



## **COASTAL BEND**

COUNCIL OF GOVERNMENTS

### **Request for Qualifications (RFQ)**

#### **Commercial Real Estate Services**

Posting Period: July 23 – July 30, 2025

Issued by: Coastal Bend Council of Governments (CBCOG)

#### **1. Introduction**

The Coastal Bend Council of Governments (CBCOG) is soliciting qualifications from experienced and qualified firms or individuals to provide commercial real estate services. These services may include, but are not limited to, property acquisition, leasing, market analysis, site selection, and negotiation support.

This procurement is conducted in accordance with CBCOG's Procurement Policies and Procedures, which comply with 2 CFR Part 200.318 – 200.326 and the State of Texas Uniform Grant Management Standards.

#### **2. Scope of Services**

The selected firm will be expected to provide services including:

- Market research and analysis
- Site identification and evaluation
- Lease negotiation and acquisition support
- Property disposition services
- Coordination with legal and financial advisors
- Compliance with applicable federal, state, and local regulations

#### **3. Minimum Qualifications**

Respondents must demonstrate:

- A minimum of five (5) years of experience in commercial real estate services
- Licensure in the State of Texas
- Familiarity with public sector procurement and real estate transactions
- No conflict of interest with CBCOG staff or board members

#### **4. Submission Requirements**

Interested parties must submit:

- A cover letter of interest
- Company profile and qualifications
- Resumes of key personnel
- Description of relevant experience
- Three (3) references from recent clients

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Proof of licensure and insurance

**5. Evaluation Criteria**

Submissions will be evaluated based on:

Relevant experience and qualifications (30%)

Demonstrated understanding of CBCOG's needs (25%)

Capacity to perform services in a timely manner (20%)

Cost-effectiveness and value (15%)

References and past performance (10%)

**6. Submission Deadline**

All responses must be received by 5:00 PM CST on July 30, 2025. Submissions should be sent electronically in PDF format to:

[emily@coastalbendcog.org](mailto:emily@coastalbendcog.org)

Subject: RFQ – Commercial Real Estate Services

**7. Additional Information**

CBCOG reserves the right to reject any or all submissions.

This RFQ does not commit CBCOG to award a contract or pay any costs incurred in the preparation of a response.

Questions regarding this RFQ must be submitted in writing to the email above by July 26, 2025.