

INVITATION

The Mental Health Mental Retardation Authority of Harris County (MHMRA) is accepting Request for Qualifications (RFQ) from vendors/firms experienced in providing **Real Estate Brokerage Services** for public real properties. MHMRA is in need of such services for the sale of MHMRA real property located at **10913 Cullen Boulevard, Houston, TX 77048**. The vendor/firm should have knowledge and experience in the area of the city in which the property is located.

MHMRA invites your firm to submit a RFQ. If you are interested in submitting a RFQ, please adhere to the ***General Instructions and Requirements*** as outlined in the enclosed Request for Qualification.

Vendors/Firms shall pay particular attention to all **INSTRUCTIONS, REQUIREMENTS and DEADLINES** indicated in the attached documents and should govern themselves accordingly.

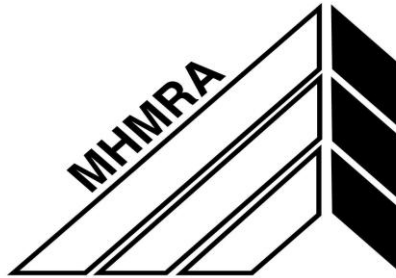
In accepting RFQs, MHMRA reserves the right to reject any and all RFQs and to waive any requirements in order to take the action, which it deems to be in the best interest of MHMRA.

We greatly appreciate your efforts and look forward to reviewing your submission.



Nina M. Cook, MBA, CPPB
Purchasing Manager
MHMRA of Harris County

Request for Qualifications



**MENTAL HEALTH AND MENTAL RETARDATION
AUTHORITY OF HARRIS COUNTY**

Real Estate Brokerage Services for 10913 Cullen Blvd., Houston, TX 77048, a Public Property

Project Number: 12/0001

July 2011

**MHMRA of Harris County
Purchasing Department
7011 Southwest Freeway
Houston, Texas 77074**

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**REQUEST FOR QUALIFICATIONS
NOTICE TO INTERESTED REAL ESTATE BROKERAGE FIRMS**

SECTION I. - OVERVIEW

MHMRA of Harris County is seeking a qualified vendor/firm to provide Real Estate Brokerage Services experienced in the sale of public property. The property is located at **10913 Cullen Blvd., Houston, TX 77048**

The Mental Health Mental Retardation Authority of Harris County (MHMRA) is a Community Center in Houston, Harris County, Texas providing Behavioral Health Services to approximately (25) twenty-five to (30) thirty thousand Harris County residents each year. The Mental Health Mental Retardation Authority of Harris County, (MHMRA) is dedicated to assisting Harris County residents who are diagnosed with mental disabilities to reach their potential and attain their rightful place as contributing members of our community.

The Mental Health Mental Retardation Authority of Harris County (MHMRA) invites interested and qualified vendors/firms to respond to this RFQ for the provision of **REAL ESTATE BROKERAGE SERVICES with experience in the area in which the property is located.** The Agency has fixed pricing budgets and all pricing proposed should remain fixed for the duration of the contract. Our goal is to employ best practices and cost effectiveness.

POINT OF CONTACT

Any questions relating to RFQ specifications must be submitted in writing and emailed to the attention of:

Sharon Brauner, C.P.M.
Buyer III
MHMRA Purchasing Department
Office: (713) 970 – 7279
Email: sharon.brauner@mhmraharris.org

CC:

Nina M. Cook, MBA, CPPB
Purchasing Manager
Office: (713) 970 – 7287
Fax: (713) 970 – 7682
Email: nina.cook@mhmraharris.org

SECTION II. RFQ SCHEDULE

Anticipated Timeline:

TASK	DATE
Release of RFQ to Prospective Firms	Thursday, 8/4/11
RFQ Question & Answer Period	
<i>Receive Questions From Prospective vendor/firms</i>	Wednesday, 8/10/11, COB
<i>Response From MHMRA's Project Team</i>	Thursday, 8/11/11, COB
RFQ Deadline (Original and Copies Submitted)	Thursday 8/18/11-10:00 a.m.
Board Presentation/Approval (Resource/Board)	August

SECTION III. GENERAL INSTRUCTIONS

A. Request for Qualification Format and Due Date

Open format is acceptable. No formal application document is being provided by MHMRA of Harris County but interested firms will be expected to timely submit a response by the due date indicated below. *RFQ's received after the due date will not be accepted. Facsimile and electronic mail transmittals will not be accepted.*

B. Submittal Procedure

Responses to this Request for Qualification (RFQ), subject to all conditions and specifications attached hereto, must be signed in INK by an authorized person or officer of the firm/company submitting the response to this RFQ.

Six (6) individually bound copies of the firm's response are required (1 original and 5 copies). All responses must be submitted in a SEALED ENVELOPE with the Request for Qualification project name, number and recognition date (deadline) clearly marked on the outside. If an overnight delivery service is used, the RFQ project name and recognition date must be clearly marked on the outside of the delivery service envelope. Sealed responses must be delivered to the attention of:

MHMRA of Harris County
Purchasing Department
Attn: Sharon Brauner, C.P.M., Buyer III
7011 Southwest Freeway, Houston, Texas 77074

“REAL ESTATE BROKERAGE SERVICES-10913 Cullen Blvd”

DO NOT OPEN UNTIL THURSDAY, AUGUST 18, 2011 @ 10:00 A.M.

No Request for Qualification (RFQ) documents will be accepted after the stated deadline.

Respondents may mail or personally deliver their RFQ Envelope to the Purchasing Office of MHMRA of Harris County at the above address. MHMRA will not be responsible for any document(s) that is (are) lost in the mail or not delivered to the Purchasing Department by the stated deadline for any reason.

Envelope/Package shall include all documentation as requested in this Request for Qualification.

C. Non-Discrimination Policy Statement

The Mental Health Mental Retardation Authority of Harris County does not discriminate against any individual or vendor/provider with respect to his/her compensation, terms, conditions, or award of contract because of race, color, religion, sex, national origin, age, disability, political affiliation, or limit, segregate, or classify candidates for award of contract in any way which would deprive or tend to deprive any individual or company of business opportunities or otherwise adversely affect status as a vendor/provider because of race, color, religion, sex, national origin, age, disability, or political affiliation.

D. Immigration Reform and Control Act

The successful vendor/firm shall provide appropriate identification and employment eligibility documents and complete Form W-9 to meet requirements of the Immigration Reform and Control Act of 1986. Vendors/firms are to complete this form and submit with their RFQ documents.

E. References and Experience

All interested parties will be required to submit with their RFQ a minimum of three (3) references (locally and out of state) where interested party has provided service (within the last thirty-six months) that pertain to this type of project/service. References shall include company name, address, telephone number, fax number, contact person and email address. The interested parties must agree to authorize clients to furnish any information required by MHMRA of Harris County to verify references provided, and for determining the quality and timeliness of previous work performed.

Vendor/Firm shall submit with their RFQ, documentation of past performance in projects of similar magnitude and resulting customer satisfaction particularly in the areas of professionalism, contract performance, quality of the personnel, responsiveness and flexibility, etc.

F. RFQ Guarantee/Award Procedure

It is anticipated that a recommendation for award for this RFQ will be made no more than thirty (30) days after the RFQ DUE DATE. All interested parties are required to guarantee their fees/pricing as an **irrevocable offer valid for one hundred twenty (120) days after the RFB due date**. Mental Health Mental Retardation Authority of Harris County in its sole and absolute discretion shall have the right to make an award for any or all items/services listed in each RFQ, shall have the right to reject any and all RFQ documents as it deems to be in its best interests, to waive formalities and reasonable irregularities in submitted documents, shall not be bound to accept the lowest proposed/fee and shall be allowed to accept the total proposed price/fee of any one vendor/firm.

G. Permits / Certifications

Vendors/firms are to provide any and all permits / certifications required by authorities having jurisdiction; local, state, county, and/or federal, are the total responsibility of the interested parties/vendor/provider (if applicable).

H. Financial Information

Vendor/Firm must submit a copy of their last AUDITED financial statement. A letter from your CPA is an acceptable alternative for Non Public companies, but must include a statement that financial solvency is adequate to meet expenditures for at least one year.

I. Price Adjustments

Vendor/Firm will be required to honor their proposed fees/prices for the term of the contract period.

J. Historically Under-Utilized Business (HUB)

This Agency shall make a good faith effort to utilize Historically Underutilized Businesses (HUB'S) in contracts for construction, services, (including professional and consulting services), and commodities. Please submit proof of Historically Underutilized Business "HUB" state certificate.

K. Minority / Women and /or Disadvantaged Business

This Agency shall make a good faith effort to utilize Minority/Women and/or Disadvantaged Businesses (M/W/DBE's) in contracts for construction, services, (including professional and consulting services), and commodities. Please submit proof of City of Houston M/W/DBE certificate.

L. Direct or Indirect Assignment

The successful Vendor/Firm will not be permitted to directly or indirectly assign rights and duties under the contract without express approval by MHMRA.

M. Form W - 9

Vendor/Firm are to complete Form W-9 and submit with their RFQ documents. (See Attachment C)

SECTION IV RFQ STIPULATIONS AND REQUIREMENTS

A. Modification or Withdrawal

RFQ document may be modified or withdrawn prior to the deadline, provided such modification or withdrawal is submitted prior to the deadline. Any modification received after the deadline shall be deemed late and will not be considered.

B. Offer and Acceptance Period

RFQ documents must be an irrevocable offer valid for one hundred twenty (120) days after due date.

C. Late Submittals

RFQ documents received after the stated deadline shall be deemed late and will not be considered.

D. Irregularities

Except as otherwise stated in this Request for Qualification, evaluation of all RFQ's will be based solely upon information contained in the Vendor's/Firm's response to this RFQ. MHMRA shall not be held responsible for errors, omissions or oversights in any Vendor's/Firm's response to this RFQ. MHMRA may waive technical irregularities, which do not alter the price or quality of the services.

MHMRA shall have the right to reject RFQ's containing a statement, representation, warranty or certification which is determined by MHMRA and its counsel to be materially false, incorrect, misleading or incomplete. Additionally, any errors, omissions, or oversights of a material nature may constitute grounds for rejection of any RFQ.

The inability of a Vendor/Firm to provide one or more of the required components or specified features or capabilities required by this RFQ does not, in and of itself, preclude acceptance by MHMRA of the RFQ. All RFQ's will be evaluated as a whole in the best interest of MHMRA of Harris County.

E. Oral Presentations

Any Vendor/Firm that submits a RFQ in response to this request may be required to make an oral presentation for further clarification upon MHMRA's request.

F. Amendments

If it becomes necessary to revise any part of this Request for Qualification (RFQ) package or if additional information is necessary to clarify any provision, the revision and/or additional information will be provided to each vendor/provider via faxed amendment or e-mail.

G. Availability

After opening, each RFQ, except those portions for which a Vendor/Firm has included a written request for confidentially (e.g., proprietary information), shall be open to public inspection.

H. Retention of RFQs

All RFQ documents considered by MHMRA shall become the property of MHMRA and shall not be returned.

I. Notice - NOT TO PARTICIPATE

Vendor/Firm must respond to the Request for Qualification request whether they can or cannot provide the service(s) listed in this RFQ request. (*See Attachment A*)

J. Incurred Expenses

MHMRA shall not be responsible for expenses incurred by a vendor/provider in the preparation and submission of a RFQ response. This provision also includes any costs involved in providing an oral presentation of the RFQ.

K. Local Office

The successful Vendor/Firm will be required to have a local Houston area office. Preference will be given to Vendors/Firms with offices, which have been established and operational, a minimum of two (2) years before this Request for Qualification.

L. Term of Contract

The contract period is anticipated to begin with submittal recommendation(s) or possible MHMRA Board approval. At the discretion of MHMRA, the Vendor/Firm selected for the provision of services(s) will be as outlined in this Request for Qualification (RFQ).

M. Pricing (Fees and Billing Practices)

Each Vendor/Firm shall provide responses to "RFQ Reply Page" regarding any fees and billing practices, total pricing and or fees and delivery applicable for the provision of required services.

N. Conflict of Interest Provision

The Health and Human Services Commission organizational conflict of interest provision is applicable, in that contractors who develop or draft specifications, requirements, statements of work and/or RFQ for a proposed procurement shall be excluded from bidding or submitting a proposal to compete for the award of such procurement. (HHSC Uniform Contract Terms & Conditions Version 1.3)

O. Deviation Form

Each response to this Solicitation shall contain a Deviation Form, which states the prospective Vendor's/Firm's commitment to the provisions of this Solicitation. An individual authorized to execute contracts must sign the Deviation Form. Any exceptions taken to the terms and conditions identified in this Solicitation Package must be expressly stated in the Deviation Form. (**See Attachment B**)

SECTION V – SCOPE OF SERVICES

MHMRA of Harris County is seeking to sell a public real property.

A successful Vendor/Firm will be qualified to assist MHMRA in the sale of public real property located at 10913 Cullen Blvd., Houston, TX 77048 in Harris County and will receive a commission for such services. It is anticipated that the firm will be qualified and will be exclusively authorized to represent MHMRA of Harris County for a designated period of time related to the sale. A qualified firm will be expected to represent MHMRA diligently and professionally and to bring to MHMRA the benefit of its experience and knowledge of the area in which the property is located. Additionally, the vendor/firm must be knowledgeable in the process and requirements of selling public real property.

SECTION VI - RFQ CONTENTS

Title Page:

- Name of Vendor/Firm, local address, telephone number, fax number, e-mail address and contact name.

Table of Contents:

All responses to this RFQ must include the following information:

- Clear identification of information by section and page.
- List of at least three (3) references, including contact person, telephone number, fax number and email address.
- Identification of all services provided.

RFQ Requirements:

To respond to this RFQ, we require the following;

- Vendor/Firm must provide a brief history of company and ownership, date started business and include any special accommodations/services that could be provided.
- Must bear the **original signature** of a principal or authorized officer of the interested party.
- Must be typed.
- Must make provision to meet and comply with all applicable laws and regulatory criteria.
- Resume for each broker/agent under consideration.
- Geographical areas of Harris County in which the firm maintains expertise.
- Professional areas (public property, commercial property, office, industrial, retail, single family residential and multi-family residential in which the firm maintains expertise).
- Certification of the president, general partner, owner or other principal that, after inquiry, no principal, broker, or salesperson employed by the firm:
 - a. has had his or her real estate license suspended or revoked by the State of Texas or any other state;
 - b. has been the subject of a formal complaint to the Texas Real Estate Commission except as fully disclosed to MHMRA with the proposal; or
 - c. has had any judgment entered against such person, which is final and non-appealable, based on such person's activity as a real estate professional, except as fully disclosed to MHMRA.
 - d. a firm's resume, listing biographical and academic information of the brokers and salespersons.
- Billing /Fee schedule that includes:
 - a. Payment Terms
 - b. Total commission percentage payable by the Agency
 - c. Total commission percentage payable to your firm regarding:
 - Sale of real property
- All responses to this RFQ must be submitted with one original and five (5) copies; mailed or delivered in a sealed envelope to MHMRA of Harris County.

Additional documents to be submitted:

- Vendor/Firm must submit a copy of their latest AUDITED financial statement. A letter from your CPA is an acceptable alternative for Non Public companies, but must include a statement that financial solvency is adequate to meet expenditures for at least one year.
- Reference list
- Documentation of experience addressing professionalism, contract performance, quality of personnel, responsiveness and flexibility, etc. to achieve overall customer satisfaction.
- Proof of Insurance
- Notice “Not To Participate” Form (**Attachment A**)
- Completed Form W-9

SECTION VII –RFQ REPLY PAGE

REQUEST FOR QUALIFICATIONS
Real Estate Brokerage Services for Public Real Property

RFQ Submitted by:

The contract period is anticipated to begin with submittal recommendation(s) or possible MHMRA Board approval. At the discretion of MHMRA, the Vendor/Firm selected for the provision of services(s) will be as outlined in this Request for Qualification (RFQ).

The Vendor/Firm shall provide any fees and billing practices, total pricing and or fees and delivery applicable for the provision of required services.

Billing/Fee schedule that includes:

- a. Payment Terms
- b. Total commission percentage payable by the Agency
 - With Cooperating Broker
 - Without Cooperation Broker
- c. Total commission percentage payable to your firm regarding:
 - Sale of real property

Services expected to be performed include, but are not limited to:

- Listing Services
- Property Viewing
- Analysis of site plan and financial feasibility
- Coordinating with title company or attorney in preparing all paperwork for Act of Sale/Purchase Agreement with potential owner(s)
- Informing MHMRA of market activities
- State regulatory compliance and other matters relating to the sale of public real property

SECTION VIII-SIGNATURE PAGE

REQUEST FOR QUALIFICATIONS
Real Estate Brokerage Services for Public Real Property

MENTAL HEALTH MENTAL RETARDATION AUTHORITY OF HARRIS COUNTY IN ITS SOLE AND ABSOLUTE DISCRETION SHALL HAVE THE RIGHT TO AWARD CONTRACTS FOR ANY OR ALL SERVICES LISTED IN EACH RESPONSE TO THIS RFQ, SHALL HAVE THE RIGHT TO REJECT ANY AND ALL DOCUMENTS TO THIS RFQ AND SHALL NOT BE BOUND TO ACCEPT THE LOWEST PRICING/FEE AND SHALL BE ALLOWED TO ACCEPT THE TOTAL RESPONSE TO THIS RFQ OF ANY ONE VENDOR/FIRM.

Authorized Signature

Vendor/Firm Name

Typed or Printed Name

Number and Street

Title

City, State, Zip Code

() _____
Telephone Number

() _____
Fax Number

E-Mail Address

This RFQ Will NOT Be Accepted If This Page is NOT Signed By An Authorized Representative

ATTACHMENT A

NOTICE “NOT TO PARTICIPATE”

Dear Vendor/Firm,

Please check the appropriate box below, complete the remainder of this form and return it **PRIOR** to the scheduled Date and Time:

- Our Company cannot provide the products, supplies and/or services listed in this request.

Please **MOVE** our name and address to the following category(ies) so that we may participate at a later date:

Category(ies): _____

- We have chosen **NOT** to submit an RFQ at this time, but would like to remain on your list for this RFQ category. We did not submit an RFQ because:

Reason(s): _____

- Please **REMOVE** our name from all MHMRA Harris County lists until further notice.

Reason(s): _____

Company Name: _____

Representative: _____

Please Print

Address: _____ Phone () _____

E-mail: _____ Fax () _____

PLEASE RETURN THIS FORM ONLY TO:

**MHMRA Harris County
Purchasing Department
Notice “Not To Participate” –Real Estate Brokerage Services-Cullen
7011 Southwest Freeway
Houston , Texas 77074**

Authorized Signature: _____

Title: _____ Date: _____

VENDOR/PROVIDERS WHO RESPOND TO THIS INVITATION WITH A COMPLETED FORM WILL REMAIN ON OUR MAILING LIST. VENDOR/PROVIDERS NOT RESPONDING MAY BE REMOVED FROM THAT LISTING.

Thank you for your time and assistance

ATTACHMENT B

DEVIATION FORM

All deviations to this Solicitation (RFQ and Sample Contract) must be noted on this sheet. In the absence of any entry on this Deviation Form, the prospective vendor/firm assures MHMRA of their full agreement and compliance with the Specifications, Terms and Conditions including all provisions of the Sample Contract when included.

Each response to this Solicitation shall contain a Deviation Form, which states the prospective Vendor/Firm commitment to the provisions of this Solicitation and Sample Contract when included. An individual authorized to execute contracts must sign the Deviation Form. Any exceptions taken to the terms and conditions identified in this Solicitation Package including the Sample Contract when included must be expressly stated in the Deviation Form. (ATTACHMENT B)

THIS DEVIATION FORM MUST BE SIGNED BY EACH PROSPECTIVE VENDOR WHETHER THERE ARE DEVIATIONS LISTED OR NOT, AND SUBMITTED WITH THIS SOLICITATION

SPEC #

Section #

Or Page #

DEVIATION

SPEC # Section # Or Page #	DEVIATION

Company Name

Authorized Signature

Date

ATTACHMENT C

**FORM W-9, Rev. January 2011, REQUEST FOR TAXPAYER IDENTIFICATION
NUMBER AND CERTIFICATION / Link:**

<http://www.irs.gov/pub/irs-pdf/fw9.pdf>