

**REQUEST FOR QUALIFICATIONS  
CITY OF ALVIN ON-CALL PROFESSIONAL REAL ESTATE BROKERS**

The City of Alvin invites the submittal of responses to a Request for Qualifications (RFQ) from experienced Real Estate Brokers for on-call professional Broker services for the marketing and sale/purchase of property.

The purpose of this RFQ is to establish the most qualified professional brokers as needed, and the duration of the broker listing may be for 3 years.

The RFQ document may be downloaded from the City Secretary Page of the City of Alvin's website at [www.alvin-tx.gov](http://www.alvin-tx.gov) or obtained in person at Alvin City Hall: 216 West Sealy, Alvin, Texas 77511.

All proposals submitted for consideration must include three (3) copies, be clearly marked on the outside of the sealed envelope with the words "2018 RFQ For Real Estate Brokers, Attention: City Secretary", and must contain the name of the company submitting the RFQ.

**RESPONSES MUST BE RECEIVED BY THE CITY SECRETARY OF THE CITY OF ALVIN NO LATER THAN 2:00 P.M. ON THURSDAY, APRIL 19, 2018. NO RESPONSES WILL BE ACCEPTED AFTER THAT DATE AND TIME.**

Respectfully Submitted,

Dixie Roberts, City Secretary

**For City Information – Not to include in advertisement:**

1<sup>st</sup> Advertisement: *The Alvin Sun*, April 8, 2018

2<sup>nd</sup> Advertisement: *The Alvin Sun*, April 15, 2018



## City of Alvin Request for Qualifications for Professional Brokers

### I. Purpose

The City of Alvin invites the submittal of responses to this Request for Qualifications (RFQ) from experienced Brokers for on-call professional Broker services for the marketing and sale/purchase of property.

### II. Services Required

The brokers selected are to have adequate experienced staffing and a work load free from constraints to effectively market property, negotiate the sale or purchase and assist with the final closing on behalf of the City of Alvin. The broker should be familiar with current land prices in Brazoria County.

The City may request services through an on-call relationship with a separate agreement for each project.

### III. Scope of Work

The scope of services will be determined by individual project needs. The scope will be on going and as needed. Selection of a firm, by the City, in response to this Request does not guarantee that professional services will be required. The City also maintains sole discretion in assigning projects, if any, to selected firms. The purpose of this RFQ is to establish the most qualified firms for on-call services as needed.

### IV. Submission

Submissions must be limited to three (3) copies, 8.5-inch x 11-inch single-sided pages, inclusive of cover letter; Cover page does not count toward the page limit. Responses must be received at the City of Alvin – City Hall, City Secretary's Office, 216 West Sealy, Alvin, Texas 77511, no later than **2:00 p.m., Thursday, April 19, 2018**. In the interest of fairness to all firms submitting Qualification documents and to allow for the City's timely review, RFQs received after the scheduled receipt time will not be accepted. All RFQs received become the property of the City and will not be returned. Faxed or e-mailed documents will not be accepted. A total of three (3) hard copies and one (1) electronic copy must be submitted in a sealed envelope labeled as "2018 RFQ for Real Estate Brokers".

### V. Proposal Requirements

Each submittal must address, but not limited to, the following issues:

1. Firm name, including the address of all firm offices, identifying in which office the work will be performed.
2. Name, position, phone number of primary contact person.
3. Names of broker(s) in the firm and number of years firm has been in business.
4. Marketing approach to selling property.
5. Number of staff and titles in the office that will be working on behalf of the City.
6. Amount of professional liability insurance coverage carried by the firm.
7. Any other items which the broker deems necessary.

Each submittal should provide a brief summary detailing the experience and understanding of the role of providing professional real estate services. This summary should include example prior sales and list a minimum of three (3) professional references.

## **VI. Evaluation Process**

After the deadline of receipt of RFQ's, an evaluation committee made up of City staff will review all proposals utilizing the evaluation criteria noted below.

Based on the committee's review, it is expected that several firms will be short listed for further consideration and may be required to submit supplemental information.

## **VII. Evaluation Criteria**

The following criteria and rating points (100-point maximum) will generally be used to evaluate the RFQ.

Description	Maximum Points
Demonstrate competence on previous sales in and around the City of Alvin	0-25 Points
Reputation for professional integrity and competence	0-15 Points
Key personnel's professional background, caliber and ability for the land projects	0-15 Points
Quality and quantity of transactions over the past year	0-25 Points
Familiarity with the proximity of the geographical location of the City	0-20 Points

## **VIII. Basis of Selection**

The City of Alvin will create a list of qualified brokers based on the following to create a list of potential brokers:

- Demonstrated competence, experience, knowledge and qualifications.
- Rating points bases on the evaluation criteria by the City staff.

## **IX. Duration Term**

It is anticipated that the duration of the broker listing may be for 3 years or extended by the City.

Questions regarding this request should be directed in writing to City Secretary Dixie Roberts at [droboterts@cityofalvin.com](mailto:droboterts@cityofalvin.com) no later than one week before the RFQ due date. Maintaining the integrity of the RFQ process is of paramount importance for the City. To this end, do not contact any members of City Council or City Staff, other than the City Secretary, regarding the subject matter of this RFQ until selection has been made. All clarifications and interpretations shall be in writing.

This RFQ does not commit the City to pay for any direct and/or indirect costs incurred in the preparation of the RFQ and/or presentation of submittal.

The City reserves the right to reject any and all submittals, and to waive all technicalities. The right is reserved to utilize a firm that as considered to be the most advantageous to the City.

#### **X. Award**

The City reserves the right to negotiate with any and all firms that submit qualifications.

The engagement process is summarized as follows:

- Requests for Qualifications (RFQ) will be published as legal notices in the local paper (The Alvin Sun/Advertiser).
- The City will open and review submittals.
- The Review Committee shall rank submissions according to the qualifications criteria and prepare a list of potential firms.
- The Review Committee may, at its discretion, request proposing firms to be interviewed if needed.
- The listing of qualified firms will be on file in the City Secretary's office.