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Request For Qualifications For Real Estate Broker Services

Workforce Resource, Inc. dba. Workforce Solutions North Texas
1501 Midwestern Pkwy, Suite 101
Wichita Falls, Texas 76302
(940) 767-1432
Email: Wbs@ntxworksolutions.org

RFQ 2024-012

Procurement Schedule

Issuance of RFQ	March 7, 2024
Deadline for Written Questions	March 14, 2024
WSNT Posts Response to Written Questions	March 19, 2024
Response Deadline	March 26, 2024 by 4:00 pm CDT
Tentative Award Announcement	On or about April 26, 2024
Contract Start Date	To be Negotiated

Workforce Solutions North Texas is an Equal Opportunity Employer/Program Auxiliary Aids and Services are available upon request to individuals with disabilities Relay TX: 711 or 1-800-735-2988 (Voice) or 1-800-735-2989 (TDD)

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1. General Information

1.1 Introduction

Workforce Resource dba Workforce Solutions North Texas Board (WSNT) is a 501(c) (3) Non-profit Corporation that administers workforce development services funded by the Texas Workforce Commission (TWC) for the 11-county North Texas workforce development area, which consists of Archer, Baylor, Clay, Cottle, Foard, Hardeman, Jack, Montague, Wichita, Wilbarger, and Young counties.

WSNT is one of 28 local workforce development boards established by the Texas Legislature in 1995. Workforce Solutions North Texas is governed by a 29-member Board of Directors and the Chief Elected Officials of the 11-county region. Board members represent business, education, labor, community-based organizations, economic development, vocational rehabilitation, public assistance, and the public employment service. WSNT is responsible for planning and oversight of workforce development activities in the local workforce development area. It also serves as the designated administrative entity and grant recipient for federal and state workforce development funds allocated to the local area. WSNT is the administrative entity for four Workforce Solutions Centers, plus a mobile unit, which provides services to residents of North Texas.

1.2 Scope

The Workforce Resource, Inc., d.b.a. Workforce Solutions North Texas (WSNT) is seeking proposals from qualified real estate brokers/firms to provide real estate advisory services and commercial leasing agent representation on behalf of WSNT.

1.3 Point of Contact

Procurement Contact: **Sharon Hulcy**

Board Address:

Workforce Solutions North Texas
1501 Midwestern Pkwy, Suite 101
Wichita Falls, Texas 76302

Email Address: wsb@ntxworksolutions.org

1.4 Procurement Schedule

All dates are subject to change at WSNT's discretion.

Issuance of RFQ	March 7, 2024
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1.5 Amendments and Announcements

WSNT will post all official communication regarding this RFQ, including notice of tentative award, on the WSNT’s website at <https://ntxworksolutions.org/business-opportunities/>. WSNT reserves the right to revise the RFQ at any time. Responses must comply with any changes, amendments, or clarifications posted to WSNT’s website prior to the date the Response is due. **It is the responsibility of interested parties to periodically check the WSNT website for updates to the procurement prior to submitting a Response.**

1.6 Eligible Respondents

- Organizations able to meet the technical specifications for quality and other terms of this RFQ.
- Be a licensed broker in the State of Texas.
- Not be debarred and/or suspended from conducting business with federal and state funded agencies.

1.7 Governing Provisions and Limitations

The following provisions and limitations apply to this Request for Qualifications.

- WSNT is under no obligation to execute a contract(s) on the basis of any information received. Furthermore, this RFQ does not commit WSNT to pay for any costs incurred in the preparation of a response.
- WSNT reserves the right to accept or reject any or all information received, to cancel this RFQ in part or in its entirety, or to reissue this RFQ.
- WSNT is not responsible for any costs incurred in services provided by Respondents, prior to the commencement date of any contract.
- WSNT reserves the right to contact any individual, agencies or customers listed in a response to the RFQ, to contact others who have experience and/or knowledge of the Respondent’s relevant performance and/or qualifications and to request additional information from any and all Respondents.
- WSNT reserves the right to negotiate the terms of any and all purchase agreements with Respondents selected and such agreements negotiated as a result of this RFQ may be re-negotiated and/or amended in order to successfully meet the needs of the local workforce development area.
- WSNT reserves the right to withdraw or reduce the amount of the award, or to cancel any contract resulting from this procurement if adequate

funding is not received from TWC.

- Solicitation and selection of providers must conform to relevant state and federal laws and regulations and local policies governing procurement of supplies, equipment and any type of services. Successful Respondents will be responsible for familiarizing themselves with applicable laws and regulations.
- Respondents shall not, under penalty of law, offer or provide any gratuities, favors or anything of monetary value to any officer, member, employee or agent of WSNT for the purpose of having the effect of influencing favorable disposition toward their own application or any other application submitted hereunder.
- Respondents shall not attempt in any manner to advocate for, lobby or otherwise attempt to influence any officer, Workforce Board of Directors, employee, application evaluator, or agent of WSNT or elected official for purposes of having an influencing effect on this procurement.
- No officer, Workforce Board of Directors, employee, application evaluator, or agent of WSNT shall participate in the selection, award or administration of a contract supported by workforce development funds if a conflict of interest, or potential conflict, is involved.
- Respondents shall not engage in any activity that will restrict or eliminate competition. Violation of this provision may cause a Respondent's application to be disqualified and rejected. This does not preclude joint ventures or subcontracts.
- A contract with a selected Respondent may be withheld, at the sole discretion of WSNT, if issues of contract or questions of non-compliance, questioned/disallowed costs, audit/monitoring findings or legal issues exist, until such issues are satisfactorily resolved. WSNT may withdraw the award of a contract if the resolution is not satisfactory to WSNT.
- Under Texas Government Code Section 552.003, WSNT is subject to the Texas Public Information Act and the information provided in response to this RFQ will be made accessible to the public. If a Respondent believes that any information contained in its application qualifies for an exception to the Public Information Act, it must clearly indicate which information is deemed confidential and clearly state the grounds for the exception.

1.8 Historically Underutilized Businesses

State and federal program subrecipients are required to make a good faith effort to contract with, or make purchases from, historically underutilized (disadvantaged) businesses certified by the State of Texas, as that term is defined by state law in the Texas Government Code, Title 10, Subtitle D, Chapter 2161.

2. Services Solicited

2.1 Scope of Work

It is the intention of WSNT to enter into an agreement with a qualified broker or brokerage firm to provide real estate advisory services and commercial leasing agent representation on behalf of WSNT. Services will be on an as-needed basis throughout the contract period. WSNT has multiple locations throughout our eleven-county region consisting of administrative offices and workforce centers. It is the intent of WSNT to locate workforce centers in highly visible locations to maximize customer utilization.

2.2 General Requirements

The services shall consist of providing expert professional real estate advisory services and representation to include but not be limited to market analysis and advisory services in regard to commercial real estate office leasing. The contractor will be requested to prepare draft and final reports documenting findings and recommendations. Final reports may incorporate WSNT comments and final disposition.

The Real Estate Broker shall:

- Demonstrate experience in all aspects of commercial real estate property leasing.
- Be a licensed broker in the State of Texas.
- Comply with Federal, State and local laws.
- Meet and/or exceed all federal, state and local licensing requirements and not have been sanctioned or barred from practicing in the real estate field.
- Have a minimum of five years of experience as a commercial real estate broker.
- Have membership in one or more associations of Realtors which provides the broker/agent with the ability to access exclusive and non-exclusive listing services.

Professional real estate services to be provided on a general basis may include, but not necessarily be limited to, the following:

- Analyze commercial real estate markets from regional, municipal and neighborhood perspectives.
- Assess the development potential of individual properties, with due consideration to marketing, zoning and constraints. Assessments might include physical development concepts and feasibility analyses. Will also include presenting potential opportunities to WSNT for their review.
- Advise on negotiating and structuring specific transactions and relationships with potential business partners, including other public-

sector entities.

- Advise on leasing strategies for office space as well as on property management issues. Services might include retail planning and performance analyses and tenant mix studies, identifying and negotiating with potential leaseholder's lease terms and build to suit terms.
- Analyze and evaluate all offers presented on subject properties and provide written recommendation to WSNT.
- Function as WSNT's representative in all real estate transactions.
- Maintain files on all real estate transactions.
- Provide assistance with lease audits and occupancy cost analysis.
- Attend WSNT meetings and report to the Executive Director or other designated WSNT personnel, as necessary.

3. Response Requirements

3.1 Questions

Respondents will submit questions via email to wsb@ntxworksolutions.org. Questions must be submitted by March 14, 2024. Answers will be posted on the <https://ntxworksolutions.org/business-opportunities/> on or about March 19, 2024. This ensures all interested Respondents are informed on an equitable basis.

3.2 Format for Written Questions

All questions and comments regarding this RFQ must:

- Be submitted electronically to wsb@ntxworksolutions.org; and
- Reference the appropriate RFQ page and section number.

3.3 Response to Written Questions

WSNT will post responses to written questions on the <https://ntxworksolutions.org/business-opportunities/>. Once posted, responses are binding on both WSNT and any Respondents.

3.4 Response Instructions

Respondent must complete **Attachment A** and provide supporting documentation in strict accordance with these instructions.

3.5 Delivery of Responses

Submit the Response to the WSNT Point of Contact no later than the due date and time stated. All submissions will be date and time stamped when email is received by WSNT. Late email Responses will not be considered under any circumstances. A receipt email will be issued by the WSNT administrative office. All Responses become the property of WSNT after submission.

3.6 Amendments, Withdrawals

Respondent may amend or withdraw their bid either in person or by written request at any time prior to the due date.

3.7 Debriefing and Appeals

3.7.1 Debriefing

The purpose of a debriefing is to promote the exchange of information, explain the Board Proposal evaluation system, and help unsuccessful Respondents understand why they were not selected.

Procurement staff will meet with the requesting party and review the Board RFP evaluation process and how the proposal was scored or ranked. Respondents can gain a better understanding of the Board procurement processes and how to improve their proposals, while staff get direct feedback to help improve future procurements.

3.7.2 Request for Debriefing

Respondents who desire a debriefing must submit a written request within three (3) workdays of the receipt of the Board's notification of the procurement decision. In the debriefing, the Respondent will obtain information on the procurement process and how its proposal was reviewed and ranked. The Board shall acknowledge receipt of the request for debriefing in writing within three (3) workdays of receipt, along with the date and time of the scheduled debriefing. The debriefing shall be scheduled as soon as possible, and no later than 10 workdays from the written receipt of the request for debriefing. Debriefings will take place at the Board office in Wichita Falls, Texas.

3.7.3 Written Request for Appeal

A debriefing is required prior to submission of an appeal request. If after the debriefing, the requesting party chooses to appeal, it must submit to the Board a written request for appeal within 14 calendar days of the debriefing. This written request must clearly state that it is an appeal and identify:

- The funding decision being appealed (i.e., specific date of RFP or RFQ, and the Board action);
- The name, address, phone, email address and fax number (if available) of the appealing party;
- Remedies being requested; and
- The grounds of the appeal.

All grounds to be considered for the appeal must be stated in the written request for appeal. The request for appeal must be sent by registered mail or hand delivered (a receipt will be issued), clearly identified externally as "Dated Material" and addressed to:

Lisa McDaniel, Executive Director
Workforce Solutions North Texas
1501 Midwestern Pkwy, Ste 101
Wichita Falls, Texas 76302

Fax or e-mail notices will NOT be accepted. Written acknowledgment of receipt of the request for appeal will be provided to the appealing party within five workdays of receipt of the request.

3.7.4 Formal Hearing and Final Decision

A formal appeal hearing shall be conducted within fifteen workdays of the date of the request for appeal. The formal hearing of the appeal will be conducted by the Board Executive Director or designee. Consideration will be given to the written appeal information presented and additional information provided during the formal hearing. Additional information may be requested during the hearing by the hearing officer. After full review, an appeal decision will be rendered in writing not later than sixty calendar days from the date of the written request for appeal. The decision shall be the final decision and end the appeal process at the local level.

4. Evaluation

WSNT will award the contract to the Respondent that submits a bid which represents the "best value." Best Value will be determined by a combination of favorable attributes including:

- Ability of the Broker(s) to meet or exceed the requirements defined in the RFQ,
- Respondent's experience,
- Respondent's qualifications, and
- References

Attachment A Real Estate Broker RFQ Response Template

1. Provide background information on your firm (both its history and current status) that you deem relevant or noteworthy, including background on your firm’s presence in the following counties – Wichita, Wilbarger, Young and Montague.

2. Describe your staff’s qualifications, experience, and training in the commercial real estate business in the following counties – Wichita, Wilbarger, Young and Montague. Please attach a copy of current broker real estate licenses.

3. Briefly describe your experience in assisting similar entities, including services for government agencies.

4. List three (3) references where and when your firm provided similar services. Please provide names and contact information for each reference in the following format.

REFERENCE #1:
Company Name _____
Contact Name _____
Address, City, State, Zip _____
Phone Number _____
Fax Number _____
E-Mail Address _____
Types of Services Provided _____
Contract Term (To/From) Dates _____

REFERENCE #2:
Company Name _____
Contact Name _____
Address, City, State, Zip _____
Phone Number _____
Fax Number _____
E-Mail Address _____
Types of Services Provided _____
Contract Term (To/From) Dates _____

REFERENCE #3:

Company Name _____

Contact Name _____

Address, City, State, Zip _____

Phone Number _____

Fax Number _____

E-Mail Address _____

Types of Services Provided _____

Contract Term (To/From) Dates _____

5. The Real estate broker must be able to show any properties that may meet WSNT's needs. Some of these properties may not be included in your current listings and may be represented by other real estate firms. Describe your efforts to include all properties that may meet WSNT requirements including those that may be represented by other real estate agents/firms.

6. WSNT may suggest properties for the broker for research and negotiations. Would there be a problem if this occurs?

Yes _____ No _____

7. If selected, would you/your firm be willing to sign a Conflict of Interest/ Disclosure Form?

Yes _____ No _____

8. Describe your compensation structure for proposed services and what entity will compensate your firm for services rendered on WSNT's behalf.

9. Please attach your basic form agreement for brokerage services.

10. If you are a Historically Underutilized Business (HUB), please attach your certification.