



**JEFFERSON COUNTY, TEXAS  
PURCHASING DEPARTMENT**

1149 Pearl Street – First Floor  
Beaumont, Texas 77701  
409-835-8593 phone

**ADDENDUM TO RFQ**

RFQ Number: (RFQ 20-036/JW)  
RFQ Title: Professional Realtor Services for Home Buyout/Acquisition Program  
(Community Development Block Grant – Disaster Recovery) for Jefferson  
County  
RFQ Due: **11:00 am CT, Wednesday, October 28, 2020**  
Addendum No.: 1  
Issued (Date): October 5, 2020

**TO RESPONDENT:** This Addendum is an integral part of the RFQ package under consideration by you as a Respondent in connection with the subject matter herein identified. Jefferson County deems all sealed proposals to have been proffered in recognition and consideration of the entire RFQ package – **including all addenda**. For purposes of clarification, **receipt of this present Addendum by a Respondent should be evidenced by returning it (signed) as part of the Respondent’s sealed proposal**. If the Proposal has already been received by the Jefferson County Purchasing Department, Respondent should return this addendum in a separate sealed envelope, clearly marked with the RFQ Title, RFQ Number, and Opening Date and Time, as stated above.

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**Reason for Issuance of this addendum: Revision to Evaluation Rating Criteria. Please see revised bid specifications pages 8, 12, 14, 15, & 17 (attached).**

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**The information included herein is hereby incorporated into the documents of this present Bid matter and supersedes any conflicting documents or portion thereof previously issued.**

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Receipt of this Addendum is hereby acknowledged by the undersigned Respondent:

ATTEST:

\_\_\_\_\_

Witness

\_\_\_\_\_

Witness

\_\_\_\_\_

Approved by \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature (Respondent)

\_\_\_\_\_  
Title of Person Signing Above

\_\_\_\_\_  
Typed Name of Business or Individual

\_\_\_\_\_  
Address

## **Section 8. Statement of Qualifications**

Jefferson County is soliciting statements of qualifications from qualified, licensed realtors/realty firms, with demonstrated professional competence and experience to provide realty services to facilitate the acquisition of floor prone properties for a Home Buyout/Acquisition Program.

### **Respondents should include the following in their response submission:**

- Name of the firm wishing to contract with the County.
- Firm's local address.
- Firm's corporate or main office address.
- Number of years the firm has been in business.
- Firm's organization chart
- 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.
- Description of the reasons why the firm would be uniquely qualified to provide Professional Realtor Services to Jefferson County.
- Brief history your firm, including general background, knowledge of and experience working with relevant agencies, with an emphasis on recent experience;
- Brief statement of the respondent's understanding of the services required and qualifications necessary to provide CDBG-DR Realtor Services;
- Brief summary of the overall capabilities of staff and any proposed sub-contractors relative to CDBG-DR Realtor Services as outlined in the scope of work, as well as staffing plans clearly stating how they intend to integrate staff and maintain presence with the County throughout the duration of the contract; and capability of meeting deadlines.
- Proof of proper and valid licensing to conduct business in Jefferson County and the State of Texas
- Proof of Current Applicable Department of Professional Regulation License(s)
- Proof of Other Current Applicable Certification(s)
- Description of work performance and experience with CDBG Realtor Services for Home Buyout and/or Acquisition Programs (within the past five years) including a list of at least three references from past local government clients or other applicable clients, with information describing the recency and relevancy of the previous performance and experience;
- Description of your firm's capacity to perform as well as resumes of all employees who will or may be assigned to provide technical assistance if your firm is awarded this Realtor Services contract, identifying current employees and proposed hires; and
- Statement substantiating the resources of the proposing entity and the ability to carry out the scope of work requested within the proposed timeline.
- **Three (3) COMPLETED & SIGNED Vendor Reference Statements. These statements must be completed and signed by the Reference.**
- ~~**Proposed Cost of Services: Please provide your cost proposal to accomplish the scope of work by activity (Realtor Services) outlined above and for any additional services required using the Cost of Services Form, Page 17.**~~

## **Section 12. Rating Criteria**

The appointed Selection Committee will consider the following criteria in evaluating responses:

- |               |                             |  |
|---------------|-----------------------------|--|
| a.            | Experience                  | Maximum Points = 40  |
| b.            | Work Performance/References | Maximum Points = 40  |
| c.            | Capacity to Perform         | Maximum Points = 20  |
| <del>d.</del> | <del>Proposed Cost</del>    | <del>Maximum Points = 20 (Omitted per this addendum)</del> |

## **Section 13. Submission Requirements**

Respondents are responsible for submitting:

**One (1) original and (5) five response copies; with all copies to include a completed copy of this specifications packet, in its entirety.**

Additionally, Respondent 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.

<https://www.co.jefferson.tx.us/Purchasing/>

### **Responses shall be mailed or delivered to:**

Jefferson County Purchasing Department  
1149 Pearl Street, 1<sup>st</sup> Floor  
Beaumont, TX 77701

### **All submissions must be received by 11:00 am CT, Wednesday, October 28, 2020.**

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

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 Respondent's Name and Address; and shall be addressed to the Purchasing Agent.**

The County requests that response submissions NOT be bound by staples or glued spines.

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

**There will NOT be a Pre-Submittal Conference for this RFQ.**

**Deadline for Questions:** In the event your firm desires additional information, Jefferson County will endeavor to provide such information; however, Jefferson County will not be responsible for any delay resulting in the respondent's inability to meet the deadline for submission of the Statement of Qualifications. Interested parties may provide written questions to Jamey West, Assistant Purchasing Agent at: [jwest@co.jefferson.tx.us](mailto:jwest@co.jefferson.tx.us).

Question responses will be made available as soon as possible and posted as addendum(s) to the on the Jefferson County Purchasing Department's website.

**The deadline for asking questions in writing or requesting additional information (in writing or in person) is 5:00 pm, Friday, October, 16, 2020.**

## Professional Realtor Services Rating Sheet (Revised)

Grant Recipient Jefferson County, Texas  
 Name of Respondent \_\_\_\_\_  
 Evaluator's Name \_\_\_\_\_  
 \_\_\_\_\_

CDBG Contract No. \_\_\_\_\_  
 Date of Rating \_\_\_\_\_  
 Evaluator's Signature: \_\_\_\_\_

**Experience -- Rate the Respondent of the Request for Qualifications (RFQ) by awarding points up to the maximum listed for each factor. Information necessary to assess the Respondent on these criteria may be gathered either from past experience with the Respondent and/or by contacting past/current clients of the Respondent.**

### Experience

<u>Factors</u>	<u>Maximum Points</u>	<b>SCORE</b>
1. Related Experience / Background with federally funded projects	5	_____
2. Related Experience / Background with specific project type (Federally-Funded Home Buyouts/Home Acquisitions)	5	_____
3. Related experience/background with specific services (Professional Realtor Services)	20	_____
4. References from current/past clients	10	_____
<b>Subtotal, Experience</b>	<b>40 possible points</b>	<b>TOTAL</b>

### Work Performance

<u>Factors</u>	<u>Maximum Points</u>	<b>SCORE</b>
1. Past client projects completed on schedule	20	_____
2. Work product is consistently of high quality with low level of errors	20	_____
<b>Subtotal, Performance</b>	<b>40 possible points</b>	<b>TOTAL</b>

### Capacity to Perform

<u>Factors</u>	<u>Maximum Points</u>	<b>SCORE</b>
1. Qualifications/Experience of Staff	5	_____
2. Present and Projected Workloads	5	_____
3. Quality of Response	5	_____
4. Demonstrated understanding of scope of the project	5	_____
<b>Subtotal, Capacity to Perform</b>	<b>20 possible points</b>	<b>TOTAL</b>

**Professional Realtor Services Rating Sheet (Revised)  
(CONTINUED)**

EVALUATOR: \_\_\_\_\_

**TOTAL SCORE**

<u>Factors</u>	<b>Maximum Points</b>	<b><u>SCORE</u></b>
<input type="checkbox"/> Experience	40	_____
<input type="checkbox"/> Work Performance	40	_____
<input type="checkbox"/> Capacity to Perform	20	_____
	<hr/> 100	<hr/>
<b>Total Score</b> _____	<b>MAXIMUM POINTS</b>	_____

SAMPLE

~~Cost of Services Form~~ Note: This Page Omitted.

~~Instructions: Cost of services must be submitted on this form. Please print clearly.~~

~~Each Respondent shall submit a proposed unit rate for realtor services (per each residence) as required for all projects under the scope of this RFQ. This unit rate shall be inclusive of all fringe, overhead, profit, insurance, bond, travel, incidental expenses, or any other costs associated with providing the respective scope of work. Each awarded Realtor/Realty Firm shall be required to submit pricing proposals as described in the scope of work as described herein.~~

<del>Cost Per Each Residence</del>	
<del>Realtor Services</del>	<del>\$ _____.</del>