flood map, use your **right** mouse button and **click** directly on it. Then, depending on what you want to do, select:

- **Save Picture As...** to copy the flood map to your hard drive
- **Copy** to place the flood map in Windows memory so you can paste into another program
- **Print Picture ...** to print the flood map immediately



MAP DATA

FEMA Special Flood Hazard Area: Yes
Map Number: 4803850285C
Zone: A15
Map Date: November 20, 2014

MAP LEGEND

- Areas inundated by 500-year flooding
- Areas inundated by 100-year flooding
- Protected Areas
- Floodway

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