

CAPITAL AREA COUNCIL OF GOVERNMENTS REQUEST FOR QUALIFICATIONS FOR OFFICE SPACE BROKERAGE SERVICES

Updated 1/22/2025

General Information

The Capital Area Council of Governments (CAPCOG) is a regional planning commission and political subdivision of the State of Texas organized and operating under the Texas Regional Planning Act of 1965, as amended, Chapter 391 of the Local Government Code. CAPCOG serves a 10-county region in Central Texas that includes Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, Travis, and Williamson Counties. CAPCOG is issuing this request for qualifications (RFQ) to solicit statements of qualifications from interested parties for office space brokerage services.

Schedule

Table 1. Procurement Schedule

Milestone	Date
RFQ Issued	1/8/2025
Deadline for Questions; Requested Date for Notification of Intent to Submit Bid	1/17/2025, 4:00 pm Central Time
Responses to Questions Posted	1/22/2025, 5:00 pm Central Time
Statement of Qualifications Due	<u>1/27/2025, 12:00 pm Central Time</u>
Bidders Evaluated	1/27/2025 – 1/29/2025
Interviews with Top Candidates (if necessary)	1/31/2025, 10:00 am and 10:30 am
Executive Committee Approval	2/12/2025
Anticipated Start Date	3/1/2025

Notice

Prospective bidders who have received this document from a source other than CAPCOG should immediately contact the CAPCOG and provide their name, company, and email address in order that any addendum(s) to the RFQ or other communication can be sent to them. Any prospective bidders who fail to provide the CAPCOG with this information assume complete responsibility in the event they do not receive communications from CAPCOG after the RFQ issue date.

Background

CAPCOG currently has a 10-year lease for two suites totaling 51,768 square feet located at 6800 Burleson Road, Building 310, Austin, Texas that is expiring on March 31, 2027, including about 10,000 – 12,000 square feet of space for a 9-1-1 backup center (BUC) operated by the City of Austin that it does not anticipate including in any new long-term lease.

CAPCOG is interested in a range of options for 2027 and beyond, including:

1. A short-term (3-5 year) extension of our current lease, including the backup center;
2. A long-term extension of our current lease that does not include the backup center, if arrangements can be made to transfer the BUC space to the City of Austin, which holds a lease for other space in the building;
3. A long-term lease at another location;
4. Purchasing existing office space; and
5. Building new office space.

Project Description

CAPCOG is seeking a broker who can assist CAPCOG with the process of procuring office space beyond the term of CAPCOG's current lease. We expect services to include:

1. Review of the market for leasing and buying space;
2. Assessing opportunities for leasing versus buying space;
3. Assist CAPCOG with preparing any Request for Proposals (RFP) for Space that may be issued; and
4. Represent CAPCOG in negotiations for lease or purchase contracts.

Minimum Qualifications

In order to be considered for this procurement opportunity, a bid must identify one or more individuals within the organization who meet the following qualifications and would be assigned to work with CAPCOG on this contract:

1. Holds a current Real Estate brokerage license from the State of Texas;
2. At least 10 years of experience in brokerage for leasing of commercial office space; and
3. At least 5 years of experience in the Austin, Texas metropolitan area.

Format and Content

Proposals shall be in Adobe PDF or Microsoft Word, with any supplemental attachments being in either PDF, Word, or another Microsoft Office file type.

The proposal is limited to 8 pages (front and back), not including a cover page/letter and attachments. All applications must be submitted in Microsoft Word Format with margins not less than one inch. Text type must be 11 point or larger. Below is a summary of required information. Proposals should be organized accordingly.

- 1) Executive Summary (1 page)
- 2) Organizational Profile (1 page)
- 3) Work Plan (up to 5 pages)
- 4) References (1 page)
- 5) Attachments – do not count towards page limit

Statements of Qualifications are due by email to ahoekzema@capcog.org by 12 pm, 1/27/2025

- a. Rates
- b. Required certification forms
- c. Copy of real estate license
- d. Resumes for staff proposed for this project

Executive Summary

Provide a 1-page overview of how the project will meet the goals of the proposal.

Organizational Profile

Provide a 1-page description of your organization in terms of its history, primary business, and former and current customers. Please include, at a minimum:

- Ownership information, including any Historically Underutilized Business (HUB) vendor information;
- U.S. Government SAM Entity Identification Number (if available; if unavailable, explicitly state so);
- Physical Address;
- Mailing Address;
- Names of primary contact for bid and proposed real estate broker or brokers;
- Office phone number for primary contact for bid and proposed broker or brokers;
- Cell phone number for primary contact for bid and proposed broker or brokers;
- E-mail address for primary contact and proposed broker or brokers.

Work Plan

Provide a work plan that describes the approach to work to completing the required work, with the goal of having negotiations completed by the end of December 2025. The work plan will serve as the basis for the scope of work attachment to the contract that CAPCOG will enter into with the selected vendor. Please include a detailed timeline and if the vendor is an organization rather than an individual, please include an explanation as to the roles that various members of the organization will play in carrying out the work plan. If you believe that an alternative timeline is necessary for certain options, such as purchasing or building office space, please include that information in the work plan.

References

Provide at least three (3) references (complete with contact information) that can vouch for your organization's ability to complete the work. For each reference, include a brief description of the project or projects that the person would be able to speak about. Projects should be similar in scale and kind to the project described in this RFQ. If the vendor has previously completed work for CAPCOG, do not list CAPCOG personnel references.

Required Certifications

Six (6) certification forms are required for this project. Four are to be completed and submitted to CAPCOG directly. These six forms are provided as attachments to this RFQ.

1. Certification of Compliance with Small, Disadvantaged, Minority, Women-Owned, And Historically Underutilized Business Policy
2. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion for Lower-Tier Covered Transactions

Statements of Qualifications are due by email to ahoekzema@capcog.org by 12 pm, 1/27/2025

3. Certification Regarding Lobbying
4. Prohibition on Contracts with Companies Boycotting Israel
5. Conflict of Interest Questionnaire (IF APPLICABLE) - Chapter 176 of the Texas Local Government Code requires vendors and consultants contracting or seeking to contract with CAPCOG to file a conflict of interest questionnaire (CIQ) if they have an employment or other business relationship with an CAPCOG officer or an officer's close family member.

The sixth form must be completed online:

6. Certificate of Interested Parties Form – Form 1295 (sample provided)

Texas law states that a governmental entity or state agency may not enter certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The required form and instructions are located at the Texas Ethics Commission Website.

Updates and Additional Information

Updates and additional information related to this RFQ may be obtained from CAPCOG's "Doing Business with CAPCOG" webpage at <https://www.capcog.org/about/do-business-with-us/>. Any questions regarding this RFQ may be e-mailed to Andrew Hoekzema at ahoekzema@capcog.org by 4:00 pm Central Time, Tuesday, January 21, 2025. CAPCOG will post answers to any questions on the "Doing Business with CAPCOG" page shortly thereafter.

Submission of Statements of Qualifications

CAPCOG will need to budget time for the review of proposals and therefore must have some advance notice of the number of submissions we expect to receive. Therefore, are requested to notify CAPCOG via e-mail at ahoekzema@capcog.org by 4:00 pm on Friday, January 17, 2025, of its intent to submit a statement of qualifications.

Statements of Qualifications must be submitted to CAPCOG via e-mail to ahoekzema@capcog.org and received by CAPCOG no later than 12:00 pm Central Time, Monday, January 27, 2025.

CAPCOG is not liable for any costs incurred by a bidder in preparing and submitting bids.

Selection Process

Award shall be made to the offeror determined, in writing, to be the best qualified based upon evaluation factors described in this document and compensation determined to be fair and reasonable. Pursuant to CAPCOG's procurement policy, CAPCOG shall select a vendor capable of performing the service on the basis of demonstrated competence and qualifications, and then shall enter into negotiation for a contract at a fair and reasonable price.

Following receipt of statements of qualifications, senior CAPCOG staff will review bids to ensure all required information was provided. Any bids that do not meet minimum requirements will not be considered further.

Factors that will be considered by the selection committee include:

1. Qualifications and relevant experience
2. Proposed work plan
3. References

Statements of Qualifications are due by email to ahoekzema@capcog.org by 12 pm, 1/27/2025

4. Any other relevant information included in the proposal

The selection committee will conduct a preliminary ranking of each vendor in order of preference and may select the top two candidates for a half-hour virtual interview at 10:00 am or 10:30 am on Friday, 1/31/2025. The committee will then conclude its ranking and provide its recommendation to the Executive Committee to proceed with contracting with the top-ranked vendor. CAPCOG expects to present the selection committee's recommendation at the February 12, 2025, Executive Committee meeting and enter into a contract with the selected vendor shortly thereafter.

Additional Information

CAPCOG may request in writing additional information from a bidder relating to the statement of qualifications and the bidder agrees to furnish it within a reasonable time.

Use of Copyrighted Material in Response

CAPCOG reserves an irrevocable, nonexclusive, and royalty-free right to use, reproduce, and copy, for a governmental purpose, all copyrighted material included in the Statement of Work.

Amendment or Withdrawal of Bid

Prior to the due date, a bidder may withdraw its bid if there is a material mistake and may submit a corrected proposal by the due date. For a period of 90 days following the due date, a proposer may not withdraw or amend its bid. CAPCOG may waive an error in or omission from a bid document if the error or omission is not material.

Award of Contract

CAPCOG will award this contract to the proposer that it determines is best qualified to meet CAPCOG's needs. Approval of the contract is subject to CAPCOG's Executive Committee. Once the contract is awarded, CAPCOG reserves the right to negotiate its terms with the successful bidder, and – if negotiations fail, negotiate terms with another bidder who provided a responsive bid. A proposer selected because of this solicitation may be subject to criminal background checks as a condition to entering a contract.

CAPCOG is posting a draft contract on our website at <https://www.capcog.org/about/do-business-with-us/>. CAPCOG expects to adapt the successful bidder to serve as the scope of work ("Attachment A") in the awarded contract. Unless a bidder asks a question about any of the contract provisions as part of the opportunity to ask questions related to this RFQ, it is assumed that it is accepting all of the terms in the sample contract.

CAPCOG reserves the right to reject any or all bids. If CAPCOG rejects all proposals, it may solicit new proposals if CAPCOG determines that it is in its best interest to do so.

Performance Period

Ideally, CAPCOG staff would bring a new lease or purchase contract to our board for approval by early January 2026, which would mean that a location would need to be selected and negotiations completed by the end of December 2025. If you propose an alternative schedule, please specify so in the work plan.

Related Documents incorporated into this RFQ

The following related documents are incorporated into this RFP by reference and are being posted on the “Doing Business with CAPCOG” page in order to enable bidders to review these documents prior to applying.

1. Sample Contract
2. Current Lease

Invoicing and Payment

As is customary in the real estate industry, payment to the broker is expected to be made by the firm that CAPCOG ultimately contracts with for lease or sale of office space. CAPCOG’s contract with the selected broker will specify that CAPCOG is not responsible for arranging for any such payment.

Resolution of Protested Solicitation or Contract Award

An unsuccessful bidder/offeree/quoter may protest the procurement process by following the procedure as available on the CAPCOG website, <https://www.capcog.org/about/do-business-with-us/>. The protest must be made within **five** business days of the date the basis of the protest to the procurement process became known or should have become known to the protester, whichever is earlier. The protest must be submitted in writing to CAPCOG, to the attention of the contact person, and identify and be signed by the protester. A protest shall be submitted to CAPCOG to the attention of Chris Miller, Executive Director, at 6800 Burleson Road, Building 310, Suite 165, Austin, TX 78744.

Potential Changes in Contracts Post-Award

Changes in state and/or federal legislation, rules, or regulations may result in a requirement to renegotiate contracts at any time prior to or during the contract period. Substantive changes to project content, procedures, or budgets during the life of the contract may be accomplished by negotiating these modifications with CAPCOG. CAPCOG will also pursue any necessary and appropriate contract modifications should legal or other changes occur in the project to sufficiently alter the original terms of the contract. No further solicitations or RFQs will be required in such cases.

Reference Information - Other contractual requirements

Section 1.113 CAPCOG Procurement Policies: Public Access to Procurement Information

Public Access to Procurement Information: Procurement information shall be a public record to the extent provided by the Texas Public Information Act and the Freedom of Information Act, as applicable, and shall be available to the public as provided therein. If a proposal contains information that the bidder considers proprietary and does not want disclosed to the public or used for any purpose other than the evaluation of the offer, all such information must be indicated and clearly marked on each page of the proprietary or confidential document(s).

The information submitted during a procurement process is protected from disclosure until a contract is awarded. All proposals are open for public inspection after the contract is awarded, but proprietary and confidential information in the proposals are not open for public inspection.

Equal Opportunity/Non-Discrimination

All contracts awarded by CAPCOG are subject to the provisions listed below.

1. The CONTRACTOR will not discriminate against any employee or applicant for employment because of race, color, sex, religion, national origin, age or disability. The CONTRACTOR will take action to ensure that employees or applicants for employment are treated fairly during employment or the application process, regardless of race, color, sex, religion, national origin, age, or disability. The CONTRACTOR agrees to post in conspicuous places available to employees and applicants for employment notices (provided by an appropriate agency) of federal government nondiscrimination provisions.
2. The CONTRACTOR will state, in all solicitations or advertisements for employment (by or on behalf of the CONTRACTOR), that all qualified applicants will receive consideration for employment regardless of race, color, sex, religion, national origin, age, or disability.

Small, Disadvantaged, Minority, Women-Owned and Historically Underutilized Businesses: Federal Assistance or Contract Procurement Requirements

6-101. Policy Statement

It shall be the policy of CAPCOG to assist small, DBE, MBE, women-owned businesses and HUBs in learning how to do business with CAPCOG. It shall be the further policy of CAPCOG that these sources shall have the maximum feasible opportunity to compete.

6-102. Bidder/Offeror Statement

Every solicitation for procurement must require that each bidder or offeror include a statement that the bidder or offeror will comply with this Policy.

6-103. To ensure that CAPCOG's policy to assure that small, MBEs, DBEs, women-owned businesses, and HUBs are utilized, CAPCOG and its contractors and subcontractors should take the following affirmative steps:

1. Include qualified small, MBEs, DBEs, women-owned businesses, and HUBs on the Bidders' List. State lists may be utilized to locate such businesses by contacting the General Services Commission;
2. Assure that small, MBEs, DBEs, women-owned businesses, and HUBs are solicited whenever they may be potential sources. In this regard, CAPCOG should investigate new sources and advertise when feasible in minority publications;
3. When economically feasible, and where not in contravention of competitive bidding requirements, CAPCOG should divide the total requirements into smaller tasks or quantities so as to permit maximum small, MBE, DBE, women-owned businesses and HUB participation;
4. Use the services and assistance of the Small Business Administration, the Office of Minority Business Enterprise of the Department of Commerce, the Minority Business Development Agency in the Department of Labor, the Texas General Services Commission and other similar agencies for locating such businesses;
5. Require that prime contractors take affirmative and meaningful steps towards retaining small, MBE, DBE, women-owned businesses and HUB subcontractors;

6. Procure goods and services from labor surplus areas;
 7. If feasible, establish delivery schedules that encourage small, MBEs, DBEs, women-owned businesses, and HUBs to participate; and,
 8. Advertise, at least annually, in a newspaper of general circulation for small, MBEs, DBEs, women-owned businesses and HUBs to be added to the Bidders' List.
- 6-104. For such affirmative steps to be meaningful, CAPCOG should review all solicitations, offers and bids to confirm that such affirmative action steps have been taken. In addition, steps should be taken to ensure that once a contract is awarded to a small, MBE, DBE, women-owned business, and/or HUB, or that the award is given to a contractor with such a subcontractor, that such business is retained during the entire performance of the contract.
- 6-105. Failure of a contractor to take meaningful affirmative steps at soliciting and retaining small, MBEs, DBEs, women-owned businesses and HUBs may be considered as a factor in evaluating future bids under non-compliance with public policies; however, this factor may not be a consideration in procurements involving purely state or local funds as Texas law requires awards to be made to the lowest responsible bidder.
- 6-106. For procurements costing more than \$3,500 but less than \$50,000 the Division Director shall contact at least two HUBs on a rotating basis, based on information provided by the Texas General Services Commission. If the list fails to identify a historically underutilized business in the area, CAPCOG is exempt from this section.

RFQ Updates

- 1/15/2025: removed the following incorrect reference to budget template: “The budget must also be submitted in Microsoft Excel based on the template provided.”
- 1/22/2025:
 - Timeline updated:
 - QA document posted updated from 4 pm 1/21/2025 to 5 pm 1/22/2025
 - Response due date updated from 4 pm 1/24/2025 to 12 pm 1/27/2025
 - Interview time frame updated from 1/30/2025 – 1/31/2025 to 10 am or 10:30 am on 1/31/2025 to coincide with the date CAPCOG’s building committee was able to convene
 - Selection process updated to provide additional details on interviews
 - Reference to budget summary in Executive Summary removed and rates added as a required attachment
 - Added requirement to attach resumes for staff members proposed for this contract