

**REQUEST FOR QUALIFICATIONS
ARANSAS COUNTY APPRAISAL DISTRICT PROFESSIONAL REAL
ESTATE BROKER**

The Aransas County Appraisal District invites the submittal of responses to a Request for Qualifications (RFQ) from experienced Real Estate Brokers for professional Broker services for the marketing and sale/purchase of property located at 601 S. CHURCH ROCKPORT TX 78382.

The purpose of this RFQ is to identify a qualified professional broker. The RFQ document may be obtained by emailing a request to Michael Soto at email mikes@aransascad.org.

All proposals submitted for consideration must include two (2) copies, be clearly marked on the outside of the sealed envelope with the following:

2018 RFQ for Real Estate Broker Services
Aransas County Appraisal District
Attention: Michael Soto
11 Highway 35 North
Rockport, Texas 78382

RESPONSES MUST BE RECEIVED BY ARANSAS COUNTY APPRAISAL DISTRICT 11 HWY 35 N ROCKPORT TX 78382 NO LATER THAN 10AM ON APRIL 29TH 2019. NO RESPONSES WILL BE ACCEPTED AFTER THAT DATE AND TIME.

Aransas County Appraisal District Request for Qualifications for Professional Real Estate Brokers

I. Purpose

The Aransas County Appraisal District invites the submittal of responses to this Request for Qualifications (RFQ) from experienced Brokers professional Broker services for the marketing and sale/purchase of property [601 S CHURCH, ROCKPORT TX 78382].

II. Services Required

The broker selected is to have adequate experienced staffing and a work load free from constraints to effectively market property, negotiate the sale and assist with the final closing on behalf of the Aransas County Appraisal District. The broker should be familiar with current land prices in Aransas County.

III. Submission

Submissions must be limited to five (5), 8.5-inch x 11-inch single-sided pages. Responses must be received at the Aransas County Appraisal District Office, 11 Highway 35 North, Rockport, Texas 78381, Attention: Michael Soto, no later than 10 AM, **APRIL 29TH 2019**. In the interest of fairness to all firms submitting Qualification documents and to allow for the Appraisal District's timely review, RFQs received after the scheduled receipt time will not be accepted. All RFQs received become the property of the Appraisal District and will not be returned. Faxed or e-mailed documents will not be accepted. A total of two (2) hard copies must be submitted in a sealed envelope labeled as "2018 RFQ for Real Estate Brokers".

IV. 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 Aransas County Appraisal District.
6. Amount of professional liability insurance coverage carried by the firm.
7. The Certifications listed in Article IX.
8. 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 two (2) professional references.

V. Evaluation Process

After the deadline of receipt of RFQ's, the Appraisal District Board or an individual or individuals designated by the Board, will review all proposals utilizing the evaluation criteria noted below.

VI. Evaluation Criteria

The following criteria will generally be used to evaluate the RFQ.

Approach to Marketing the Property
Key personnel's professional background and experience
Quality and quantity of transactions over the past year
Familiarity with the applicable real estate market

VII. Duration Term

It is anticipated that the duration of the broker listing may be for 3 months. The Aransas County Appraisal District reserves the right to extend the duration of the broker listing.

Questions regarding this request should be directed in writing to Mike Soto at mikes@aransascad.org no later than one week before the RFQ due date. Please do not contact any members of Aransas County Board of Directors regarding the subject matter of this RFQ until selection has been made.

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

The Appraisal District 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 Appraisal District.

VIII. Award

The Aransas County Appraisal District reserves the right to negotiate with any and all firms that submit qualifications.

IX. FORM 1295 and COI Questionnaire

State of Texas Local Government Code (Chapter 2252) states that CAD may not enter into a contract with a business entity unless and until the business entity has submitted a Certificate of Interested Parties (hereafter referred to as "Form 1295") to CAD for filing with the Texas Ethics Commission (hereafter referred to as "TEC"). Instructions for completing this form are included at https://www.ethics.state.tx.us/whatsnew/elf_info.form1295.htm. Form 1295 **must be submitted with your Proposal.**

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1481, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of person who has a business relationship with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

Name of Officer

This section (Item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes No

D. Describe each employment or business relationship with the local government officer named in this section.

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Signature of person doing business with the governmental entity

Date