

**CITY OF HELOTES  
ECONOMIC DEVELOPMENT CORPORATION**



**2018 REQUEST FOR  
PROPOSALS / QUALIFICATIONS**

**Business Recruitment Services**

**October 2018**

**I. SCOPE OF WORK:**

The City of Helotes Economic Development Corporation (“EDC”) seeks qualifications and/or proposals from well-qualified, licensed commercial brokers or brokerage firms (the “Consultant”) to conduct business recruitment services within the corporate City limits of Helotes. It is the intent of the EDC to award a termed contract for services with an estimated fee structure to be determined based upon responses to this RFQ/P. Interested consultants meeting the qualifications and requirements of this RFQ/P are invited to submit a proposal by Friday, November 16, 2018.

**II. PURPOSE / OBJECTIVES:**

The purpose of business recruitment services is to increase commercial development and activity on properties located within the City of Helotes, either through new development, re-development, or tenant location within existing or new commercial centers.

The selected consultant will act:

- As an advocate for the City, EDC, and existing commercial property owners in the commercial marketplace;
- As an intermediary between commercial property owners and development firms, tenants, and/or tenant representatives seeking to do business within the City; and
- As a dealmaker, ensuring the successful completion of commercial developments, re-developments, and/or tenant location to the City of Helotes, thereby increasing the City’s ad valorem (property) and sales and use tax collections.

**III. PROJECTED MILESTONE DATES:**

- Proposals Due: Friday, November 16, 2018 at or before 3:00 P.M. CST.
- Award Notice: After December 1, 2018
- Contract Execution: After December 1, 2018

The above dates are provided for planning purposes only. The EDC is not obligated to follow said milestone dates.

**IV. BUDGETARY ESTIMATE:**

Contract funding amounts have not yet been determined; however, the EDC anticipates to pay the consultant on a flat fee or percentage basis for each new development, re-development, or tenant location within the City of Helotes. Respondents should include proposed fee structures within their RFQ/P submittals.

## **V. SUBMITTAL REQUIREMENTS:**

Respondents must possess and provide evidence of the following criteria:

### **EXPERIENCE:**

A minimum of four (4) years demonstrated experience in commercial realty / brokerage.

- The Consultant should include any information relevant to its qualifications which it believes will assist to EDC in evaluating its bid proposal.
- The Consultant should provide a narrative detailing its staff, resources, and experiences with commercial realty / brokerage and how those items will allow it to effectively perform and deliver the services required of the resulting contract.

The Consultant shall be responsible for ensuring that any staff assigned to perform work against the resulting contract maintains such licensing and/or certifications, as appropriate, throughout the term of the contract and any extensions thereto. Further, upon expiration of the license/certification, it shall be the Consultant's responsibility to immediately provide the EDC with evidence of updated licensing for the specified individual.

### **TEAM MEMBER RESUMES:**

The Consultant should provide a detailed resume for each individual that will perform work related to the contract. Resumes should clearly demonstrate their respective capabilities and backgrounds. At a minimum, resumes should include:

- demonstrated experience specific to providing the types of services required herein;
- employment history;
- education;
- degrees and professional certifications and / or licenses; and
- any additional information that would allow the EDC to assess the individual's abilities.

The EDC, in its sole discretion, shall determine whether or not proposed replacements, substitutions, or additional personnel possess adequate qualifications and experience to provide services against the resulting contract. No substituted or additional personnel are authorized to begin work on the contract until the Consultant has received written approval from the EDC.

### **REFERENCES:**

The Consultant should provide the name, title, telephone number, and e-mail address of at least three (3) references that can support the Consultant's prior performance. The EDC, in its

sole discretion, shall determine whether it is appropriate and/or necessary to contact the references provided.

## **VI. CONSULTANT RESPONSIBILITIES:**

The successful Consultant shall hold sole and absolute responsibility for the completion of tasks required in the contract. Payment shall be made only to the Consultant.

The Consultant shall be responsible for the professional quality, technical accuracy, and timely completion and submission of all deliverables, services, or commodities required under the contract. Without additional compensation, the Consultant shall correct or revise any errors, omissions, or other deficiencies in its deliverables and other services. The review, approval, acceptance, and/or payment for any of the services hereunder shall not be construed as a waiver of any rights that EDC may have arising out of the Consultant's performance of this contract.

All data, technical information, materials gathered, originated, developed, prepared, used, or obtained in the performance of the contract, including, but not limited to, all reports, surveys, plans, charts, literature, brochures, mailings, recordings (video and / or audio), pictures, drawings, analyses, graphic representations, software computer programs and accompanying documentation and print-outs, notes and memoranda, written procedures and documents, regardless of the state of completion which are prepared for or are a result of the services required under this contract shall be and remain the property of the EDC and shall be delivered to the EDC upon thirty (30) days' notice by the EDC.

### **PROHIBITIONS:**

- News Releases: The Consultant is not permitted to issue news releases pertaining to any aspect of the services being provided under the contract without the prior written consent of the EDC. All such requests shall be directed per email to the EDC through its designated staff members, who shall coordinate such approvals to be granted, if any.
- Advertising: The Consultant shall not use the names, logos, images, or any data or results arising from this contract or as a part of any commercial advertising without first obtaining the prior, written consent of the EDC. All such requests shall be directed per email to the EDC through its designated staff members, who shall coordinate such approvals to be granted, if any.

### **CONFLICTS OF INTEREST:**

Upon award, the Consultant shall provide a signed statement disclosing any potential conflicts of interest with regard to the Consultant's performance of the requisite services and the Consultant's relationship with any EDC Director, staff members, local property owners, or City Officials and staff members. If the Consultant indicates that a potential conflict exists, it must identify the potential source of conflict, such as, but not limited to, the following:

- any firms for which the Consultant or its joint venture partner(s) or subcontractor(s) have provided, or may provide, other related services, including the preparation of applications to the EDC;
- have represented a previous or known future applicant to the EDC's programs;
- holds public office (i.e. elected or appointed) in the City;
- owns and/or operates a business establishment in the City;
- has a prior, current, or known future relationship with EDC staff or Directors or City Officials or staff members.

If a joint venture partnership is submitting a proposal, each joint venture partner must submit the appropriate signed statement concerning conflicts of interest. Such statements should also be provided for each named subcontractor / sub-consultant.

#### **VII. QUESTIONS:**

Questions concerning this RFQ/P may be submitted, in writing via e-mail, to Rick Schroder, EDC Executive Director, at [rschroder@helotes-tx.gov](mailto:rschroder@helotes-tx.gov) and must be received at or before 3:00 P.M. CST on Tuesday, November 14, 2018. Interested parties are encouraged to frequently check the EDC's website, [www.helotesedc.com](http://www.helotesedc.com), for any updates, additional information, and/or addenda pertaining to this RFQ/P.

#### **VIII. SUBMISSION DUE DATE:**

Proposals shall be received on or before 3:00 P.M. CST on Friday, November 16, 2018 at Helotes City Hall located at 12951 Bandera Road, Helotes, TX 78023. Proposals shall be submitted in a securely SEALED envelope or box. All proposals shall be submitted as follows:

- one (1) printed, signed original;
- one (1) printed copy of signed original; and
- one (1) Adobe PDF version supplied on a media storage device.

Proposals should be addressed to:

Rick Schroder  
 Executive Director, Helotes EDC  
 12951 Bandera Road  
 Helotes, TX 78023  
 Attn: 2018-RFQ/P – Business Recruitment Services

**IX. CONTRACT TERM:**

It is the intent of the EDC to award a limited term contract expiring annually on or about September 30<sup>th</sup> of each year, with one (1) year automatic renewals, unless terminated at any time by either party with sixty (60) days written notice.

Notwithstanding the expiration or termination of the agreement above, the EDC reserves the right, in its sole discretion, to extend the agreement on a month-to-month basis beyond the agreement expiration or termination.

**X. AWARD:**

It is the intent of the EDC to award a limited term contract to begin on or about December 1, 2018 for these Business Recruitment Services.

Prices, terms, and conditions shall remain firm throughout the initial term of the contract and any extensions thereto. The contract award will be made to the successful Consultant whose bid proposal conforms to this RFQ/P, is most advantageous to the EDC, price and other factors considered, and aligns with the work of the EDC, as solely determined by EDC.

Award of a contract for services outlined in this RFQ/P will be subject to the selected individual/firm entering into a form of contract satisfactory to the EDC and the Consultant.

**XI. PUBLIC INFORMATION ACT:**

Respondents should be aware that responses to this RFQ/P will be available, upon request, for public inspection. The EDC, as an instrumentality of the City of Helotes, is subject to the State of Texas Public Information Act, as codified in Section 552.001 of the Government Code.