

**Solicitation for Real Estate Broker Services**  
**City of Mission, Texas**  
**Notice of Request for Qualifications (RFQ)**

The City of Mission, Texas, is soliciting sealed Statements of Qualifications (SOQs) from qualified, licensed real estate brokers or brokerage firms to provide real estate brokerage services for the marketing and sale of City-owned real property. This Request for Qualifications is issued in accordance with applicable provisions of Texas Local Government Code, Chapter 272, and all other applicable federal, state, and local laws.

This RFQ is intended to identify the most qualified broker(s). Commission percentages may be negotiated with the most qualified respondent(s) and approved by the City Council.

**I. Scope of Services**

The selected broker(s) shall provide professional real estate brokerage services, which may include but are not limited to:

- Evaluation of each property's market conditions and pricing recommendations;
- Preparation and execution of a marketing plan for each property;
- Listing properties on appropriate Multiple Listing Services (MLS) and other marketing platforms;
- Conducting site visits and coordinating showings;
- Receiving, reviewing, and presenting offers to the City;
- Assisting with negotiations, contract execution, and coordination through closing;
- Compliance with all City policies, ethical standards, and statutory requirements.

The City reserves the right to award a single contract for all properties or separate contracts per property.

**II. Commission Structure:**

- Commission shall be expressed as a percentage of the final gross sales price for each individual property.
- Commission is payable only upon successful closing of a sale.
- No retainers, upfront fees, or marketing costs will be paid by the City unless expressly approved in writing.

**III. Minimum Qualifications**

Respondents must:

- Be licensed real estate brokers in good standing with the Texas Real Estate Commission (TREC);
- Have demonstrated experience in marketing and selling municipal, public-sector, or comparable real estate;
- Possess adequate staff, resources, and capacity to perform the required services;
- Be free from conflicts of interest that would impair performance.

#### **IV. Statement of Qualifications Requirements**

Statements of Qualifications shall include the following information:

1. Firm name, address, and primary contact information;
2. Proof of current Texas real estate broker licensure;
3. Description of relevant experience, including municipal or public-sector real estate transactions (if applicable);
4. Description of marketing approach and sales strategy;
5. Proposed commission percentage structure (may be provided as a range or proposed percentage per property);
6. Disclosure of any potential conflicts of interest;
7. References from at least three (3) comparable clients;
8. Any additional information deemed relevant by the respondent.

#### **V. Evaluation Criteria**

Statements of Qualifications will be evaluated based on, but not limited to, the following criteria:

- Experience and demonstrated competence in real estate brokerage services;
- Experience with municipal or comparable public-sector property sales;
- Qualifications of assigned personnel;
- Marketing approach and sales strategy;
- Past performance and references;
- Overall responsiveness to this RFQ.

The City may select one or more firms as most qualified and may enter into negotiations regarding commission percentages and contract terms.

#### **VI. Contract Term**

The anticipated contract term shall be for one year, with the option to extend for two (2) additional one (1) year terms.

#### **VIII. Reservation of Rights**

The City reserves the right to:

- Cancel this solicitation at any time;
- Request clarification or additional information from respondents;
- Award contracts in the best interest of the City;
- Reject any or all proposals.