



RFQ for Real Estate Agent/Broker

The City of El Paso Employees Retirement Trust (“the Trust”) is seeking qualification and proposals from qualified licensed realtors with proven experience in commercial realty. The Trust intends to market one property located at 1061 Chelsea. The Trust will review and may select one respondent based upon submitted qualifications. The Trust reserves the right to accept or reject any or all submittals and waive technicalities or irregularities if such action is believed to be in the best interest of the Trust.

If your firm is interested in responding to this solicitation, please follow the attached instructions and schedule for submissions. In addition to responding to the information requested, firms which respond to this solicitation may be asked to provide additional information concerning potential conflicts of interest. Your response documents must be received by our office (located at the address listed below) no later than August 30, 2019, by 5:00 PM. Any submittals received after this date will not be considered. The Trust’s Executive Committee (“EC”) will review all eligible response documents and will select those firms which its members would like to interview before making a recommendation to the Board of Trustees. The ultimate decision on whether to proceed with accepting a recommendation of the EC will be decided by the Board, and its decision will be final.

Please be advised not to contact or allow any member of or other party related to your firm to contact a trustee, employee or family member of the City of El Paso Employees Retirement Trust during this solicitation process; however, you may contact Karina Chavez, Administrative Assistant, in writing if you have any questions about this solicitation or for any clarification of the contents of this letter. Please send any inquiries by written email request to Karina Chavez by August 30, 2019, at her email address, chavezkx2@elpasotexas.gov. Any contact with a member of the Trust other than me or Karina Chavez will result in the automatic disqualification of any Trust consideration of your firm.



**REQUEST FOR QUALIFICATIONS (RFQ)
FOR COMMERCIAL REAL ESTATE AGENT/BROKER**

**CITY OF EL PASO EMPLOYEES RETIREMENT
TRUST PROPOSAL DUE: August 30, 2019**

**CITY OF EL PASO EMPLOYEES RETIREMENT TRUST
1039 CHELSEA
EL PASO, TEXAS 79903
WWW.EPPENSION.ORG**

INTRODUCTION

The City of El Paso Employees Retirement Trust (“the Trust”) is seeking qualification and proposals from qualified licensed realtors with at least seven years’ experience in selling commercial realty. The Trust intends to market one property located at 1061 Chelsea. The Trust will review and may select one respondent based upon submitted qualifications. The Trust reserves the right to accept or reject any or all submittals and waive technicalities or irregularities if such action is believed to be in the best interest of the Trust.

PROPERTY DESCRIPTION

The property is located at 1061 Chelsea St. in El Paso, Texas. The property consists of approximately 40,000 square feet or roughly one acre in size. The property is zoned as C1 with conditions. Please see the attached for a list of zoning conditions. It is located on the corner of Trowbridge and Chelsea. In addition to the zoning conditions, there is an easement that runs from 1039 Chelsea to 1061 Chelsea.

SCOPE OF SERVICES

The selected realtor or realty firm will provide the Trust with a range of services consistent with established state and local laws. All services shall be performed in accordance with the scope of work set forth in a resulting contract with the Trust. A contract, if awarded, will include a scope of work and an approved commission or fee schedule negotiated between the Trust and the successful realtor. The selected person or firm will provide the services outlined in the scope of work and the successful respondent’s responsibilities shall include, but not be limited to the following:

1. Advertising, marketing, placing signage on the property, and online marketing to include a virtual tour, photo gallery and promotional video as deemed necessary.
2. Listing the property in an MLS database.
3. Physically showing the property to prospective buyers.
4. Advising the Trust on negotiations and sale terms as appropriate.
5. Advising the Trust on any improvements to the property that the Trust should consider for a more lucrative sale.
6. Shall be available to show the property in person on a regular and consistent basis given reasonable notice.
7. Initiate contact with brokers and potential buyers.
8. Maintain records of contacts and showings of the property.
9. Be available to report to the Trust or Trust staff regarding sales efforts.

PROPOSAL CONTENT

Each item in this section should be specifically addressed in the respondent’s proposal. Otherwise, indicate why no response was provided. Proposals must identify which person or persons in the firm will be providing services, and the information requested below should be provided for that particular individual.

- Qualifications- Focus on commercial real estate. A minimum of seven years' experience specifically with selling commercial properties. Briefly summarize your qualifications and experience for the proposed work and list staff that will be assigned to the sales team. Please also include documentation of licensing and standing to conduct business in Texas. Share experience relevant to marketing light commercial properties in El Paso, Texas.
- References- Provide a list of references (at least five) who you have worked with in the last 24 months for each staff member that will be on the sales team.
- Proposed work plan for marketing the property- Describe recommended signage, advertising, listing and other work proposed to market the property.
- Proposed Commission and fees- Identify any and all costs and expenses, proposed commission schedule for your proposal, and include any instances for which you would expect to be paid or reimbursed. The Trust will not pay for marketing or advertising.

INSTRUCTIONS AND SCHEDULE FOR SUBMISSIONS

The Trust shall not be liable for any costs or expenses incurred by any respondent in relation to the preparation of or submission of proposals. In addition, the Trust will not be liable for expenses incurred as a result of the rejection of proposals made in response to this RFQ.

Proposals are due before 5:00 PM on August 30, 2019. The time and date are fixed and extensions will not be granted. The Trust will not recognize a postmark for purposes of dating a proposal. All proposals received after the deadline will be rejected and will not be considered. Electronic or hard copy proposals will be considered. Electronic proposals should be sent to chavezkx2@elpasotexas.gov. Four (4) copies of the proposals should be mailed or hand-delivered to:

Karina Chavez
Administrative Assistant
1039 Chelsea
El Paso, Texas 79903

INQUIRIES

All requests for clarification, general questions, site tours, exceptions or deviations to the terms of this RFQ should be submitted by email to chavezkx2@elpasotexas.gov. To ensure fairness and avoid misunderstandings, all communications must be in writing to the above email address. Verbal questions and questions by phone will not be entertained.

PUBLIC RECORDS

By submitting a proposal, the respondent acknowledges that the proposal will become a public record after a selection is made. The respondent acknowledges that the proposal is subject to the Texas Open Record law and is subject to public disclosure. If the respondent claims an exception to public disclosure for a trade secret or other exception, such information must be identified as such by the respondent.

EVALUATION PROCESS AND SELECTION CRITERIA

The staff of the Trust and or a Committee of the Trust will conduct the selection process. The Trust is the final decision maker regarding this selection, and it reserves the right to reject any or all proposals or to terminate negotiations for a professional services agreement at any time. The Trust reserves the right to request clarification or additional information from individual respondents, to request interviews or presentations to the Trust staff or the Board or Committee(s) of the Board.

Selection Criteria: The Trust commits to offering interviews to the respondents. The following criteria will be used for scoring purposes. The Trust or staff/Committee will score each proposal based upon the following:

Work Plan (50%)

Qualifications (40%)

References (10%)

After the interviews, the interviewing Committee may make a recommendation to the Board for entering into contract negotiations with the recommended real estate agent or broker.