



## **Brooks Real Estate & Land Appraisal Services**

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### **Request for Qualifications**

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#### **Vision Statement**

*A San Antonio Community attracting local, national and international investment to achieve world-class opportunities that transform the campus, surrounding neighborhoods and the region, while respecting our rich and vibrant history.*

#### **Mission Statement**

*Our mission is to promote and develop a vibrant, sustainable community that serves as a catalyst for progressive economic development and regional prosperity.*

#### **Brand Statement**

*Brooks is a dynamic San Antonio community, rich in history and strategically located where you can Live, Work, Learn, Play, and Stay.*



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**REQUEST FOR QUALIFICATIONS (RFQ)  
FOR  
BROOKS REAL ESTATE & LAND APPRAISAL**

**I. GENERAL INFORMATION**

Brooks Development Authority (Brooks) is a development authority and political subdivision of the state of Texas, formed under Chapter 379B of the Local Government Code of the state of Texas. Brooks oversees the redevelopment of approximately 1,300 acres of land, facilities, infrastructure, greenspace, etc. and is located in Bexar County, Texas within the current boundaries of the City of San Antonio. Brooks' mission is to promote and develop a vibrant, sustainable community that serves as a catalyst for progressive economic development and regional prosperity.

Brooks is releasing this RFQ to solicit proposals from a professional firm, whom is a member of the American Institute of Real Estate Appraisers, for Brooks Real Estate & Land Appraisal Services. The term of the agreement will be a three (3) years with two (2), one (1) year renewal options upon mutual consent of both parties.

**II. VENDOR CONTACT INFORMATION**

1. Provide the following information regarding the Respondent:

<b>VENDOR NAME:</b>			
<b>REMIT TO ADDRESS:</b>		<b>CITY:</b>	
<b>STATE:</b>		<b>STATE:</b>	
<b>ZIP:</b>	<b>PHONE:</b>	<b>FAX:</b>	<b>POINT OF CONTACT:</b>
<b>FEDERAL ID NUMBER (PROVIDE COPY OF W9):</b>		<b>POINT OF CONTACT EMAIL</b>	



### **III. SCOPE OF SERVICES**

**For the following scope of services, respondents will incorporate Brooks' core values as a guidance tool to develop an ongoing program that addresses:**

- **Know it is bigger than us.**
- **Think big and fantastic!**
- **Stop. Collaborate & Listen.**
- **Own it.**
- **Get it done!**

Brooks is soliciting the services of a professional consultant, whom is a member of the American Institute of Real Estate Appraisers, to provide consulting and appraisal services of the Brooks Campus, as described below, located in San Antonio, Bexar County, Texas.

Provide appraisal reports for the following:

- 1 - Multifamily complexes
- 1 - Full service hotel
- 41 - Existing buildings
- 24 - Tracks of land consisting of covering approximately 699 acres in multiple parcels
  - Approximately 642 acres of land on the Brooks Campus
  - Approximately 57 acres of offsite land

Consultant shall:

1. Conduct on-site visits of interior and exterior structures;
2. Inspect and photograph all comparable sales and competitive developments;
3. Provide an inferred market analysis for most, if not all, of the property types; and
4. Provide a sales comparison approach and/or subdivision approach, depending on which type of property is being appraised.

Note: Appraiser shall use all approaches necessary to develop a credible opinion of value.

### **IV. SCORING CRITERIA**

<b>CRITERIA</b>	<b>WEIGHTS</b>
<b>Work Plan</b>	30 Points
<b>Past Performance</b>	30 Points
<b>Proposed Key Personnel/Organizational Chart</b>	20 Points
<b>Small Business Economic Development Advocacy</b>	20 Points



**1. Work Plan (30 Points)**

Respondent shall provide a work plan presenting how the services described in Section II of the RFQ will be provided. At a minimum, the work plan shall include the following:

- a. Respondents understanding of the services to be provided;
- b. The Respondents approach to managing the performance of work including, overall organization and support resources; and
- c. The tasks and methods to be utilized in completing the required services.

**2. Past Performance (30 Points)**

Respondent shall provide an overview of its experience rendering services similar to those outlined in Section III of the RFQ and how that experience is relative to this RFQ. Include history of how respondent's proposed team worked together on each project.

Respondent shall provide three verifiable references to include the project name and point of contact information for each project.

**3. Proposed Key Personnel/Organizational Chart (20 Points)**

Respondent's key personnel included in this section are expected to be the same personnel that shall be assigned to the Brooks Project. Respondents shall provide a detailed organizational chart of its firm, identifying key personnel who shall be committed to work on this project. In addition, Respondents shall provide a narrative description of its organizational chart, describing the proposed assignments, roles and responsibilities, lines of authority and communication for each team member to be directly involved with the Brooks project. The Respondent must be a member of the American Institute of Real Estate Appraisers and shall provide proof of licensure.

Provide a narrative describing Respondent's team (prime and sub consultant) qualifications as they relate to providing real estate and appraisal services. Include the profile for each firm on the team with its age, firm size, areas of specialty, the type firm (partnership, Professional Corporation etc.), and the number of projects worked on as a team.

Please note: The work plan provided by the Respondent will be incorporated into the contract. During the term of the contract, and any renewals thereof, any unjustified failure to use, modification or elimination of without replacing with a firm performing the same commercially useful function and percentage of work, or failure to use a firm



listed on the work plan shall constitute a material breach of the contract and could be grounds for termination of the agreement.

**4. Small Business Economic Development Advocacy (SBEDA) (20 Points)**

a. *It is the policy of Brooks to encourage involvement of qualified Small, Woman, Minority-Owned Business Enterprises (SWMBE) and Local Business Enterprises in soliciting and awarding competitive contracts in accordance with the specific goals adopted by the Brooks Board of Directors.*

b. **Brooks has established the following overall contracting goals:**

- **SBE (Small Business Enterprise) 50%**
- **MBE (Minority Owned Business) 31%**
- **WBE (Women-Owned Business) 10%**
- **AABE (African-American Owned Business) 2.2%**

c. Identify all solicited contracting areas, actual or anticipated (use additional sheets as needed).

COMPANY NAME & TRADE AREA	EST. PERCENTAGE/DOLLAR AMOUNT	DBE (Y/N)	SCTRCA M/WBE CERTIFICATION NUMBER

Please note: Only companies certified by the South Central Texas Regional Certification Agency (SCTRCA) can be counted towards the contracting goals. If not certified, please call the SCTRCA at (210) 227-4722, or Lucinda Massey, Procurement Manager, at 210-678-3322. Proof of certification must be submitted utilizing, in part or in whole, a SWMBE firm.

d. **Business Location**

- Where is the Respondents Headquarters?
- How many employees are located at the Respondents Headquarters?
- If the Respondent’s Headquarters is not located in San Antonio; how many employees are located in San Antonio?



**V. GENERAL EVALUATION PROCESS CRITERIA**

Brooks will conduct a comprehensive, fair and impartial evaluation of all submittals received in response to this RFQ. An evaluation team will be established to evaluate the proposals. The team will include employees of Brooks and may include other impartial individuals who are not Brooks employees. The evaluation team may select all, some or none of the Respondents for interviews. If Brooks elects to conduct interviews, Respondents **may be** interviewed and re-scored based upon these same criteria, or other criteria to be determined by the evaluation team. Brooks may also request additional information from Respondents at any time prior to final approval of a selected respondent. Brooks reserves the right to select one, more than one, or none of the Respondents to provide services. Final approval of a selected Respondent is subject to the action of the Brooks Board of Directors. Brooks shall require that all Respondents provide the qualifications and licenses for the services to be provided.

**VI. SCHEDULE**

The proposal phase schedule is as follows:

<b>Task</b>	<b>Date and Time</b>
Release RFQ	8/26/2019
*Non-Mandatory Pre-Proposal Meeting	9/10/2019 – 10:00 a.m.
**All Questions Due	9/12/2019 – 10:00 a.m.
Post Questions/Answers	9/13/2019 – 4:00 p.m.
Proposals Due	9/20/2019 – 10:00 a.m.

\*The Non-Mandatory Pre-Proposal Meeting will be held at the Brooks Main Office located at (3201 Sidney Brooks, San Antonio, TX 78235). Directions are posted on the Brooks website.

\*\*All inquiries shall be submitted in writing to Lucynda Massey by email to [lucynda@livebrooks.com](mailto:lucynda@livebrooks.com) or facsimile to (210) 678-3339.

**VII. PROCEDURES FOR SUBMISSION**

Interested individuals and/or firms are invited to submit the following:

1. RFQ must be typewritten or computer generated. Handwritten RFQ's will not be accepted. Proposals, without attachments (i.e., resumes, copies of previous work, reports, etc.), should not be greater than 30 pages (8 1/2 x 11). Font should be legible, no less than 12pt, and all paragraphs single spaced.



- Brooks requests that only relevant information to the type of project be included.
  - Vast amounts of marketing material are discouraged and will count toward the 30 page maximum.
  - The Attachments do not count toward the 30 page limit.
2. Each RESPONDENT must submit:
- Two (2) bound hard copies of the proposal (including attachments). Brooks requests that appendices not be manipulated with software. The original set of documents must be signed by a person with the authority to bind the Respondent to a legal document; and
  - One (1) USB drive containing the proposal (**without attachments**) which specifically address the criteria as referenced on page 8-12; limited to 30 pages (**Do not include copies of the Attachments on the USB drive. It is the responsibility of the bidder to ensure that all copies on the USB drives are readable and not corrupt**).
3. RFQ must be submitted in a sealed envelope prior to 10:00 am on September 20, 2019 (**SUBMISSIONS WILL NOT BE ACCEPTED AFTER THIS DEADLINE. SUBMISSIONS TRANSMITTED BY FAX OR EMAIL WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES**), marked on the outside as follows:

Brooks Proposal #08262019-006  
Attn: Lucynda Massey  
Procurement Manager  
3201 Sidney Brooks  
San Antonio, Texas 78235

- Brooks reserves the right to reject any or all Proposals and reserves the right to issue a subsequent RFQ or cancel the entire RFQ process. Brooks reserves the right to contact any Respondent for clarification after responses are opened and/or to further negotiate with any Respondent if such clarification is deemed desirable by Brooks. Brooks reserves the right to evaluate the responses submitted, to waive any informalities and irregularities therein, or to reject any or all submittals should it be deemed in Brooks' best interest. Brooks reserves the right to negotiate with any, all or none of the Respondents.
- All Proposals and any related documents received in response to this Request for Proposal shall become the property of Brooks without any restriction on usage and





are non-returnable. Respondent may maintain a copy of any such material for their records. Brooks shall own the entire copyright of whatever nature or extent and in all media whatsoever to any documents (records) produced through the expenditure of public funds as provided by Section 201.005, Texas Local Government Code.

**VIII. ADDITIONAL INFORMATION (ATTACHMENTS)**

In addition to responding to the criteria, the Respondent must provide the following attachments with the proposal:

1. Attachment I – W9
2. Attachment II - Insurance Requirements
3. Attachment III - Indemnification Requirements
4. Attachment IV - Certificate of Interested Parties

**IX. POST AWARD**

Upon award of a contract, the awarded respondent must complete and agree to the terms of the following documents:

1. Contractor's Vendor Profile
2. Debarment and Suspension Certification
3. Confidentiality Statement
4. Ethics Ordinance Required Disclosure
5. Conflict of Interest