

**ALLIANCE OF COMMUNITY ASSISTANCE MINISTRIES, INC. (dba ACAM)**

**REQUEST FOR QUALIFICATION (RFQ)**

For

**TENANT REPRESENTATIVE COMMERCIAL BROKERAGE SERVICES**

**RFQ ISSUE DATE: Friday, November 10, 2023**

**OPTIONAL VENDOR CONFERENCE: Wednesday, November 15, 2023 12:00 pm CST**

Register here:

[https://us02web.zoom.us/meeting/register/tZUldOqvrT0rGNcPA0L\\_PJG9Jj4Qh6T0XPur](https://us02web.zoom.us/meeting/register/tZUldOqvrT0rGNcPA0L_PJG9Jj4Qh6T0XPur)

**DEADLINE TO SUBMIT QUESTIONS: Thursday, November 16, 2023 5:00 pm CST**

**FAQS POSTED ONLINE: Friday, November 17, 2023**

**RFQ RESPONSE DEADLINE: Friday, November 24, 2023 5:00 pm CST**

This document is a Request for Qualifications (RFQ) for Commercial Real Estate Brokerage Services in Houston, Texas.

The Alliance of Community Assistance Ministries, Inc. (herein "ACAM") is seeking responses from licensed commercial real estate brokerage firms with experience in providing commercial real estate brokerage and advisory services to users on commercial leasing transactions. The selected vendor will be retained to represent ACAM in its pursuit of approximately 3,000-3,500 usable square feet of office space to house its greater Houston operations.

As a practical matter the brokerage services agreement will likely terminate once these particular transactions are completed. For contracting purposes, however, the initial contract will be for one (1) year, with two options to renew for four (4) additional one-year terms.

Please submit one electronic response by email no later than **Friday, November 24, 2023 5:00 pm CST** to:

ACAM  
Tara McConathy COO  
713-341-5336  
[Admin@ACAMweb.org](mailto:Admin@ACAMweb.org)

## I. INTRODUCTION

The mission of ACAM is *to create community-wide solutions for thriving nonprofits, neighborhoods, and families* which supports ACAM's **vision** for an innovative, connected network that ensures every family can find a path to stability, health, and wealth. ACAM leads a coalition of 59 nonprofit and community agencies to coordinate and strengthen the social service safety net across a six-county region. Sixteen core network partners share "assisting those in crisis" as a central part of their mission and collectively serve over 300,000 individuals annually with more than 9.5 million units of 167 unique services. ACAM partners are uniquely positioned to identify, engage, and provide critical services to at-risk families and have established reputations as leaders in providing exemplary and compassionate services.

The individuals and families served by the ACAM Network are among the most vulnerable in the region, with complex issues, and it is not possible to address their needs working alone or in silos. Over half (52%) of the more than 300,000 served by the network are experiencing deep poverty (household earning less than 15% of the area median income) at entry into the human needs continuum of services. The majority of families served report spend more than 70% of their gross income on housing. They are the hardest hit by fluctuations in government services, natural disasters, and inflation.

ACAM is designed to be the hub for a wide range of services utilizing partners from various sectors, serving diverse client groups with varying needs across a broad area. This collaborative effort allows for a holistic approach in meeting clients' needs, minimizing barriers, and avoiding duplication of services. With a reputation for transparency and high performance, ACAM develops initiatives that foster evaluation and build a learning community; aligns and garners talent and resources to support the expanding reach of the network; generates technology and data-driven solutions with the network; strategically supports network partners who are premier and expert providers of basic needs and homelessness prevention services; and connects partners to other sectors critical to the performance of the safety net.

Major achievements related to the growth of the Network and diversification of ACAM's work include:

- Operating Budget expansion of 264% to \$5.9M from 2019-2023
- Growing from a staff of 5 FTE in 2019 to 16 FTE in 2023, supported by 15 consultants
- Increased the size of the ACAM Network to 16 Core Partners with 59 total collaborative partners
- Partnering with an additional 35 sector and cross-sector partners
- Garnering \$5M in private and public funding for innovative programs that scale pathways to employment for disconnected/opportunity youth in a 6-county region
- Funneling financial resources into the region by coordinating \$14M in FEMA funding for Emergency Food and Shelter Programs (EFSP) across 3 counties
- Serving 13,214 people with \$8.2M through Housing Stability programs
- Investing over \$160,000 in organizational assessments and capacity building projects
- Engaging in 476 sector and cross-sector opportunities to increase the representation and visibility of the network
- Providing 3,799 hours of technical assistance (CQI, peer review, etc.) valued at over \$250,000 to partners

## **II. STATEMENT OF WORK**

### **A. Broker Minimum Qualifications**

ACAM will accept and evaluate responses only from vendors that meet **ALL** of the following six (6) requirements:

1. Must be licensed and in good standing with the Texas Real Estate Commission.
2. Must have an excellent reputation in the real estate community.
3. Must be knowledgeable in the local real estate market.
4. Must be knowledgeable and have experience with leasing commercial properties.
5. Must have access to current market database/public real estate records.
6. Respondents must provide real estate brokerage services to Houston area commercial clients from an office within the Greater Houston area. Only one submittal will be accepted from each firm, organization, or company; competing “branch” offices or competing teams from the same corporate entity may not submit separate responses. Respondents must demonstrate qualifications including:
  - Description of staffing capacity
  - the total value of all leasing deals completed in the offeror’s previous fiscal year,
  - the total value of all leasing deals completed in Houston, Texas
  - The experience of account executive(s) / lead brokers who will be assigned to ACAM’s account in providing commercial real estate brokerage services to clients,
  - The experience of brokers representing tenants in leasing transactions Class A or B commercial office space in the Houston area.

### **B. Current Occupancy Information**

1. ACAM conducts its operations in the six (6) county area of Greater Houston: Harris, Fort Bend, Montgomery, Waller, Galveston, and Brazoria Counties. ACAM is a coalition and capacity builder that provides training and networking events. Therefore, accessibility is important.
2. ACAM currently leases two spaces at 710 North Post Oak Road, Houston, Texas, 77024. ACAM’s lease commenced in May 13, 2015 and currently consists of approximately 1,196 square feet of 710 North Post Oak’s second floor and 473 square feet of 710 North Post Oaks’s first floor. This equates to approximately 1,669 RSF.
3. Approximately 16 ACAM employees work in the ACAM offices. On average the office receives approximately 10 visitors per day, and also hosts mid- and small meetings several times a month. ACAM does not anticipate any

substantial changes to its functions in the foreseeable future, though there is likely to be a need for substantial space to accommodate meetings, receptions, and classroom-style instruction. ACAM currently has a functioning kitchen including sink, dishwasher, full size refrigerator, microwave, and coffee bar.

4. ACAM currently has both covered and uncovered garage parking as well as sufficient parking for visitors.
5. ACAM receives funding for human needs services from various departments of the federal government. As such, ACAM is bound by procurement standards under 2 CFR 200 and the FMGC (Financial Manual for Grants & Contracts) Supplement D Section J In the Procurement Supplement.

### **C. Future Office Space Considerations**

1. ACAM's current lease expires August 31, 2024. However, ACAM is preparing to vacate by April 30, 2024.
2. A recently completed space programming study indicates ACAM's requirements for Usable Area could be increased from 1,669 to approximately 3,000-3,500 square feet, using more current industry space standards.
3. This project will involve evaluating and assessing ACAM's available market options in a wide range of conventional and non-conventional buildings able to accommodate office occupancies in greater Houston.
4. The resulting transaction shall be structured as a direct lease or a sublease with sufficient available terms. ACAM is not interested in a conversion of a non-office building or an acquisition or develop-to-suit transaction.

### **D. Scope of Work**

1. The selected respondent will be responsible for providing support to ACAM's staff and Board in analyzing, negotiating, and closing on the lease of suitable office space for ACAM's operations.
2. The principal responsibilities of the selected respondent shall be to identify and qualify potential buildings; conduct due diligence on each building; solicit term sheets from selected buildings; and negotiate the selected real estate transaction to minimize ACAM's overall occupancy costs.
3. Specific services may include, but are not limited to, the following:
  - a. Define and document business need—such as the general location (based on customer populations or other business needs of the grant award), access to public transportation, parking, size of the space needed, ground floor access (if applicable), ability of the property to meet the build out specifications (such as number of workspaces, common spaces, public bathrooms, etc.)
  - b. Conduct and document market research to determine whether to supplement the broker's/agent's use of listing services with public advertisement of ACAM's property search, using the broker/agent or ACAM as the point of contact.

- c. Prepare a comprehensive market study of available space options, along with an interpretation and assessment of relevant market trends.
- d. Conduct due diligence investigation of each potential site's specific suitability for ACAM's requirements.
- e. Broker/agent and ACAM identify and document which of the properties warrant site visits.
- f. Broker/agent schedules and documents site visits and attends the visits with ACAM.
- g. The Broker/agent further evaluates the visited properties against ACAM's specifications.
- h. Broker/agent requests a proposal from landlord/owner of the property or properties that best meet the ACAM's specifications.
- i. Analyze initial term sheets received – both financial and non- financial proposed terms, as well as build-out cost and timeframe implications.
- j. Prepare presentations comparing alternatives to client.
- k. Broker/agent reviews and explains the proposals to ACAM.
- l. ACAM reviews the broker/agent recommendation and decides whether to execute a lease.
- m. Broker/agent negotiates with the landlord/owner of the property that ACAM selected.
- n. Solicit draft transaction documents from selected landlords, and coordinate execution of all transaction documents, evidence of insurance, Non- Disturbance Agreements, etc.
- o. Ensures ACAM retains documentation of its original business need specifications, the broker/agent report on properties that met the specification, consideration of the properties and basis for the choice for site visits, observations made from the site visits, basis for further selection, including proposals received, broker/agent recommendation, grantee selection and basis, negotiation points, and the resulting lease.

### III. CONTRACT PRICING

It is anticipated that all fees will be paid by the landlord.

A response does not commit ACAM to award a purchase agreement or contract or to pay any costs incurred in the preparation of a response, nor to pay for any costs incurred prior to the execution of a formal purchase agreement or contract unless such costs are specifically authorized in writing by ACAM.

Should ACAM complete a transaction for the lease of office space, ACAM expects that vendor will be entitled to a brokerage commission paid **by the owner/landlord of the building**. Vendor will warrant that this is the case, and/or state other commission scenarios for consideration, if any, that it feels may be relevant.

#### IV. GENERAL INFORMATION

The submission requirements for this RFQ are set forth below.

##### A. Submission Requirements

To be considered responsive, a response must contain the following, prefaced by a table of contents, referenced by number and in the order below. No hard copies will be accepted. Responses shall be emailed to Tara McConathy, ACAM COO at [Admin@ACAMweb.org](mailto:Admin@ACAMweb.org)

Responses must be received by **Friday, November 24, 2023 5:00 pm CST** to be considered. Timely submission and confirmation of the receipt of the responses is the responsibility of the respondent.

##### B. Response to the Scope of Work

**Responses to this RFQ must be presented in narrative format, Times Roman 12 font, single space not to exceed 5 pages. Respondents should number their responses in the order presented below. The page limit does not include the requested references, résumés, attachments A & B, licenses or certificates.**

1. Provide a brief summary of the individual or organizational history, structure, headquarters, qualifications/experience in real estate broker services, and your organization's brokerage services for office buildings.
2. Demonstrate how your organization meets or exceeds the minimum qualifications listed in Section II. STATEMENT OF WORK.
3. Confirmation (y/n) that each service listed in the Scope of Work will be provided (*see a-o in the Scope of Work*).
4. Identify the individuals in your firm who would be assigned to this project and identify who will be responsible for the overall project and quality assurance.
5. Attach the ***résumé, responsibilities and bio(s) for the assigned real estate broker(s)***. Include any relevant education, certifications and experience.
6. A list of the tenant-side commercial office lease transactions within the Houston area, closed by respondents proposed account executive(s) in the last two (2) years. Include building address, tenant, landlord, square footage, term, and date closed.
7. ***Attach at least three (3) client references*** for deals completed by the account executive(s)/lead brokers, with an emphasis on government and non-profit clients, if possible. Include all relevant transaction details and the primary client contact's title, email address and phone number.
8. A list and description of any regulatory proceedings, licensing actions, lawsuits, arbitrations, formal protests or other legal actions related to real estate services in which Vendor and its account executive(s) / brokers / real estate professionals have been involved in the last two (2) years.

9. **Attach copies of business licenses, professional certifications** or other credentials for its account executive(s)/brokers/real estate professionals, together with evidence that responder, if a corporation, is in good standing and qualified to conduct business in Texas. Evidence that agency is a Historically Underutilized Business (HUB) can be downloaded at <https://mycpa.cpa.state.tx.us/tpassembsearch/>.
10. It is anticipated that all fees will be paid by the landlord. However, please provide the following information relative to costs:
  - Commission rate based on market,
  - Commission rates for each leased property are to be disclosed to ACAM. Proposed method of compensation for representing ACAM in negotiations for leasing properties,
  - Any other costs ACAM may anticipate relating to the real estate services to be provided.
11. **Attach completed originally signed debarment and conflict of interest statements:** CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS (provided herein as Attachment A), and CERTIFICATION REGARDING CONFLICT OF INTEREST (provided herein as Attachment B)

Submittals which fail to address each of the submission requirements above may be deemed non-responsive and will not be further considered. Submittals should not direct the evaluation team to general brochures, marketing materials or websites to obtain information related to the specific submission requirements; submittals that utilize references to external materials as an answer will be deemed non-responsive.

Submittals should be prepared simply and economically, avoiding the use of generic promotional materials and graphics that increase page count and PDF file size without addressing substantive content. Hard copy brochures and marketing materials may not be sent to the office for consideration as part of the response.

**SELECTION CRITERIA**

ACAM will evaluate proposals and select a respondent based on the following criteria:

**EVALUATION CRITERIA**

<b>Criteria</b>	<b>Points</b>
Demonstrated Qualifications	40
Response to the Scope of Work	10
Cost	10
Demonstrated Previous Performance	30
Resume(s)	10
HUB Bonus Points	5
Total	105

Questions should be submitted in writing to Tara McConathy, ACAM COO, at [Admin@ACAMweb.org](mailto:Admin@ACAMweb.org)

ACAM will utilize staff, independent evaluators or a combination of both to evaluate and rank qualifications.

ACAM reserves the right to accept or reject any or all proposals received or to cancel or extend in part or its entirety this Request for Qualifications.

A response does not commit ACAM to award a purchase agreement or contract or to pay any costs incurred in the preparation of a response, nor did to pay for any costs incur prior to the execution of a formal purchase agreement or contract unless such costs are specifically authorized in writing by Workforce Solutions.

#### **ATTACHMENTS**

Attachment A - Certification Regarding Debarment

Attachment B - Certification Regarding Conflict of Interest



**ATTACHMENT A  
CERTIFICATION REGARDING  
DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS**

*This certification is required by the Federal Regulations Implementing Executive Order 12549, Debarment and Suspension, 45 CFR Part 93, Government-wide Debarment and Suspension, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668 and 682), Department of Health and Human Services (45 CFR Part 76).*

The undersigned certifies, to the best of his or her knowledge and belief, that both it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;
2. Have not within a three-year period preceding this contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, State or local) transaction or contract under a public transaction, violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a government entity with commission of any of the offenses enumerated in Paragraph (2) of this certification; and,
4. Have not within a three-year period preceding this contract had one or more public transactions terminated for cause or default.

Where the prospective recipient of federal assistance funds is unable to certify to any of the statements in this certification, such prospective recipient shall attach an explanation to this certification form.

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**Name of Organization/Firm**

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**Signature of Authorized Representative**

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**Date**

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**Print Name and Title of Authorized Representative**

**ATTACHMENT B  
CERTIFICATION REGARDING CONFLICT OF INTEREST**

*By signature of this proposal, respondent covenants and affirms that:*

No manager, employee or paid consultant of the respondent is a member of the Board, or an employee of ACAM;

No manager or paid consultant of the respondent is married to a member of the Board, the CEO, or an employee of ACAM;

No member of the Board, the CEO or an employee of ACAM is a manager or paid consultant of the respondent;

No member of the Board, the CEO or an employee of ACAM owns or controls more than 10 percent in the respondent's firm;

No member of the Board, CEO, or employee of ACAM receives compensation from respondent for lobbying activities as defined in Chapter 305 of the Texas Government Code;

Respondent has disclosed any interest, fact or circumstance which does or may present a potential conflict of interest;

Should the respondent fail to abide by the foregoing covenants and affirmations regarding conflict of interest, respondent shall not be entitled to the recovery of any costs or expenses from ACAM incurred in relation to any contract with ACAM and shall immediately refund to ACAM any fees or expenses that may have been paid by ACAM.

\_\_\_\_\_  
**Name of Organization/Firm**

\_\_\_\_\_  
**Signature of Authorized Representative**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name and Title of Authorized Representative**