

# REQUEST FOR STATEMENT OF QUALIFICATIONS

*Issued by*



*For*

## COMMERCIAL REAL ESTATE BROKER SERVICES

(RFQ No. 23-07)

Proposals to be submitted to the

Coastal Bend Workforce Development Board (d.b.a. Workforce Solutions)

**Issue Date: May 1, 2023, 2:00 pm Central Time**

**Copies of the RFQ are available May 1, 2023, 2:00 pm Central Time**

**Response Submission Date: May 15, 2023, 4:00 pm Central Time**

Procurement is open and subject to the availability of funds.

A proud partner of the  American Job Center network

*Workforce Solutions is an Equal Opportunity employer/program. Historically Underutilized Businesses (HUB's) are encouraged to apply. Auxiliary aids and services are available upon request to individuals with disabilities. Telephone access is available by dialing 711 or you can also call 512.936.0342; (TDD): 1.800.735.2989, Voice 1.800.735.2988.*

This document contains vital information about requirements, rights, determinations, and/or responsibilities for accessing workforce system services. Language services, including the interpretation/translation of this document, are available free of charge upon request.

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.

This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the recipient and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it.

**Background Information:**

Workforce Solutions Coastal Bend (WFSCB) is seeking responses from qualified individuals and firms for commercial real estate brokerage advisory services for our office space needs in the Greater of Corpus Christi area and surrounding counties in the Coastal Bend Region.

WFSCB is a non-profit, tax-exempt organization that oversees workforce development programs in the eleven (11) county Coastal Bend Region. As the grant recipient and administrative entity for the Coastal Bend Service Delivery Area, WFSCB is responsible for the planning, evaluation and oversight of workforce related programs in the region. WFSCB primarily receives funding from the United States Department of Labor through the Texas Workforce Commission.

**Description of Services and Office Space Needs:**

Currently, we seek an individual or firm that is licensed in real estate in the State of Texas that can act as an intermediary related to our office space needs. The purpose of this RFQ is to solicit responses that may result in an agreement with a qualified and experienced individual/firm to obtain services. WFSCB anticipates exploring any viable alternative for providing the need for office space and may decide, after reviewing proposed sites, not to enter into any agreement. This may be more evident in the rural counties where office space is very limited. In such cases, we may consider renewing the current leases.

Depending on the geographic area and needs, we anticipate requiring office space in ranges of 4,000 to 16,000 square feet. However, we are not opposed to looking at other properties that may offer more office space if it meets our needs. The proposed office space is required to be ADA compliant. For its center operations, WFSCB desires office space that is a single-story facility, stand-alone structures or offices located within a strip shopping center setting or in an enclosed mall setting (lower level preferred). For its administrative offices, WFSCB will consider a multi-story facility.

WFSCB will consider a lease term between three (3) to five (5) years. However, depending on the extent of the buildout (if needed), a longer term may be considered. Additionally, it is preferred that the office space for center operations located in Corpus Christi must be in close proximity (walking distance) to a public transit route or station.

Expectations include the following:

That proposed office space must be ready for occupancy within three (3) to six (6) months prior to the expiration of leases currently held by WFSCB;

That all broker fees (commissions) be paid by the property owner (Landlord); and

That the Broker will summarize their property descriptions and build-out strategies, if needed, and help negotiate rates for specific properties.

**WFSCB reserves the right to contract with one or more real estate agents/brokers for services under this RFQ.**

If interested, please provide the information requested in the Required Responses section. Required Responses may be submitted either in paper or electronically. Paper submissions must contain original, wet signatures and should be mailed or hand delivered to:

Esther Velazquez  
Contracts and Procurement Specialist  
Workforce Solutions Coastal Bend  
400 Mann Street, Suite 800  
Corpus Christi, TX 78401

Electronic submissions must contain e-signatures and be sent via e-mail to Esther Velazquez at: [esther.velazquez@workforcesolutionscb.org](mailto:esther.velazquez@workforcesolutionscb.org). Upon receipt of the responses, we may conduct an on-site interview or a conference call with Respondents to determine the best representation. **The RFQ will be open until May 15, 2023**

### **Evaluation Criteria (Respondent Qualifications)**

The evaluation of Respondents will be based on the following factors: (1) years of experience providing similar services; (2) qualifications, education, and credentials; (3) direct knowledge and access to commercial real estate properties in the Coastal Bend Region; and (4) availability of resources (e.g., additional staff, on-site office, etc.).

### **Appeal Process**

All Respondents will receive notification of proposal approval or non-approval. A Respondent who wishes to protest the decision will be required to notify WFSCB's President/CEO, in writing, within fifteen (15) days from the date of the notification. The complainant letter must specify the nature of the protest and desired remedies of action. WFSCB reserves the right to determine whether the protest is valid and merits further consideration.

### **Insurance Requirements**

The Respondent awarded the work must have General Liability insurance for personal injury, bodily injury and property damage to a third party. The required minimum coverage shall be \$500,000 per occurrence or \$1,000,000 aggregate. The Respondent must submit a copy of proof of insurance, with WFSCB listed as a certificate holder, within ten (10) calendar days after notification of award of the contract.

### **Prohibited Technologies**

In accordance with the Governor's directive, all individuals joining meetings virtually or visiting WFSCB facilities in person, must adhere to the required Model Security Plan for Prohibited Technologies that seeks to protect the State's sensitive information and critical infrastructure from technology that poses a threat to the State of Texas. Prohibited devices may include cellular telephones, laptops, tablets, desktop computers, and other devices capable of internet connectivity. For a complete list of prohibited devices and apps please reference: <https://dir.texas.gov/information-security/prohibited-technologies>.

### **Cyber Security**

Contractor's cyber security standards will adhere to the Texas DIR standard, NIST, TWC WD Letters and include but are not limited to Texas Government Code 2054.077.

### **Debarment and Suspension**

To be eligible to submit a proposal under this RFQ, Respondents must not be presently debarred, suspended, or proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal or state department or agency. All Respondents submitting a proposal will be verified as to its eligibility status for receiving federal/state funds.

## Required Responses

### **Executive Summary**

Please provide an Executive Summary of no more than one page in length that outlines your proposed key strategies/methods for a search of the required office space. Real estate broker must be able to show any properties that may meet WFSCB needs. Some of these properties may not be included in your current listings and may be represented by other real estate firms. As a part of your strategies/methods information, describe your efforts to include all properties that may meet WFSCB requirements including those that may be represented by other real estate agents/firms.

### **Firm Background**

Provide background information on your firm (both its history and current status) that you deem relevant or noteworthy, in particular: provide some background on your firm's presence in the Metro Corpus Christi market, as well as the Coastal Bend Region.

### **Firm Staff**

Describe your and your staff's qualifications, experience, and training in the commercial real estate business in the Coastal Bend Region. Please attach a copy of your resume and current broker real estate license.

How many staff members would be assigned to a search of the required office space?

### **Experience**

Describe your experience in assisting similar entities, including any and all services for government agencies.

If selected, would you/your firm be willing to sign a Conflict of Interest/Disclosure Form? Yes \_\_\_\_\_ No \_\_\_\_\_

### **Compensation**

Describe your compensation structure for proposed services and what entity will compensate your firm for services rendered on WFSCB behalf.

Please attach your basic form agreement for brokerage services.

**Note: WFSCB reserves the right to also suggest properties to Broker for research and negotiations. The initial term of the agreement between WFSCB and Broker will be for a period ending on September 30, 2023. The agreement may be renewed for three (3) additional years at the discretion of the WFSCB.**

## CLIENT REFERENCES

Please furnish all information requested below, on three (3) distinct, active or past clients for whom you have provided related services. Past clients must be within the last three (3) years.

### CLIENT REFERENCE #1

Company Name:

Contact Name:

Address, City State, Zip:

Telephone Number:

Email Address:

Types of Services Provided:

Contract Term (to & from dates):

### CLIENT REFERENCE #2

Company Name:

Contact Name:

Address, City State, Zip:

Telephone Number:

Email Address:

Types of Services Provided:

Contract Term (to & from dates):

### CLIENT REFERENCE #3

Company Name:

Contact Name:

Address, City State, Zip:

Telephone Number:

Email Address:

Types of Services Provided:

Contract Term (to & from dates):