

Solicitation Amendment No. 002

To: Prospective Bidder/Offeror:	Date:
Prospective Proposer	October 28, 2013
Project Title:	Project No.:
Commercial Real Estate Broker Services	RFP 14-06

Description of Solicitation Amendment:

The Request for Proposals (RFP) for Commercial Real Estate Broker Services (Project #14-06) is hereby amended as set forth below:

1. This project is a Request for Proposal and not a Request for Qualifications (RFQ) as stated on pages 4, 14, and 20 of the RFP.
2. The RFP is hereby extended as follows:

Proposal Due Date/Time:

HCC will accept sealed proposals in original form to provide the required **Commercial Real Estate Broker Services until 3:00 PM (local time) from November 5, 2013 to 3:00 PM (local time) November 7, 2013.**

3. The period for questions and concerns is hereby extended to no date later than:

2:00 p.m. (local time) on October 30, 2013.

4. **Section II. Scope of Services**, pages 11-12 are replaced in their entirety to items(s) #23 and 24.

5. **Section III. Instruction to Proposers, Paragraph D., Subsection 1.1 Tab 1, Firm's Profile and Overview** – is hereby changed to reflect the following language:

Firm's Profile and Overview - Provide details as to the following:

Provide a brief description of your firm, the philosophy of the organization, include the total number of managers and supporting personal, related to providing the goods or services described in this solicitation, and the number of years the firm has been engaged in providing similar services in Texas. Explain how your firm is organized and how its resources will be applied to HCC's work. **Legal form of Business under which Proposer operates (i.e., corporation, partnership, sole proprietor) number and location of offices, location of company headquarters/main office, total number of employees company wide and total number of employees in the State of Texas, and principal lines of business.**

6. **Section III. Instruction to Proposers, Paragraph D., Subsection 1.3 Tab 3, paragraph two, Firm's Demonstrated Qualifications and Project Experience** – is hereby changed to reflect the following language:

List at least three and not more than five projects or contracts for Commercial Real Estate Broker Services, within the last **three (3) years**, for which your firm has successfully provided services of the type and kind required by this RFP. List the projects in priority order, with the most related project listed first.

7. Attachment No. 6, "Proposer's Certifications," is hereby replaced in its entirety.

Acknowledgement of Amendment No. by:	Date:
Company Name (Bidder/Offerer):	
Signed by:	
Name (Type or Print):	Title:

**II. SCOPE OF SERVICES
PROJECT NO. RFP 14-06
COMMERCIAL REAL ESTATE BROKER SERVICES.**

A. General Overview

Houston Community College is one of the largest institutions of higher education in the country with more than 70,000 students each semester, including more international students (8%) than any community college in the country. With an inspiring vision, HCC will become an opportunity institution for every student we serve – essential to our community's success. To learn more about HCC visit our website at hccs.edu.

The Houston Community College ("HCC") is seeking proposals from firms interested in providing HCC the services of a licensed commercial real estate broker on an "as needed" basis. The required services will consist of the sale of surplus properties and the acquisition and lease of properties. Generally, the selected real estate broker(s) will be expected to perform the services in accordance with the Scope of Services and in accordance with the requirements of this solicitation. The scope of services covers the requirements of licensed real estate broker(s) to assist Houston Community College in the sale of surplus properties and the acquisition and lease of properties on an "as needed" basis.

HCC is seeking proposals from qualified proposers (firms) to provide commercial real estate broker services. The responsible proposer must be a licensed Commercial Real Estate Broker in good standing in the State of Texas. HCC invites your firm to submit a proposal in response to this Request entitled Commercial Real Estate Broker Services, as generally described in herein of this solicitation. HCC encourages all firms, including small firms, minority business enterprises, and women's business enterprises, capable of performing the work required by this RFP to submit proposals.

B. Services & Requirements

The Commercial Real Estate Broker shall perform at least the following tasks:

1. Listing Services;
2. Property Viewing;
3. Analysis of site plan and financial feasibility;
4. Coordinating with Title Company or attorney in preparing all paperwork for Act of Sale/Purchase Agreement with potential owner(s);
5. Informing HCC of market activities;
6. Identify potential buyers for any properties selected for disposal by HCC;
7. Prepare advertising and sale/acquisition documents;
8. Distribute sale documents to interest buyers;
9. Provide regular progress reports as requested to HCC;
10. Research markets for viable real estate acquisitions;
11. Assist HCC personnel in the evaluation and sale/acquisition process;

12. Present oral presentations to the HCC Board of Trustees, as requested by HCC;
13. Ensure all State of Texas laws and procedures regarding disposal of public property are followed;
14. Locate properties for purchase or lease by Houston Community College;
15. Function as a liaison with landlords of property leased by HCC, and with the approval of HCC, negotiate leases;
16. Provide assistance to HCC in locating tenants for available space;
17. Assist as a liaison with current tenants to maintain leases and renewals; and
18. State regulatory compliance and other matters relating to the sale of public real property.
19. Licensure – All respondents must have legally required licensure so that all services required from them may be delivered in accordance with applicable law. As a part of this response, team members are encouraged to submit photocopies of relevant current licenses.
20. The responsible proposer must have experience listing and leasing commercial properties.
21. The successful broker firm must have the necessary technical equipment, material and capability, including qualified supervision and skilled workforce, adequate to perform the contract, or the ability to obtain such resources as are required during the course of the current contract.
22. The respondent must be a member in good standing of Texas Real Estate Commission (TREC) and be otherwise qualified and eligible to receive an award under applicable laws and regulations.
23. Assist HCC in establishing fair market value and comparable reports for HCC and property, and intellectual property.
24. Function as a liaison between HCC and other entities Harris County Appraisal District (HCAD) and the City of Houston (COH) to rectify reclassification matters, such as tax exempt status and building designation status.

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**ATTACHMENT NO. 6
PROPOSER'S CERTIFICATIONS
HCC PROJECT NO. RFP 14-06**

1. NON-DISCRIMINATION STATEMENT:

The undersigned certifies that he/she will not discriminate against any employee or applicant for employment or in the selection of subcontractors because of race, color, age, religion, gender, national origin or disability. The undersigned shall also take action to ensure that applicants are employed, and treated during employment, without regard to their race, color, religion, gender, age, national origin or disability. Such action shall include, but shall not be limited to, the following non-discriminatory employment practices: employment, upgrading or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other compensation and selection for training, including apprenticeship.

2. ASSURANCE OF SBDP GOAL:

The undersigned certifies that he/she has read, understands and agrees to be bound by the small business provisions set forth in this Solicitation. The undersigned further certifies that he/she is legally authorized to make the statements and representations in the Solicitation and that said statements and representations are true and accurate to the best of his/her knowledge. The undersigned will enter into formal agreement(s) for work identified on the CONTRACTOR AND SUBCONTRACTOR PARTICIPATION form conditioned upon execution of a contract with HCC. The undersigned agrees to attain the small business utilization percentages of the total offer amount as set forth below:

Small Business Participation Goal = Twenty-Five (25%)

The undersigned certifies that the firm shown below has not discriminated against any small business or other potential subcontractor because of race, color, religion, gender, age, veteran's status, disability or national origin, but has provided full and equal opportunity to all potential subcontractors irrespective of race, color, religion, gender, age, disability, national origin or veteran status.

The undersigned understands that if any of the statements and representations are made knowing them to be false or there is a failure to implement any of the stated commitments set forth herein without prior approval of HCC's Chancellor or the duly authorized representative, the Respondent may be subject to the loss of the contract or the termination thereof

3. BLACKOUT PERIOD COMPLIANCE:

The undersigned certifies that he/she has read, understands and agrees to be bound by the Prohibited Communications provision set forth in the RFP. The undersigned further understands that the Proposer shall not communicate with an HCC Trustee, employee, or any member of the selection/evaluation committee in any way concerning this Solicitation from the day it is first advertised through thirty (30) days after the contract is executed by the Chancellor or his/her designee, or when a determination is made that the contract will not be awarded.

This period is known as the "Blackout Period," as further defined in Section 1.7.10 and 3.3 of the Procurement Operations Manual. Violation of the Blackout Period is considered unethical conduct and will be handled as such with regard to a Trustee and all applicable federal and state laws and regulations, local ordinances, board policies and procurement procedures with respect to their conduct as public officials involved in the procurement process.

With regard to a Proposer, violation of the Blackout Period may result in the cancellation of the referenced transaction, debarment, disqualification from future procurement solicitations and prosecution in accordance with the Laws of the State of Texas.

4. CERTIFICATION AND DISCLOSURE STATEMENT:

A person or business entity entering into a contract with HCC is required by Texas Law to disclose, in advance of the contract award, if the person or an owner or operator of the business entity has been convicted of a felony. The disclosure should include a general description of the conduct resulting in the conviction of a felony as provided in section 44.034 of the Texas Education Code. The requested information is being collected in accordance with applicable law. This requirement does not apply to a publicly held corporation.

If an individual:

Have you been convicted of a felony? YES or NO

If a business entity: YES or NO

Has any owner of your business entity been convicted of a felony? _____

Has any operator of your business entity been convicted of a felony? _____

If you answered yes to any of the above questions, please provide a general description of the conduct resulting in the conviction of the felony, including the Case Number, the applicable dates, the State and County where the conviction occurred, and the sentence.

5. OWNERSHIP INTEREST DISCLOSURE:

The undersigned certifies that he/she has accurately completed the attached Exhibit 1 "Ownership Interest Disclosure List." For the purposes of this section, in accordance with Board Bylaws, the term "Contractors" shall include any member of the potential vendor's board of directors, its chairperson, chief executive officer, chief financial officer, chief operating officer, any person with an ownership interest of 10% or more. This requirement shall also apply to any Subcontractor listed on the "Contractor and Subcontractor Participation Form."

6. PROHIBITED CONTRACTS/PURCHASES:

The undersigned certifies that he / she has read, understands and is eligible to receive a contract in accordance with HCC Board of Trustees Bylaws regarding Prohibited Contracts/Purchases as further defined in the attached Exhibit 2.

I attest that I have answered the questions truthfully and to the best of my

knowledge. Signed: _____

Name of Company: _____

Address of Company: _____

State of _____

Sworn to and subscribed before me at _____, _____,
(City) (State)

this the _____ day of _____, 201____.

Notary Public for the State of: _____

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