

**REQUEST FOR QUALIFICATIONS (RFQ)  
THE PORT OF PALACIOS (MATAGORDA COUNTY NAVIGATION DISTRICT NO. 1)  
IS SOLICITING REQUEST FOR QUALIFICATIONS FOR REAL  
ESTATE BROKERS TO PROVIDE REAL ESTATE SERVICES/CONSULTING.  
(RFQREALESTATE2022)**

**QUALIFICATION REQUIREMENTS**

The **Port of Palacios (Matagorda County Navigation District No. 1)** (hereinafter referred to as the “Port”) is seeking proposals from qualified vendors/consultants/contractors to provide advertising and professional real estate advisory services to the Matagorda County Navigation District #1 (Port). Example services will be marketing for the sale of Brookings Property. Also market for Leasing the Commercial/Industrial Site for mixed commercial, office and light industrial, shopping center or other appropriate mixed- use concept to potential businesses.

It is the intent of the Port to award the work defined in this RFQ to one firm based on qualifications, experience, and the ability of the responding entities to meet the needs of the Port as specified in this RFQ.

The selected firm will be responsible for delivery of services and support on an as needed basis, with the Port reserving the right to select the services needed for a task, program, or function, based on the capabilities of staff and the level of augmentation and support needed. Services must be requisitioned and agreed upon by the Port prior to rendering and invoiced as completed.

**Submission Procedures**

Firms or companies desiring to provide services, as described in the Scope of Services, shall submit sealed qualifications with one (1) signed original, two (2) complete copies with all the information included, and one (1) electronic copy on a flash drive in .PDF format and shall be capable of being copied to other sources no later than **October 07, 2022, by 3:30 p.m. Central Standard Time**. Hand deliveries must be during office hours of 8:00 a.m. to 4:30 p.m., Monday through Friday to the address below for the Port of Palacios. **Respondents are instructed NOT to fax or email their proposal. Faxed or emailed proposals will not be accepted.** All proposals submitted must be marked with the **RFQREALESTATE2022**, Firm or Company name and mailing address.

**Proposals should be delivered to:**  
**Victor Martinez Jr., Port Director**  
Port of Palacios  
1602 Main Street  
Palacios, Texas 77465

**Proposals should be mailed to:**  
**Victor Martinez Jr., Port Director**  
Port of Palacios  
PO Box 551  
Palacios, Texas 77465

Respondents are cautioned that they are solely responsible for delivery of their proposal. If your bid, proposal, or quotation is delivered by an express mail carrier, or hand delivered it is your responsibility to ensure delivery to the above address. This office will not be responsible for deliveries made to any place other than the specified address. Late proposals will not be opened. It is the sole responsibility of the bidder to ensure that his or her Proposal reaches the Port on time. The Port shall not be responsible for late deliveries or delays. All proposals will be opened publicly.

Proposals must be signed by an individual authorized to bind the Respondent to the provisions of the RFQ and shall remain in full force and effect for ninety (90) days following the date of such opening.

The Port may, at its option, request formal presentations of one or more Respondents. Respondent shall be available for a formal presentation, if requested by the Port, at a time and place determined by the Port. The Port will assume no responsibility for any such costs incurred by the Respondent associated with the Respondent's attendance at a formal presentation.

Ownership of all data, materials, and documentation originated and prepared for the Port pursuant to the RFQ shall belong exclusively to the Port and be subject to public inspection in accordance with State of Texas Public Information Act.

### **Inquiries and Questions**

Inquiries and questions should be submitted by email only to Victor Martinez Jr., Port Director, at [vmartinez@portofpalacios.com](mailto:vmartinez@portofpalacios.com) no later than **2:00 P.M., Central Standard Time, on Friday, October 07, 2022.**

### **Contract Period**

It is the intent of the Port of Palacios to award this contract for a twelve (12) calendar month period. The Port may also at their option and in agreement with the Successful Vendor, renew the contract for up to two (2) additional years, in twelve (12) month increments. However, either party may terminate the contract at any time by giving thirty (30) days written notice to the other party of its intention to terminate as of the date specified in the notice. The Port will, in writing, notify the Contractor thirty (30) days prior to expiration of the contract with its intent to extend the contract. The prices submitted in response to this RFQ shall also apply to the resulting contract and any extensions.

### **Vendor Responsibilities**

Vendor will assume responsibility for delivery of services and application performance, regardless of whether the Vendor subcontracts any of these items and services. The Vendor will be the sole point of contact regarding contractual matters, including performance of services and the payment of all charges resulting from contract obligations. Vendor will be totally responsible for all obligations outlined under this RFQ and any resulting services provided.

### **Hold Harmless Provision**

The vendor shall at all times indemnify, save and hold harmless the Port and its Departments, their Commissioners, officers and employees, from and against all liability, claim of liability, loss, cost or damage, including death, and loss of services, on account of any injury to persons or property, arising out of any occurrence or incident relating to this Agreement or its performance, and will at his expense defend on behalf of the Port and its departments, their officers and employees, either or all, from any suit brought against them arising from any such occurrence or incident.

### **Service Provider Qualifications**

All bidders, to the best of their knowledge and belief, must be in, and remain in compliance with all applicable Federal, State, County and Municipal laws, regulations, resolutions, and ordinances. All bidders should be prepared to timely submit to the Port non confidential evidence or documentation demonstrating that the fact they are presently licensed and permitted under Texas law. Such non-confidential evidence or documentation is encouraged to be submitted with the response to this RFQ.

All vendors, contractors and grantees are must ensure that they are compliant with Texas House Bill 89, Title 10, Subtitle F, Chapter 2270 of the Texas Government Code (Israel boycotting prohibitions) and Senate Bill 252, Title 1, Subtitle F, Chapter 2252, Sections 152 and 153 of the Texas Government Code (prohibitions on conducting business with Iran, Sudan or any Foreign Terrorist Organization) and Title 5, Subtitle C, Chapter 176, Sections 001 and 006 of the Texas Local Government Code (conflict of interest) for the entire duration of the contract period.

### **Contractors and Subcontractors and Insurance**

The Contractor shall not commence work under this contract until all the required insurance has been obtained and approved by the Port, nor shall the Contractor allow any Subcontractor to commence work on his subcontract until the insurance required of the Subcontractor has been so obtained and approved. All required policies shall name the Port as an additional insured, except for Worker's Compensation, Employee's Liability Insurance and Professional Liability Insurance.

### **Workers Compensation Insurance**

The Contractor shall procure and shall maintain during the life of this contract Workers' Compensation Insurance for statutory limits for all of his employees to be engaged in work on the project under his Contract, and, in case of any such work sublet, the Contractor shall require the Subcontractor similarly to provide Workmen's Compensation Insurance for all of the latter's employees to be engaged in such work unless such employees are covered by the protection afforded by the Contractor's Workmen's Compensation Insurance. In case a class of employees engaged in hazardous work on the project under this contract is not protected under the Workmen's Compensation Statute, the Contractor shall provide and shall cause each Subcontractor to provide adequate employer's general liability insurance for the protection of such of his employees as are not otherwise protected. The Worker's Compensation policy shall include a waiver of subrogation in favor of the Port.

### **Consultant/Contractor's Public Liability and Property Damage Insurance**

The Contractor shall procure and shall maintain during the life of this contract the following additional insurance:

Commercial general liability \$500,000.00 per occurrence bodily injury and property damage and \$1,000,000 aggregate; \$5,000 per person medical payments or medical expense; Employer's Liability \$500,000.00 per occurrence bodily injury, bodily injury by Disease, \$1,500,000; Comprehensive Auto Liability - \$500,000 per occurrence and \$1,000,000 aggregate covering owned, hired, and non-owned vehicles; and Professional Liability \$500,000 per claim and \$1,000,000 aggregate. The Port, its' Departments and its employees shall be named as additional

insured on all commercial general liability policies.

## **Proposal Format**

Respondents must respond in the format described below. Failure to submit this information will render your proposal non-responsive.

### **1. Qualifications of the Firm**

#### **A. FIRM'S PROFILE & ABILITY TO PROVIDE BROKER SERVICES**

Provide the following information:

- Legal Name of the company as registered with the Secretary State of Texas
  - Address of the offices that will be providing services
  - Number of years in business
  - Type of operation (Individual, Partnership, Corporation, Joint Venture, etc.)
  - Number of employees by skill group
  - Certifications and licenses held
  - Provide a company organization chart
  - Proof of existence in Matagorda County, Texas
- B. Indicate whether services will be provided in whole, or in part, by your firm. If certain services are to be provided by another firm, indicate your firm's business relation with the associated firm (joint venture, consultant agreement, etc.)
- C. Provide details of any conditions that would adversely affect your company's performance under a contract with the Port.
- D. Indicate whether your company is currently for sale or involved in any transaction to expand or to become acquired by another business entity. If so, explain the impact both in organizational and directional terms.
- E. Provide details of all past or present litigation or claims filed against your company
- F. Indicate whether your company is currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity.
- G. Provide a claims history under professional malpractice insurance for the past five (5) years for the firm and any team member proposed to provide services.
- H. Provide a scope of services offered by your firm.

### **2. Qualifications of Staff**

- A. State why you believe your team to be qualified to skillfully address the issues that you feel will be relevant experience in acquisition and sales of commercial real estate properties.

B. Provide copy of broker's license.

C. Please provide qualification/resumes of all personnel (direct contacts) who would be supporting the Port real estate transactions.

**3. Selected Project Experience**

A. Provide a brief narrative of your firm's experience in providing real estate brokering services.

B. Provide performance statistics data for real estate projects your firm successfully completed that are relevant to the scope of this RFQ. Please include contact information for any clients listed.

**4. Commission/Fee Structure – Cost Proposal Form**

- The Port anticipates paying a monthly fee plus approved expenses for the advertising of Port properties for sale and/or lease as well as for professional real estate advisory or consulting services provided to the Port by the selected firm. Please set forth the hourly fee you would charge for this service.
- The Port also anticipates paying a commission for the sale and lease of Port properties. To the extent possible, fees will be paid in the manner conventional in the real estate industry – a percentage of the sales price or net lease. Please set forth the fee you normally charge when selling a property and the fee you normally charge when leasing a property. The Port will negotiate with the selected firm the actual fee that will be charged on each piece of Port property that is put up for sale or lease and the terms will be set forth in a Listing Agreement.
- Please set forth the above requested information on Attachment A – Cost Proposal Fee Form.

**Selection Criteria**

The following weighted criteria will be utilized to select the consultant awarded this contract:

<b>CRITERION</b>	<b>POINTS</b>
QUALIFICATION OF THE FIRM	30
QUALIFICATION OF THE STAFF	20
FIRM'S RELATIVE EXPERIENCE	40
FIRM'S COMMISSION/FEE STRUCTURE	10
<b>TOTAL</b>	<b>100</b>

## Selection Date

A selection is anticipated to be made on October 12, 2022, at 1:00 p.m. during the Regular Monthly Board Meeting of the Board of Commissioners and the firm would be utilized immediately thereafter.

## Scope of Services

To accomplish the above, the selected firm will perform the following services:

- Consult the Port Director and the Navigation Board on the acquiring, selling, and leasing of properties.
- Provide Real Estate Expertise on the sale of the Brookings Property. Market the property through the use of commercial web sites, as well as other marketing channels as identified.
- Setup a meeting with the City of Palacios to build the best plan of action to place utilities and roads onto the Brookings Property to enable an easier sale and higher profits for the sale of the property.
- Devise a plan of action with local partners to bring potential investors from Houston and other larger cities in Texas. This will include promotion and development meetings and events to which the Port will be advertised, attend, or host.
- Advise the Port Director and the Board on commercial trends and pit falls other port cities have faced.
- Once a quarter be attendance to the board meeting to consult the Board on the progress and future marketing of the properties that are being leased or sold for the Port.

## ADDITIONAL INFORMATION REQUIRED FOR STATEMENT OF QUALIFICATIONS

1. Additional submission requirements:

**a. THE RFQ MUST INCLUDE THE FOLLOWING CERTIFICATE:**

*“I certify that the above information is correct and complete to the best of my knowledge. I also certify that to the best of my knowledge or belief, no commissioner or employee of Matagorda County Navigation District #1, Port of Palacios is financially interested, directly or indirectly, in my firm or in the purchase of services as described in this RFQ.”*

Date:

Name of Lead Consultant:

Title:

**b.** A copy of Consultant’s current **certificate of insurance** for professional liability.

**c. A statement of conflicts** (if any) the proposing entity or key employees may have regarding these services. The statement should include conflicts, as well as any working relationships that may be perceived by disinterested parties as a conflict. If no potential conflicts of interests are identified, please state so.

**d. Conflicts of Interest Questionnaire (Form CIQ)** Texas Local Government Code chapter 176 requires that any vendor or person who enters or seeks to enter into a contract with a local government entity disclose in the Questionnaire Form CIQ the vendor or person’s employment, affiliation, business relationship, family relationship or provision of gifts that might cause a conflict of interest with a local government entity. Questionnaire Form CIQ must be submitted with the response. (Attachment B)

**e. Certificate of Interested Parties (Form 1295)** Effective January 1, 2016, all contracts and contract amendments, extensions, or renewals executed by the Port will require the completion of Form 1295 "Certificate of Interested Parties" pursuant to Government Code § 2252.908. Form 1295 must be completed by awarded vendor at time of signed contract submission. (Attachment C)

**Upon evaluation, the most qualified respondent will be selected. This respondent will then be asked to submit a fee proposal to begin contract negotiations for a fair and reasonable price.**

**By submitting its Statement of Qualifications in response to this Request for Qualifications, respondent accepts the evaluation process set forth above.**

**The Port reserves the right to establish further criteria for evaluation of qualifications, to require additional submissions, to waive any informalities in submissions, to reject any or all submissions and to negotiate with successful parties.**

**The Port reserves the right to contact any other references at any time during the RFQ process. The Port makes no representation that participation in the RFQ process will lead to an award of contract or any consideration whatsoever.**

#### **REQUIRED TERMS AND CONDITIONS**

The following mandatory contract terms and clauses shall be included in any contract awarded under this RFQ:

**Ownership of Documents/Work:** Any contract entered into as a result of this RFQ will contain the following provision: The copyright provisions of 44 CFR Sec. 13.34 shall also extend to final documents produced for the Port of Palacios by the CONSULTANT, and the rights granted to FEMA by the provisions of 44 CFR Sec. 13.34 shall also extend to the Port. The Port reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, revise, publish, or otherwise use, and to authorize others to use for Port purposes the copyright in the work developed under this contract. The parties also agree that all data or information developed or gathered by Consultant for the Port during the term of this contract is the property of the Port.

#### **Provisions Required by Law Deemed Inserted**

Each and every provision of law and clause required by law to be inserted in this contract shall be deemed to be inserted herein and the contract shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party the contract shall forthwith be physically amended to make such insertion or correction.

#### **Breach of Contract Items**

The Port reserves its right to all administrative, contractual, or legal remedies, including but not limited to suspension or termination of this contract, in instances where the Contractor or any of its subcontractors violate or breach any contract term. If the Contractor or any of its subcontractors violate or breach any contract term, they shall be subject to such sanctions and penalties as may be

appropriate. The duties and obligations imposed by the contract documents and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights, and remedies otherwise imposed or available by law.

### **Reporting Requirements**

The Contractor shall complete and submit all reports, in such form and according to such schedule, as may be required by the Port to be submitted to the Port. The Contractor shall cooperate with all Port efforts to comply with HUD requirements and regulations pertaining to reporting, including but not limited to 24 C.F.R. §§ 85.40-41 (or 84.50-52, if applicable) and 570.507, if applicable.

### **Maintenance/Retention of Records**

All records connected with this contract will be maintained in a central location and will be maintained for a period of at least four (4) years following the date of final payment and close-out of all pending matters related to this contract.

### **Contracting with Small and Minority Firms, Women's Business Enterprises, and Labor Surplus Area Firms**

**Small and minority businesses, women's business enterprises, and labor surplus area firms are encouraged to participate in this RFQ. If the awarded vendor is a prime contractor and may use subcontractors, the following affirmative steps are required of the prime contractor:**

- 1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- 2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- 3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- 4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- 5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

### **Title VI of the Civil Rights Act of 1964**

The Contractor and Subcontractor shall comply with the provisions of Title VI of the Civil Rights Act of 1964. No person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

### **Assignability**

The Contractor shall not assign any interest in this contract and shall not transfer any interest in the same (whether by assignment or novation) without prior written approval of the Port.



### **Indemnification**

The Contractor shall indemnify, defend, and hold harmless the Port and its agents and employees from and against any and all claims, actions, suits, charges, and judgments arising from or related to the negligence or willful misconduct of the Subcontractor in the performance of the services called for in this contract.

### **Termination for Cause**

If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner his obligations under this contract, or if the Contractor shall violate any of the covenants, agreements, or stipulations of this contract, the Port shall thereupon have the right to terminate this contract by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least five (5) days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared by the Contractor under this contract shall, at the option of the Port, become the Port's property and the Contractor shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder. Notwithstanding the above, the Contractor shall not be relieved of liability to the Port for damages sustained by the Port by virtue of any breach of the contract by the Contractor, and the Port may withhold any payments to the Contractor for the purpose of set-off until such time as the exact amount of damages due the Port from the Contractor is determined.

### **Termination for Convenience**

Either party may terminate this contract at any time for any reason or no reason by giving at least thirty (30) days' notices in writing to the other. If the contract is terminated by the Port as provided herein, the Contractor will be paid for the time provided and expenses incurred up to the termination date.

### **Access to Records**

To the extent necessary or required, any agency of the State or Federal Government or any of their duly authorized representatives, shall have at any time and from time to time during normal business hours, access to any work product, books, documents, papers, and records of the Contractor which are related to this contract, for the purpose of inspection, audits, examinations, and making excerpts, copies and transcriptions.

### **Section 109 of the Housing and Community Development Act of 1974**

The Contractor shall comply with the provisions of Section 109 of the Housing and Community Development Act of 1974. No person in the United States shall on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title. Section 109 further provides that discrimination on the basis of age under the Age Discrimination Act of 1975 or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, as amended, is prohibited.

### **Section 504 of the Rehabilitation Act of 1973**

The Contractor shall comply with section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 94), as amended, and any applicable regulations.

The Contractor agrees that no qualified individual with handicaps shall, solely on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives Federal financial assistance from HUD.

### **Age of Discrimination Act of 1975**

The Contractor shall comply with the Age Discrimination Act of 1975 (42 U.S.C. § 6101 *et seq.*), as amended, and any applicable regulations. No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity receiving Federal financial assistance.

### **Debarment, Suspension, and Ineligibility**

The Contractor represents and warrants that it and its subcontractors are not debarred or suspended or otherwise excluded from or ineligible for participation in Federal assistance programs subject to 2 C.F.R. part 2424.

### **Conflicts of Interest**

The Contractor shall notify the Port as soon as possible if this contract or any aspect related to the anticipated work under this contract raises an actual or potential conflict of interest (as defined at 2 C.F.R. Part 215 and 24 C.F.R. § 85.36 (or 84.42, if applicable)). The Contractor shall explain the actual or potential conflict in writing in sufficient detail so that the State is able to assess such actual or potential conflict. The Contractor shall provide the Port any additional information necessary for The Port to fully assess and address such actual or potential conflict of interest. The Contractor shall accept any reasonable conflict mitigation strategy employed by the Port, including but not limited to the use of an independent subcontractor(s) to perform the portion of work that gives rise to the actual or potential conflict.

### **Equal Opportunity for Workers with Disabilities**

The Contractor will not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The Contractor agrees to take affirmative action to employ, advance in employment and otherwise treat qualified individuals with disabilities without discrimination based on their physical or mental disability in all employment practices.

### **Certification of Non-segregated Facilities**

The Contractor certifies that it does not maintain or provide for its establishments, and that it does not permit employees to perform their services at any location, under its control, where segregated

facilities are maintained. It certifies further that it will not maintain or provide for employees any segregated facilities at any of its establishments, and it will not permit employees to perform their services at any location under its control where segregated facilities are maintained. The Contractor agrees that a breach of this certification is a violation of the equal opportunity clause of this contract.

As used in this certification, the term “segregated facilities” means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms, and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are, in fact, segregated on the basis of race, color, religion, or national origin because of habit, local custom, or any other reason.

The Contractor further agrees that (except where it has obtained for specific time periods) it will obtain identical certification from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the equal opportunity clause; that it will retain such certifications in its files; and that it will forward the preceding notice to such proposed subcontractors (except where proposed subcontractors have submitted identical certifications for specific time periods).

### **Lobbying**

The Contractor certifies, to the best of his or her knowledge and belief, that:

1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Contractor shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.

3) The Contractor shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

# Respondent Evaluation Rating Sheet

Name of Respondent \_\_\_\_\_

Name of Program RFQREALESTATE2022

Date of Rating \_\_\_\_\_

Evaluator's Name \_\_\_\_\_

**Qualifications – Firm**

<u>Factor</u>	<u>Max.Pts.</u>	<u>Score</u>	<u>Comments</u>
1. Firm qualification.	30	_____	
<b>Subtotal, Response</b>	30	=====	

**Qualifications - Staff**

<u>Factor</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Staff qualifications.	20	_____
<b>Subtotal, Response</b>	20	=====

**Relevant Experience**

<u>Factor</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Firm's Relevant experience, understanding and approach.		_____
<b>Subtotal, Response</b>	40	=====

**FIRM'S COMMISSION/FEE STRUCTURE COST**

<u>Factor</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Cost Proposal Form		_____
<b>Subtotal, Response</b>	10	=====

**TOTAL SCORE**

<u>Factor</u>	<u>Max.Pts.</u>	<u>Score</u>
<input type="checkbox"/> Experience	30	
<input type="checkbox"/> Qualifications	20	
<input type="checkbox"/> Understanding	40	_____
<input type="checkbox"/> Cost	10	_____
<b>Total Score</b>	100	=====