



## **MEMORANDUM**

**TO:** Interested Parties

**FROM:** Esther Velazquez, Contracts and Procurement Specialist

**DATE:** May 1, 2023

**SUBJECT:** Request for Statement of Qualifications for  
Commercial Real Estate Broker Services (RFQ No. 23-07)

---

Workforce Solutions Coastal Bend (WFSCB) is requesting qualifications from experienced commercial real estate brokers or brokerage firms to provide advisory services pertaining to its office space needs in the Coastal Bend Region.

**The RFQ will be available on Monday, May 1, 2023 at 2:00 pm Central Time** and can be accessed on our website at: <https://www.workforcesolutionscb.org/about-us/procurement-opportunities/> or by contacting Esther Velazquez at 361.885.3013 or [esther.velazquez@workforcesolutionscb.org](mailto:esther.velazquez@workforcesolutionscb.org).

**Proposals are due on Monday, May 15, 2023 at 4:00 pm Central Time.** Responses should be submitted via email to [esther.velazquez@workforcesolutionscb.org](mailto:esther.velazquez@workforcesolutionscb.org) or may be hand delivered or mailed to: Workforce Solutions Coastal Bend, 400 Mann Street, Suite 800, Corpus Christi, Texas 78401.

Workforce Solutions Coastal Bend is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. Relay Texas: 1.800.735.2989 (TDD) and 1.800.735.2988 or 711 (Voice). Historically Underutilized Businesses (HUBs) are encouraged to apply.

Este documento contiene información importante sobre los requisitos, los derechos, las determinaciones y las responsabilidades del acceso a los servicios del sistema de la fuerza laboral. Hay disponibles servicios de idioma, incluida la interpretación y la traducción de documentos, sin ningún costo y a solicitud.