



DALLAS COUNTY PURCHASING DEPARTMENT

November 27, 2019

GENERAL INFORMATION NO. 1

BID No. 2019-007-6771

Request for Qualifications for Real Estate Broker and Consultant Services

*THIS DOCUMENT IS BEING PROVIDED FOR GENERAL INFORMATION PURPOSES ONLY
(THIS IS NOT AN ADDENDUM)*

The Dallas County Purchasing Department has received and hereby provides for general information purposes only the following questions and the County's responses. (Note: Due to time constraints, Dallas County will not be responsible for ensuring confirmation vendor receipt of this and/or any further acceptance of and/or responses to future questions prior to the solicitation opening date.)

Question No. 1: Regarding RFQ Section VII. Instructions for Preparation of Proposals: there are some discrepancies between the list of items presented in RFQ Section VII.B. Organization on page 14 and the subsequent list of response items / titles on pages 15–16. Please clarify the desired response section names, titles, and order of appearance that the County would like Respondents to provide.

Response: "Resources" is meant to include both "Work Plan and "Previous Experience". In response, please identify as such

Question No. 2: On Page 14, it requests the legal name of Respondent and the name of the legal entities that comprise Respondent. If the Respondent is compiling a team of subcontractors to work with Respondent for this specific RFQ, does the name of the Subcontractor's legal entities go in this section.

Response: Dallas County needs the legal name of the prime respondent. In regards to sub-contractors, there is a section located in the SBE section for those responses.

Question No. 3: In order to put together an appropriate team for either residential or commercial agents/brokers, what type of properties would be included in the RFQ?

Response: Commercial real-estate. The type of properties and or scope is located on page 4 and 5 of the RFQ

Question No. 4: Will there be only 1 selection for broker or will there be multiple brokers chosen for this RFQ?

Response: Dallas County is seeking the highest qualified firm however, Dallas County reserves the right to award in the best interest of Dallas County.

Question No. 5: The last sentence in the Introduction states the “indefinite quantity basis for an initial Ten (10) year period, but on **page 19, Item N (Term of Contract):** the initial term of contract shall be a two (2) year period With an option to renew or extend for three (3) additional one-year terms.

Can you clarify if the contract term is for 10 years initially or for two 2 year periods with three additional 1 year renewals?

Response: Question is addressed in Addendum 1

Question No. 6: Is it only for tenant representation, lease back, etc. or will brokerage (sales) be included?

Response: The scope of service identifies what Dallas County is seeking

Question No. 7: We pulled the information regarding the certification for the SBE in Dallas County. The information provided on your website shows the requirement is \$3.2 million for personal net worth for the business owner. The NCTRCA requirements for the SBE certification limits the personal net worth of the business owner to \$1.3 million....THIS IS A HUGE DIFFERENCE between the two stated required personal net worth. The information provided on both of the websites – NCTRCA and the Office of Small Business Enterprise Dallas County is very contradictory. Can you clarify which personal net worth requirement will be acceptable if they are not SBE certified at the time of submission of the RFQ?

Response: The SBE Policy, as adopted by the Dallas County Commissioners Court, has established the following requirements in order to qualify as a Dallas County recognized SBE.

To be eligible for points (contractors and/or subcontractors):

- a) *Must be certified as an SBE by the following County approved entities: North Texas Regional Certification Agency (NCTRCA), DFW Minority Supplier Development Council and/or the Women’s Business Council of Southwest, at the time of the proposal/bid submission. For M/WBE and DBE certification to qualify for SBE recognition, between January 1, 2018 and December 31, 2018, the firm must be certified by one of the entities listed above in subsection*

(a) and satisfy the requirements in subsection (b)-(c), and (f) below. All other certifications will not be accepted.

- b) *The firm's gross revenues or number of employees over the past three years **must** be equal to or below 20% of the Small Business Administrations (SBA) standards, and*
- c) *The SBE firm owner's personal net worth (PNW) **must** not exceed \$3.2 million;*
- d) *All SBE firms (contractors and/or sub-contractors) **must** compete and sign an affidavit affirming the firm meets all of the above mentioned requirements to qualify and be recognized as a SBE by Dallas County; and*
- e) *All SBE firms must submit a letter of intent stating they were contacted by the Prime and plan on participating on the team;*
- f) *All SBE eligible firms **must** also perform a commercially-useful function on the project and have a local presence in Dallas County Metropolitan Statistical Area (MSA) in order to be counted for SBE points. The MSA includes the following counties: Dallas, Tarrant, Denton and Collin.*

The Prime and/or Subcontractor must be certified as an SBE (by one of the agencies listed above) on the date of submittal deadline in order to receive points. Any firm certified after the submittal deadline date will not be recognized or eligible for points.

Question No. 8: Asks for 2 original hardbound copies and seven (5) USB's or CD's.
Is it 7 USB/CD's or 5 USB/CD's?

States 2 sealed envelopes be submitted.

Does a hardbound copy go in with the Company Financial Stability Envelope and Small Business Enterprise Envelope - or - do we turn in THREE envelopes -
2 Hardbound Copies of RFQ with USB/CD's
Company Financial Stability Envelope
Small Business Enterprise Envelope

In the envelope for the Small Business Enterprise, should copies of the certifications for SBE/W/MBE also included

Response: Addressed in Addendum 1

Question No. 9: Does Dallas County have a list of approved subcontractor eligible SBE's and certified firms? Where do we find the list

Response: Please go to www.dallascounty.org/purchasing. Under bidding opportunities, on the right hand side is a link for SBE vendors

Question No. 10: What type of properties would be included in the RFQ. In order to put together an appropriate team – residential or commercial?

Response : The proposal is for commercial real estate per the solicitation document

Question No. 11: Is it only for tenant representation, lease back, etc. or will brokerage (sales) be included?

Response: Please see answer to #6