



**BROWNSVILLE NAVIGATION DISTRICT  
OF CAMERON COUNTY, TEXAS**

**Request for Qualifications**

**LAND APPRAISAL SERVICES**

**Deadline – October 16, 2019; 2:00 p.m.**

## NOTICE

Notice is hereby given that sealed Statements of Qualifications (SOQ) for Land Appraisal Services will be received by the Brownsville Navigation District dba Port of Brownsville.

**All Statements of Qualifications must be sealed and delivered to the Brownsville Navigation District, Director of Finance, 1000 Foust Road, Brownsville, Texas, on or before 2:00 p.m. on October 16, 2019. All submittals must be clearly marked on the outside of the envelope: "Statement of Qualifications for Land Appraisal Services."**

Statement of Qualifications must comply with the requirements set out in the "Request for Qualifications" which may be obtained from Steve Tyndal, Senior Director of Marketing and Business Development of the District and/or the Port of Brownsville's website.

**No Statement of Qualifications will be accepted via fax or electronic submission.**

**THE RIGHT IS HEREBY RESERVED** by the Board of Commissioners to reject any and all SOQs.

**9/15/2019; 9/22/2019**

# BROWNSVILLE NAVIGATION DISTRICT REQUEST FOR QUALIFICATIONS

## SECTION I GENERAL INFORMATION AND INSTRUCTIONS

### General

The Brownsville Navigation District d/b/a the Port of Brownsville (hereinafter referred to as the "District") is soliciting Statement of Qualifications (SOQ) for contracting of Land Appraisal services.

### Statement of Purpose

- 1.) Each Respondent will read these Specifications with care, since failure to meet each condition or a combination of specified conditions may invalidate the SOQ. **Any exceptions to terms requested herein must be clearly noted in writing and be included as a part of the SOQ.**
- 2.) No telephone, fax or e-mail proposals will be accepted. The District will not be responsible for missing, lost or late mail. Any SOQ received after the date and time set as the deadline for receipt of SOQ(s) will be returned to the respondent unopened.
- 3.) The RFQ information is believed to be accurate and is based upon the latest available information, but it is not to be considered in any way as a warranty. Requests for additional information should be directed in writing by email to Steve Tyndal, Senior Director of Marketing and Business Development ([styndal@portofbrownsville.com](mailto:styndal@portofbrownsville.com)).

### Reservation of Rights

The District expressly reserves the right to:

- Accept one or more SOQ(s).
- Reject any and all SOQ(s) received, or portion thereof.
- Cancel the entire RFQ.
- Issue a subsequent RFQ.
- Remedy technical errors in the RFQ process.
- Contact any Respondent for clarification after the SOQ are opened.
- Negotiate with any, all, or none of the respondents to the RFQ.
- Accept any SOQ in whole or part, whether or not there are negotiations subsequent to its receipt. If subsequent negotiations take place, they shall not constitute a rejection or an alternate RFQ.
- Accept the SOQ deemed most advantageous to the District.

### Timetable

1. These Specifications are to be released on or about **September 15, 2019**.

**BROWNSVILLE NAVIGATION DISTRICT  
REQUEST FOR QUALIFICATIONS**

2. The last date for written questions to be received from Respondents is **October 9, 2019**.
3. The last date for the issuance of an addendum is **October 11, 2019**.
4. **SOQ(s) must be received by the District's Director of Finance, no later than 2:00 p.m. on October 16, 2019.**
5. It is anticipated that the award of the RFQ will be made at a meeting of the District's Board of Commissioners to be held at 5:30 p.m. on Wednesday, **November 6, 2019**. Respondents are welcome to attend this meeting, but attendance is not required.
6. It is anticipated that the successful Respondent(s) will be notified on or about Thursday, **November 7, 2019**.
7. **The District expects the Respondent firm to submit its final land valuation report on or before March 6, 2020.**

**Submission of Statement of Qualifications**

The SOQ shall be submitted in **5 copies in a sealed envelope**. Each envelope must be addressed as follows:

**Brownsville Navigation District  
Director of Finance  
1000 Foust Road  
Brownsville, Texas 78521**

On the front of each envelope shall be written the following words:

**"STATEMENT OF QUALIFICATION  
FOR LAND APPRAISAL SERVICES"**

Submittals by the Respondents in response to this RFQ shall become the property of the District. The District shall not be responsible for the Respondent's costs associated with submitting of a response or participating in the evaluation process/interviews.

**Authorized Signature**

All SOQ(s) must be signed by persons who have legal authority to bind the Respondent to the items that are reflected in the SOQ.

**Withdrawal of SOQ**

Respondents may withdraw their SOQ at any time up to the time specified as the closing time for acceptance of SOQ(s). However, no Respondent shall withdraw or cancel their proposal for

## **BROWNSVILLE NAVIGATION DISTRICT REQUEST FOR QUALIFICATIONS**

a period of sixty (60) days after said closing date for acceptance of SOQ(s). The successful Respondent shall not withdraw or cancel or modify their submittal, except at the request of the District, after having been notified that said SOQ has been accepted by the District.

### **Interpretation of Specifications**

Any person contemplating submitting an SOQ that is in doubt as to the true meaning of any part of these Specifications, may submit to Steve Tyndal, Senior Director of Marketing and Business Development ([styndal@portofbrownsville.com](mailto:styndal@portofbrownsville.com)) a written request for interpretation thereof. Requests for interpretation must be received by 5:00 p.m. on **October 9, 2019**. It is prohibited for any Respondent to contact members of the RFQ evaluation process, other than those specifically stated in this RFQ. Respondents shall not seek to influence any District Board members or District staff, directly or indirectly through others, as such contact may result in disqualification.

### **Addendums to Request for Qualifications**

If it becomes necessary to revise any part of this RFQ, a written addendum will be posted on the Port of Brownsville web site, under "Business with the Port/Procurement". It will be the responsibility of each Respondent to verify that they have received all addendums. Respondents must acknowledge on the Respondent's Acknowledgement Form (Attachment A) the receipt of all addendums in order for their SOQ to be considered. The District is not bound by any oral representations, clarifications, or changes made in the written specifications by the District's employees.

### **Qualifications of Companies Submitting SOQ(s)**

The District reserves the right to require the successful Respondent to provide a list of customers to whom the Respondent has provided similar services, including a list of public entities/Port references.

### **Criteria for Awarding SOQ(s)**

The District reserves the right to award one or more SOQ(s) that offers the best value based on the criteria outline in the Section II - Specifications. Consideration may also be given to any additional information at each selection phase such as subsequent interviews used in the evaluation process.

### **Agreement**

The selected Respondent will provide a scope and fee proposal for the requested services. Once the scope and fees are negotiated with the District, the Respondent must agree to enter into a professional services agreement in the terms as included in the RFQ and SOQ. If the scope and fees are not agreed to by the both parties, the District will reserve the right to move to the next qualified SOQ until a negotiation is attained.

### **Compliance with Laws**

All Respondents involved shall observe and comply with all regulations, laws, ordinances, etc., of local, state, and federal governments as they apply to this procurement process.

## **BROWNSVILLE NAVIGATION DISTRICT REQUEST FOR QUALIFICATIONS**

### **Texas Ethics Commission Form 1295 Disclosures**

Companies doing business with the District, a governmental entity, are required to file a "Disclosure of Interested Parties Form" (Form 1295). The successful Respondent will be required to file a Form 1295 prior to the Board approving the award of the proposal. Further information regarding this form may be found on the Texas Ethics website, and instructions will be provided to the successful Respondent.

### **Texas Government Code Chapter 2270 Prohibition on Boycotting Israel**

Companies doing business with the Brownsville Navigation District, a governmental entity, are prohibited from boycotting Israel during the term of the purchase agreement resulting from this procurement process. The successful Respondent will be required to provide a written verification that they do not boycott Israel and that they will not boycott Israel during the term of the agreement.

### **Confidentiality**

Respondent shall certify that any confidential information obtained from the District shall not be made available, reproduced, sold, distributed or otherwise published or disseminated to any person or entity, except as is necessary for the Respondent to perform the services required by the RFQ. The Respondent must also agree to notify the District of any instances that the confidentiality of any information to which it has been given access has been breached.

### **Terms of Payment**

Billing address for invoices under this RFQ is:

**Brownsville Navigation District  
Finance Department  
1000 Foust Road  
Brownsville, TX 78521**

Electronic invoicing may be submitted to [vendor@portofbrownsville.com](mailto:vendor@portofbrownsville.com)

# **BROWNSVILLE NAVIGATION DISTRICT REQUEST FOR QUALIFICATIONS**

## **SECTION II SPECIFICATIONS**

The Brownsville Navigation District (District) seeks Request For Qualifications for the professional services of a real estate appraiser competent in determining the fair market value of real property used for or in connection with public deep-water port facilities and the promotion of waterborne commerce through said port facilities, known as the Port of Brownsville.

The selected provider, if any, shall provide an Appraisal Report that will include a professional opinion as to the fair market value of all of said Port of Brownsville real property owned by the District, excluding all fixtures and improvements located thereon and owned by the District, and excluding all fixtures and improvements located on any portion of said property owned by any tenant at the Port of Brownsville pursuant to the provisions of a lease. Said Appraisal Report shall also include the appraisal method or procedure utilized and the date necessary to substantiate the professional opinion of fair market value.

Any appraisal organization duly authorized and actively engaged in the practice of real estate appraising in the State of Texas interested in performing the above identified professional service shall submit a Statement of Qualifications setting forth their qualifications and capabilities, adequacy of personnel, past performance, experience, current and projected workloads, any recommendations of prior port clients, the firm's ability to meet the District's estimated March 6, 2020 deadline to submit final Land Valuation Appraisal report and any other information to evidence their having the necessary qualifications. The selected provider, if any, must be a member of one or more of the following: American Association of Certified Appraisers, Appraisal Institute, American Society of Appraisers, American Institute of Real Estate Appraisers or some other appropriate association or organization.

### **SELECTION CRITERIA**

The submitted SOQs will be evaluated by a Selection Committee comprised of District Staff and ranked according to the total points accumulated (100-point total) in the categories below. Based on review of the RFQ, finalist candidates may be selected for interview. The Selection Committee may interview all or any number of the firms that submitted responsive SOQs. The timing of the evaluation of firms and all other steps in the evaluation or award process shall be based on the sole discretion of the Selection Committee.

Negotiations may be undertaken with the appraisal firm whose SOQ best addresses the needs of the contemplated project and demonstrates the ability and experience to perform

## **BROWNSVILLE NAVIGATION DISTRICT REQUEST FOR QUALIFICATIONS**

the work. Award of the contract will be to the responsive appraisal firm whose SOQ is most advantageous to the District.

SOQs will be evaluated on evidence of understanding of the problems, the objectives to be achieved, and the technical and administrative capabilities in relation to the needs of the project.

### **SECTION II SPECIFICATIONS**

#### **SELECTION CRITERIA – continued**

The following criteria are those that will be applied in the evaluation of the SOQ:

**Qualifications** (20 points) – The extent to which the firm has personnel with the necessary experience and training to perform the work.

**Professional Competence** (20 points) – The extent to which the firm has demonstrated competence in performing similar Port work and/or the extent of former client satisfaction.

**Availability** (15 points) – The extent to which the firm has personnel available and the required time to do the job.

**SOQ Work Plan** (15 points) – The extent to which the firm has developed a work program and an end product that demonstrate a thorough understanding of the scope of the project and that will meet the needs of the District.

**Organization Depth** (10 points) – Backup capability relative to key personnel.

**Previous Performance** (10 points) – Previous performance with the District, other Ports and other governmental or institutional clients (*submit a minimum of 3 references*).

**Management Plan** (10 points) – An organizational structure and management plan for the project that makes it evident the appraisal firm has a clear and concise understanding of the project needs, that will enable the firm to be highly responsive to the needs and interests of the District on the contemplated project.



**BROWNSVILLE NAVIGATION DISTRICT  
REQUEST FOR QUALIFICATIONS**

**SECTION III  
REQUIRED FORMS**

**Respondent's Acknowledgement Form**

Having carefully examined the notices and specifications contained in this package, the undersigned Respondent's agent or representative hereby proposes and agrees to furnish proposed goods/services in strict compliance with these Specifications. The Respondent affirms that, to the best of their knowledge, the Statement of Qualifications (SOQ) has been arrived at independently and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give them an unfair advantage over other Respondents in the award of this RFQ.

Addendums received:

---

---

---

---

**Deadline for Submission: 2:00 p.m. on October 16, 2019**

Vendor:
Address:
City, State, Zip Code:
Signature of Authorized Representative:
Title with Company:

**BROWNSVILLE NAVIGATION DISTRICT  
REQUEST FOR QUALIFICATIONS**

**SECTION III  
REQUIRED FORMS**

**Attachments to this SOQ that are required:**

1. Respondent's Acknowledgement Form
2. Vendor Registration and Conflict of Interest Questionnaire

*The following required forms can also be found at [www.portofbrownsville.com](http://www.portofbrownsville.com) – Business With the Port / Vendor Registration*

- Vendor Registration Form
- Conflict of Interest Questionnaire