

# **HARRIS COUNTY EMERGENCY SERVICES DISTRICT NO. 11 REQUEST FOR QUALIFICATIONS**

**PROJECT:** Harris County Emergency Services District No. 11 Administration Campus Real Estate Appraisal

## **SUMMARY:**

Harris County Emergency Services District No. 11 (the "District"), in accordance with Sections 2254.001 et seq., Texas Government Code, also known as the Professional Services Procurement Act, is accepting a Statement of Qualifications ("SOQ") from qualified real estate appraisal firms to provide an appraisal of certain portions of the District's Administration property located on Stuebner Airline Road, Spring, Harris County, Texas (the "Project").

This Request for Qualifications ("RFQ") includes general information on the Project scope, selection criteria, and other information that may assist potential real estate appraisal firms in submitting a SOQ for the Project.

## **FINAL SELECTION OF FIRM:**

The District shall select the real estate appraisal firm that submits the proposal offering the best value for the District on the basis of the selection criteria as set forth below.

## **EVALUATION CRITERIA:**

For each real estate appraisal firm that responds to this RFQ, the District shall evaluate the firm's previous experience, demonstrated competence, capability to perform, the past performance of the firm, members of the firm, and other appropriate factors submitted by the firm in response to this RFQ.

The District at its own discretion may choose to conduct an interview for final selection. The District may evaluate the offerors on the basis of the results of any interview.

The District may request additional information regarding demonstrated competence and qualifications.

The District shall rank each proposal submitted on the basis of the criteria set forth in the RFQ.

The District reserves the right to reject any or all proposals and to terminate this procurement at any time. Each offeror shall be responsible for all costs incurred in connection with responding to this RFQ.

## **RESPONSES TO RFQ:**

Each real estate appraisal firm that responds to this RFQ must submit the following information:

1. Previous experience on similar projects;
2. Demonstrated competence;
  - a. a narrative explaining similar projects completed by offeror; and
  - b. resumes for each staff member that will be assigned to the Project;
3. Capability to perform; and
4. Professional references.

## **DEADLINE FOR SUBMISSIONS:**

A SOQ must be received at the District's Administration Office, Harris County Emergency Services District No. 11, 18334 Stueber Airline Road, Spring, Texas 77389 by 12:00 p.m. on September 21, 2023. Please submit one (1) digital file of the SOQ using email address to [katie.conn@esd11.com](mailto:katie.conn@esd11.com).

All interested persons and firms that seek additional information or have questions regarding this procurement should contact Katie Conn or Jamie Chebra, between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, at (281) 524-7660 or [katie.conn@esd11.com](mailto:katie.conn@esd11.com).