



MEETING DATE: January 13, 2026

PRESENTED BY: Vidal Roman, Finance Director

AGENDA ITEM: Authorization to solicit Request for Qualifications (RFQ) for Real Estate Broker Services for the marketing and sale of certain City-owned real property - Roman

NATURE OF REQUEST:

The City owns certain real properties that have been identified as surplus and appropriate for sale in accordance with Texas Local Government Code Chapter 272. In order to ensure the City engages qualified and experienced professionals to assist with the marketing and disposition of these properties, staff proposes issuing a Request for Qualifications for real estate broker services.

The RFQ will solicit Statements of Qualifications from licensed real estate brokers with experience in municipal or comparable real estate transactions. Following evaluation of qualifications, staff will negotiate commission percentages and contract terms with the most qualified respondent(s) for City Council consideration and approval.

BUGETED: N/A **FUND:** _____ **ACCT. #:** _____

BUDGET: _____ **EST. COST:** _____ **CURRENT BUDGET BALANCE:** _____

BID AMOUNT: \$ _____

STAFF RECOMMENDATION:

Approval

Departmental Approval: Finance, Purchasing

Advisory Board Recommendation: N/A

City Manager's Recommendation: Approval *AG*

RECORD OF VOTE:

APPROVED: _____

DISAPPROVED: _____

TABLED: _____

_____ **AYES**

_____ **NAYS**

_____ **DISSENTING** _____