

City of Beeville-----400 N. Washington

**Phone (361) 358-4641
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**Beeville, Texas 78102-3938
@BeevilleTexas**

**REQUEST FOR QUALIFICATIONS
INSURANCE BROKER SERVICES**

INSTRUCTIONS:

NOTICE IS HEREBY GIVEN that Statements of Qualifications will be received by the City of Beeville to establish a Qualified Broker List of one or more qualified respondents to provide Real Estate Broker Services on an as-needed basis.

Brief Description: The City of Beeville has determined the need for professional real estate broker services to market, sell or lease various City owned properties. The result of this solicitation is to create a list of the qualified respondents for providing real estate broker services. Responses must be in accordance with the provisions, specifications and instructions set forth herein.

Please read the entire solicitation package and submit the response in accordance with the instructions. This document (less this invitation and the instructions) and any required response documents, attachments, and submissions will constitute the response. Questions concerning this solicitation should be directed to the following project contacts:

**William A. DiLibero
City Manager's Office
400 N. Washington Street
Beeville, TX 78102**

1. RESPONSES

1.1 Three copies of the applicant's reply should be submitted in a sealed envelope on or before 4:00 pm March 2, 2017 and addressed as follows:

**REALTOR QUALIFICATIONS
City Manager's Office
400 N. Washington Street
Beeville, TX 78102**

Proposals will be opened at 10:00AM on March 3, 2017 in the City Council Chambers.

1.2 QUESTIONS. All questions regarding the contents of this solicitation, and solicitation process (including requests for ADA accommodations), shall be directed solely to the City Manager in writing via email to William.dilibero@beevilletx.org.

1.3 RESPONSIBILITY TO READ AND UNDERSTAND. Failure to read, examine and understand the solicitation will not excuse any failure to comply with the requirements of the solicitation or any resulting contract, nor shall such failure be a basis for claiming additional compensation. The City is not responsible for and will not pay any costs associated with the preparation and submission of the response. The City will not be responsible for any Respondent errors or omissions.

The City may seek clarification of the response from Respondent at any time, and failure to respond is cause for rejection. Submission of a response confers on Respondent no right to an award or to a subsequent contract. All decisions on compliance, evaluation, terms and conditions shall be made solely at our discretion and made to favor the City.

1.7 PROTESTS. If Respondent objects to any provision of the solicitation, and/or believes the City improperly rejected its response, or believes the selected list of qualified candidates is not in the City's best interests, Respondent may submit a written protest. Protests must be received within seven (7) calendar days after the protester knows or should have known of the facts giving rise to the protest. Respondent must submit the protest to the City Manager's Office.

2. EVALUATION CRITERIA

Responses will be evaluated by a screening committee comprised of City employees or authorized agents. The City staff may or may not initiate discussions with Respondents for clarification purposes. Respondents shall not initiate discussions with any City employee or official. The City reserves the right to disqualify responses that the City deems unacceptable or unqualified at its sole discretion.

2.1 The following criteria will be considered in reviewing submittals. The factors to be considered in the evaluation of responses are listed below. The City believes all these items to be of importance. The total possible number of points for each evaluation factor is shown in the parenthesis.

2.1.1 Responsiveness. (10) The City will determine whether the response complies with the instructions and includes all required elements.

2.1.2 Responsibility. (10) The City will determine whether the Respondent is one with whom it can or should do business. Factors that the City may evaluate to determine "responsibility" include, but are not limited to: past performance, references (including those found outside the response), compliance with applicable laws, Respondent's record of performance and integrity, or has been delinquent or unfaithful to any contract with the City, whether the Respondent is qualified legally to contract with the City, financial stability and the perceived ability to perform completely as specified. The City will

determine whether any failure to supply information, or the quality of the information, will result in rejection.

2.1.3 Qualifications. (10) The City will determine whether the response meet the requirements to be placed on the Qualified Broker List.

2.1.4 Experience and Capacity (40)

This will include experience in listing, marketing and selling real estate in the City of Beeville. Experience of working with and for local governments will also score higher points in this area.

2.1.5 Client References (30)

How cooperative and easy to work with was the firm during the submittal process, schedules, etc.?

How satisfied were you with the firm's point of contact?

How timely and effectively did the firm address your questions and/or concerns?

How successful was the person (firm) in selling the property(ies)?

Would you utilize this firm for other realtor needs?

Total number of possible points (100)

2.4 The City reserves the right to waive any defect or omission in any response that does not materially affect the terms of the response to this RFQ.

2.5 Further, the City reserves the right to reject any and all responses.

3. REQUIRED DOCUMENTS

Your Qualification Statement must include the following information:

3.1. The firm's legal name, copy real estate license, address, and telephone number.

3.2. The principal(s) of the firm and their experience and qualifications, and the experience and qualifications of the staff available to be assigned to the project in real estate industry and in Bee County market.

3.3. Ability to market unit. Identify tools/resources to be used in getting widest possible exposure to eligible buyers.

3.4. Three references to include the contact information, name, email, address and telephone number.

3.5. The proposed work plan and schedule for activities to be performed in a standard listing and sales project.

3.6. Signed submittal cover document.

3.7. A copy of the firm's real estate sales contract/agreement.

4. SPECIFICATIONS

4.1 REAL ESTATE SERVICES MISSION STATEMENT. We are dedicated to providing exceptional real estate services for all municipal needs.

4.2. PROJECT GOAL. To create a list of qualified brokers, from which the City of Beeville Real Estate Services Division will use for the sale or lease of City owned

property. Beeville is looking for Respondents who share our Mission and will help us meet that goal.

4.3 LISTING AGREEMENT. No binding contract will exist between the Respondent and the City until a property has been selected for sale and listed with a broker.

4.4. MINIMUM QUALIFICATIONS. Respondents must be licensed to conduct real estate transactions in the State of Texas.

4.5. RESPONSE REQUIREMENTS.

a. Respondents must submit proof they are licensed to conduct real estate transactions in the State of Texas.

b. Respondents must submit information to show they possess the knowledge, ability, professional skills and qualifications to represent the City of Beeville in real estate transactions.

c. The Respondents information should include the type and number of sale/lease transactions for residential, commercial and vacant properties, as well as examples of previous marketing materials.

5. APPROACH AND TIMELINE

The services to be provided will include the following property sale activities:

1. Marketing, including listing the property in the Multiple Listing Service (MLS)
2. Provide assistance to the City in showing available properties.
3. Prepare purchase agreement or lease.
4. Work with City to prepare for and attend closing.
5. Prepare progress reports and attend progress meetings with Department of General Services.

6. CONTRACT TERM

2 Years

7. RESPONSE FORM AND SIGNATURE

By signing and submitting this response, the Respondent certifies that:

- a) It is under no legal prohibition on contracting with the City of Beeville.
- b) It has no known, undisclosed conflicts of interest.
- c) It has read, understands, and is in compliance with the specifications, terms and conditions stated herein, as well as its attachments, and any referenced documents.
- d) It grants the City of Beeville permission to copy all parts of this Response, including without limitation any documents and/or materials copyrighted by the Respondent, for Beeville's internal use in evaluating Respondent's Response, or in response to a public records request under Texas's public records law (A.R.S. section 39-121 et. seq.) or other applicable law, subpoena, or other judicial process; provided that Beeville agrees not to change or delete any copyright or proprietary notices.

e) No offer of gifts, payments or other consideration were made to any City employee, officer, elected official, or consultant who has or may have had a role in the procurement process for the services and or goods/materials covered by this contract.

f) It will provide the materials or services specified in compliance with all Federal, State, and Local Statute and Rule if awarded by the City.

g) The signatory is an officer or duly authorized agent of the Respondent with full power and authority to submit binding Responses for the goods or services as specified herein.

h) It will accept such terms and conditions in a resulting contract if awarded by the City.

ACCEPTED AND AGREED TO:

Company Name: _____

Signature: _____

Printed Name: _____

Title: _____ Date: _____

APPENDIX A.

The City of Beeville is interested in selling the former Beeville Landfill property located at 2425 Viggo Road.

The Landfill is approximately 75 acres the majority of which contains municipal solid waste. The landfill was closed in conformance with TxCEQ regulations and TCEQ confirms the potential use of the property in the letter attached to this Appendix.

The property can be used for production of hay or for grazing. The perimeters of the property can support the construction of simple shelters. There is no water or wastewater service at the property.