

# Hidalgo County Head Start Program Policy Council Agenda

**DATE:** November 20, 2024

**SUBJECT:** 1. Requesting Exemption From Competitive Bidding Requirements Under The Texas Local Government Code 262-024 (A)(4) A Professional Appraisal Service;

2. Presentation of the Scoring Grid (for the Purpose of Ranking by County Commissioners) of the Firms Graded and Evaluated through the County’s approved “Pool” of Appraisal Services for The Appraisal of The Head Start Portable Facilities

	Appraisals Haus	CBRE, Inc.	Leonel Garza, Jr. & Associates
Evaluator 1	69	88	98
Evaluator 2	62	86	100
Evaluator 3	49	63	93
Total Score	180	237	291
Ranking			

3. Authority to Negotiate a Professional Contract with the No. 1 Ranked Firm of \_\_\_\_\_, for the Appraisal of The Head Start Portable Facilities.

**RATIONALE/NEED:** To obtain professional services in assessing the market value on six (6) portable buildings to request disposition from the funding source, DHHS. These portable buildings are located at Donna, Hidalgo, La Joya, Las Milpas, Palmview, and San Juan.

**RECOMMENDATION:** Administration recommends approval.

**COST:** Head Start funds for this project are available.

**RELATED INFORMATION INCLUDED:** Scoring Grid, No Conflict Disclosure Form  
\*\*\*\*\*

**INITIATED BY:** Ambrosio Tovar, Procurement Director *A. Tovar*

**REVIEWED BY:** Dr. Nereyda Cantu, Assistant Director *Nereyda Cantu*

**PROGRAM DIRECTOR’S APPROVAL:** *[Signature]*

# Hidalgo County Head Start Program

## Appraisal of Head Start Portable Facilities

### Scoring Grid

Project # 2024-003-11-20		Appraisal Haus, LLC	CBRE, Inc.	Leonel Garza, Jr. & Associates, LLC
Evaluator	No. 1	69	88	98
Evaluator	No. 2	62	86	100
Evaluator	No. 3	49	63	93
<b>Total RANKING</b>		180	237	291



## NO-CONFLICT DISCLOSURE FORM

Project No.: 2024-003-11-20

Project Name: Portable Bldg. Appraisal

Type of Service: Appraisal

Evaluator's Name: Ambrosio Tovar

Title/Position: Procurement Director

### Evaluated Firms:

1. Appraisal Haus, LLC
2. CBRE, Inc.
3. Leonel Garza, Jr. & Associates

Through my evaluation of the above-identified vendors, I hereby affirm that I have no conflicts to disclose (employment/business, family, or gifts exceeding \$100) in connection with the aforementioned potential vendor(s), as required by Section 176 of the Texas Local Government Code.

Ambrosio Tovar  
Signature

11-05-24  
Date

Rank: \_\_\_\_\_ out of \_\_\_\_\_

## EVALUATION FORM

RE: RFQ No. \_\_\_\_\_  
 Appraisal and/or Appraisal Review  
 Project Name: Appraisal of Portable Building  
 Evaluated Firm: Appraisal Huas, LLC

Evaluator: Ambrosio Tovar  
 Signature: *Ambrosio Tovar*  
 Date: 11-05-2024  
 Department: Procurement - Head Start

EVALUATION CRITERIA	POINTS	SCORE
<b>1. RFQ RESPONSIVENESS (2 points)</b>		
➤ Response is clear, concise, well-organized and followed the instructions listed in the Procurement Overview section of the procurement packet.	2	2
Comment/Rationale for points:	<b>Subtotal</b>	2
<b>2. UNDERSTANDING THE PROJECT (22 points)</b>		
➤ Firm demonstrates a thorough understanding of the project through their Scope of Services.	5	5
➤ Firm addresses their understanding in a clear and concise narrative that outlines their knowledge in appropriate federal, state and local government regulations, codes, guidelines, professional standards, and other policies related to the specified project.	7	7
➤ Firm identifies other successful projects of similar size and scope.	5	5
➤ Firm has identified information to be gathered or obtained and proposed an approach to complete the Scope of Work.	5	5
Comment/Rationale for points:	<b>Subtotal</b>	22
<b>3. FIRM'S QUALIFICATIONS (28 points)</b>		
➤ Firm is registered and licensed to practice in the state of Texas, and has been verified through the Texas Appraiser Licensing & Certification Board.	5	5
➤ Firm includes an organization chart, and a description of the proposed project team organization dedicated to this project, identifies key technical staff, their names and titles.	10	5
➤ Firm provides proof of all licenses and certifications for each proposed staff member.	10	5
➤ Firm identifies their Affirmative Action Program.	3	0
Comment/Rationale for points:	<b>Subtotal</b>	15
<b>4 FIRM'S RELATED EXPERIENCE (27 points)</b>		
➤ Firm includes biographic summaries/resumes for each proposed staff member that highlight their relevant experience specific to the project within the last 12 consecutive months, and their role in each project.	10	0
➤ Firm identifies at least one (1) Licensed Appraiser with an educational background and/or strong experience in the scope of the project that is part of the proposed team dedicated to this project who has previously led or been a part of at least two (2) projects of similar size and scope.	10	10
➤ Firm identifies two (2) different technical staff members with a minimum of five (5) and ten (10) years' experience.	7	5
Comment/Rationale for points:	<b>Subtotal</b>	15
<b>5. Firm's Availability and Experience (21 points)</b>		
➤ Firm identifies their commitment and ability to commence services immediately after successfully negotiating a contract for services.	3	0
➤ Firm identifies proposed project composition, project leadership, and reporting responsibilities.	5	4
➤ Firm has demonstrated competency and experience in the project specified.	3	3
➤ Firm commits at least one Project Manager with experience in two (2) different areas of specialties, plus be 50% involved with the technical development of the project.	5	4
➤ Firm commits at least one (1) Project Manager with experience in five (5) areas of specialties, plus be 85-100% involved with the technical development of the project.	5	4
Comment/Rationale for points:	<b>Subtotal</b>	15
<b>TOTAL</b>		<b>69</b>

Rank: \_\_\_\_\_ out of \_\_\_\_\_

## EVALUATION FORM

RE: RFQ No. \_\_\_\_\_  
 Appraisal and/or Appraisal Review  
 Project Name: Appraisal of Portable Buildings  
 Evaluated Firm: CBRE, Inc.

Evaluator: Ambrosio Tovar  
 Signature: *Ambrosio Tovar*  
 Date: 11-05-2024  
 Department: Procurement - Head Start

EVALUATION CRITERIA	POINTS	SCORE
<b>1. RFQ RESPONSIVENESS (2 points)</b>		
➤ Response is clear, concise, well-organized and followed the instructions listed in the Procurement Overview section of the procurement packet.	2	2
Comment/Rationale for points:	<b>Subtotal</b>	2
<b>2. UNDERSTANDING THE PROJECT (22 points)</b>		
➤ Firm demonstrates a thorough understanding of the project through their Scope of Services.	5	3
➤ Firm addresses their understanding in a clear and concise narrative that outlines their knowledge in appropriate federal, state and local government regulations, codes, guidelines, professional standards, and other policies related to the specified project.	7	7
➤ Firm identifies other successful projects of similar size and scope.	5	4
➤ Firm has identified information to be gathered or obtained and proposed an approach to complete the Scope of Work.	5	4
Comment/Rationale for points:	<b>Subtotal</b>	18
<b>3. FIRM'S QUALIFICATIONS (28 points)</b>		
➤ Firm is registered and licensed to practice in the state of Texas, and has been verified through the Texas Appraiser Licensing & Certification Board.	5	5
➤ Firm includes an organization chart, and a description of the proposed project team organization dedicated to this project, identifies key technical staff, their names and titles.	10	5
➤ Firm provides proof of all licenses and certifications for each proposed staff member.	10	10
➤ Firm identifies their Affirmative Action Program.	3	3
Comment/Rationale for points:	<b>Subtotal</b>	23
<b>4 FIRM'S RELATED EXPERIENCE (27 points)</b>		
➤ Firm includes biographic summaries/resumes for each proposed staff member that highlight their relevant experience specific to the project within the last 12 consecutive months, and their role in each project.	10	10
➤ Firm identifies at least one (1) Licensed Appraiser with an educational background and/or strong experience in the scope of the project that is part of the proposed team dedicated to this project who has previously led or been a part of at least two (2) projects of similar size and scope.	10	10
➤ Firm identifies two (2) different technical staff members with a minimum of five (5) and ten (10) years' experience.	7	7
Comment/Rationale for points:	<b>Subtotal</b>	27
<b>5. Firm's Availability and Experience (21 points)</b>		
➤ Firm identifies their commitment and ability to commence services immediately after successfully negotiating a contract for services.	3	2
➤ Firm identifies proposed project composition, project leadership, and reporting responsibilities.	5	5
➤ Firm has demonstrated competency and experience in the project specified.	3	3
➤ Firm commits at least one Project Manager with experience in two (2) different areas of specialties, plus be 50% involved with the technical development of the project.	5	3
➤ Firm commits at least one (1) Project Manager with experience in five (5) areas of specialties, plus be 85-100% involved with the technical development of the project.	5	5
Comment/Rationale for points:	<b>Subtotal</b>	18
<b>TOTAL</b>		<b>88</b>

Rank: \_\_\_\_\_ out of \_\_\_\_\_

## EVALUATION FORM

RE: RFQ No. \_\_\_\_\_  
 Appraisal and/or Appraisal Review  
 Project Name: Appraisal of Portable Buildings  
 Evaluated Firm: Leonel Garza, Jr. & Associates

Evaluator: Ambrosio Tovar  
 Signature: *Ambrosio Tovar*  
 Date: 11-05-2024  
 Department: Procurement - Head Start

EVALUATION CRITERIA	POINTS	SCORE
<b>1. RFQ RESPONSIVENESS (2 points)</b>		
➤ Response is clear, concise, well-organized and followed the instructions listed in the Procurement Overview section of the procurement packet.	2	2
Comment/Rationale for points:	<b>Subtotal</b>	2
<b>2. UNDERSTANDING THE PROJECT (22 points)</b>		
➤ Firm demonstrates a thorough understanding of the project through their Scope of Services.	5	5
➤ Firm addresses their understanding in a clear and concise narrative that outlines their knowledge in appropriate federal, state and local government regulations, codes, guidelines, professional standards, and other policies related to the specified project.	7	7
➤ Firm identifies other successful projects of similar size and scope.	5	5
➤ Firm has identified information to be gathered or obtained and proposed an approach to complete the Scope of Work.	5	4
Comment/Rationale for points:	<b>Subtotal</b>	21
<b>3. FIRM'S QUALIFICATIONS (28 points)</b>		
➤ Firm is registered and licensed to practice in the state of Texas, and has been verified through the Texas Appraiser Licensing & Certification Board.	5	5
➤ Firm includes an organization chart, and a description of the proposed project team organization dedicated to this project, identifies key technical staff, their names and titles.	10	10
➤ Firm provides proof of all licenses and certifications for each proposed staff member.	10	10
➤ Firm identifies their Affirmative Action Program.	3	3
Comment/Rationale for points:	<b>Subtotal</b>	28
<b>4 FIRM'S RELATED EXPERIENCE (27 points)</b>		
➤ Firm includes biographic summaries/resumes for each proposed staff member that highlight their relevant experience specific to the project within the last 12 consecutive months, and their role in each project.	10	10
➤ Firm identifies at least one (1) Licensed Appraiser with an educational background and/or strong experience in the scope of the project that is part of the proposed team dedicated to this project who has previously led or been a part of at least two (2) projects of similar size and scope.	10	10
➤ Firm identifies two (2) different technical staff members with a minimum of five (5) and ten (10) years' experience.	7	7
Comment/Rationale for points:	<b>Subtotal</b>	27
<b>5. Firm's Availability and Experience (21 points)</b>		
➤ Firm identifies their commitment and ability to commence services immediately after successfully negotiating a contract for services.	3	2
➤ Firm identifies proposed project composition, project leadership, and reporting responsibilities.	5	5
➤ Firm has demonstrated competency and experience in the project specified.	3	3
➤ Firm commits at least one Project Manager with experience in two (2) different areas of specialties, plus be 50% involved with the technical development of the project.	5	5
➤ Firm commits at least one (1) Project Manager with experience in five (5) areas of specialties, plus be 85-100% involved with the technical development of the project.	5	5
Comment/Rationale for points:	<b>Subtotal</b>	20
<b>TOTAL</b>		<b>98</b>



## NO-CONFLICT DISCLOSURE FORM

Project No.: 2024-003-11-20

Project Name: Portable Bldg. Appraisal

Type of Service: Appraisal

Evaluator's Name: Elma P. Carrera

Title/Position: Assistant Program Director

### Evaluated Firms:

1. Appraisal Haus, LLC
2. CBRE, Inc.
3. Leonel Garza, Jr. & Associates

Through my evaluation of the above-identified vendors, I hereby affirm that I have no conflicts to disclose (employment/business, family, or gifts exceeding \$100) in connection with the aforementioned potential vendor(s), as required by Section 176 of the Texas Local Government Code.

Elma P. Carrera  
Signature

11/12/2024  
Date

Rank: 3 out of 3

**EVALUATION FORM**

RE: RFQ No. \_\_\_\_\_  
 Appraisal and/or Appraisal Review  
 Project Name: Appraisal of Portable Buildings  
 Evaluated Firm: Appraisal Huas, LLC.

Evaluator: Elma P. Carrera  
 Signature: Elma P. Carrera *Elma P. Carrera*  
 Date: 10-25-2024  
 Department: Head Start

EVALUATION CRITERIA	POINTS	SCORE
<b>1. RFQ RESPONSIVENESS (2 points)</b>		
➤ Response is clear, concise, well-organized and followed the instructions listed in the Procurement Overview section of the procurement packet.	2	2
Comment/Rationale for points:	<b>Subtotal</b>	2
<b>2. UNDERSTANDING THE PROJECT (22 points)</b>		
➤ Firm demonstrates a thorough understanding of the project through their Scope of Services.	5	5
➤ Firm addresses their understanding in a clear and concise narrative that outlines their knowledge in appropriate federal, state and local government regulations, codes, guidelines, professional standards, and other policies related to the specified project.	7	7
➤ Firm identifies other successful projects of similar size and scope.	5	5
➤ Firm has identified information to be gathered or obtained and proposed an approach to complete the Scope of Work.	5	5
Comment/Rationale for points:	<b>Subtotal</b>	22
<b>3. FIRM'S QUALIFICATIONS (28 points)</b>		
➤ Firm is registered and licensed to practice in the state of Texas, and has been verified through the Texas Appraiser Licensing & Certification Board.	5	5
➤ Firm includes an organization chart, and a description of the proposed project team organization dedicated to this project, identifies key technical staff, their names and titles.	10	3
➤ Firm provides proof of all licenses and certifications for each proposed staff member.	10	5
➤ Firm identifies their Affirmative Action Program.	3	0
Comment/Rationale for points:	<b>Subtotal</b>	13
<b>4 FIRM'S RELATED EXPERIENCE (27 points)</b>		
➤ Firm includes biographic summaries/resumes for each proposed staff member that highlight their relevant experience specific to the project within the last 12 consecutive months, and their role in each project.	10	0
➤ Firm identifies at least one (1) Licensed Appraiser with an educational background and/or strong experience in the scope of the project that is part of the proposed team dedicated to this project who has previously led or been a part of at least two (2) projects of similar size and scope.	10	10
➤ Firm identifies two (2) different technical staff members with a minimum of five (5) and ten (10) years' experience.	7	3
Comment/Rationale for points:	<b>Subtotal</b>	13
<b>5. Firm's Availability and Experience (21 points)</b>		
➤ Firm identifies their commitment and ability to commence services immediately after successfully negotiating a contract for services.	3	0
➤ Firm identifies proposed project composition, project leadership, and reporting responsibilities.	5	3
➤ Firm has demonstrated competency and experience in the project specified.	3	3
➤ Firm commits at least one Project Manager with experience in two (2) different areas of specialties, plus be 50% involved with the technical development of the project.	5	3
➤ Firm commits at least one (1) Project Manager with experience in five (5) areas of specialties, plus be 85-100% involved with the technical development of the project.	5	3
Comment/Rationale for points:	<b>Subtotal</b>	12
<b>TOTAL</b>		<b>62</b>

Rank: 2 out of 3

### EVALUATION FORM

RE: RFQ No. \_\_\_\_\_  
 Appraisal and/or Appraisal Review  
 Project Name: Appraisal of Portable Buildings \_\_\_\_\_  
 Evaluated Firm: CBRE \_\_\_\_\_

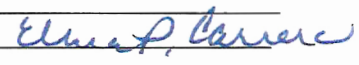
Evaluator: Elma P. Carrera  
 Signature: Elma P. Carrera *Elma P. Carrera*  
 Date: 10-25-2024  
 Department: Finance \_\_\_\_\_

EVALUATION CRITERIA	POINTS	SCORE
<b>1. RFQ RESPONSIVENESS (2 points)</b>		
➤ Response is clear, concise, well-organized and followed the instructions listed in the Procurement Overview section of the procurement packet.	2	2
Comment/Rationale for points:	<b>Subtotal</b>	2
<b>2. UNDERSTANDING THE PROJECT (22 points)</b>		
➤ Firm demonstrates a thorough understanding of the project through their Scope of Services.	5	3
➤ Firm addresses their understanding in a clear and concise narrative that outlines their knowledge in appropriate federal, state and local government regulations, codes, guidelines, professional standards, and other policies related to the specified project.	7	7
➤ Firm identifies other successful projects of similar size and scope.	5	3
➤ Firm has identified information to be gathered or obtained and proposed an approach to complete the Scope of Work.	5	3
Comment/Rationale for points:	<b>Subtotal</b>	16
<b>3. FIRM'S QUALIFICATIONS (28 points)</b>		
➤ Firm is registered and licensed to practice in the state of Texas, and has been verified through the Texas Appraiser Licensing & Certification Board.	5	5
➤ Firm includes an organization chart, and a description of the proposed project team organization dedicated to this project, identifies key technical staff, their names and titles.	10	5
➤ Firm provides proof of all licenses and certifications for each proposed staff member.	10	10
➤ Firm identifies their Affirmative Action Program.	3	3
Comment/Rationale for points:	<b>Subtotal</b>	23
<b>4 FIRM'S RELATED EXPERIENCE (27 points)</b>		
➤ Firm includes biographic summaries/resumes for each proposed staff member that highlight their relevant experience specific to the project within the last 12 consecutive months, and their role in each project.	10	10
➤ Firm identifies at least one (1) Licensed Appraiser with an educational background and/or strong experience in the scope of the project that is part of the proposed team dedicated to this project who has previously led or been a part of at least two (2) projects of similar size and scope.	10	10
➤ Firm identifies two (2) different technical staff members with a minimum of five (5) and ten (10) years' experience.	7	7
Comment/Rationale for points:	<b>Subtotal</b>	27
<b>5. Firm's Availability and Experience (21 points)</b>		
➤ Firm identifies their commitment and ability to commence services immediately after successfully negotiating a contract for services.	3	2
➤ Firm identifies proposed project composition, project leadership, and reporting responsibilities.	5	5
➤ Firm has demonstrated competency and experience in the project specified.	3	3
➤ Firm commits at least one Project Manager with experience in two (2) different areas of specialties, plus be 50% involved with the technical development of the project.	5	3
➤ Firm commits at least one (1) Project Manager with experience in five (5) areas of specialties, plus be 85-100% involved with the technical development of the project.	5	5
Comment/Rationale for points:	<b>Subtotal</b>	18
<b>TOTAL</b>		<b>86</b>

Rank: 1 out of 3

## EVALUATION FORM

RE: RFQ No. \_\_\_\_\_  
 Appraisal and/or Appraisal Review  
 Project Name: Appraisal of Portable Buildings  
 Evaluated Firm: Leonel Garza Jr. & Assoc., LLC.

Evaluator: Elma P. Carrera  
 Signature: Elma P. Carrera   
 Date: 10-25-2024  
 Department: Finance/Head Start

EVALUATION CRITERIA	POINTS	SCORE
<b>1. RFQ RESPONSIVENESS (2 points)</b>		
➤ Response is clear, concise, well-organized and followed the instructions listed in the Procurement Overview section of the procurement packet.	2	2
Comment/Rationale for points:	<b>Subtotal</b>	2
<b>2. UNDERSTANDING THE PROJECT (22 points)</b>		
➤ Firm demonstrates a thorough understanding of the project through their Scope of Services.	5	5
➤ Firm addresses their understanding in a clear and concise narrative that outlines their knowledge in appropriate federal, state and local government regulations, codes, guidelines, professional standards, and other policies related to the specified project.	7	7
➤ Firm identifies other successful projects of similar size and scope.	5	5
➤ Firm has identified information to be gathered or obtained and proposed an approach to complete the Scope of Work.	5	5
Comment/Rationale for points:	<b>Subtotal</b>	22
<b>3. FIRM'S QUALIFICATIONS (28 points)</b>		
➤ Firm is registered and licensed to practice in the state of Texas, and has been verified through the Texas Appraiser Licensing & Certification Board.	5	5
➤ Firm includes an organization chart, and a description of the proposed project team organization dedicated to this project, identifies key technical staff, their names and titles.	10	10
➤ Firm provides proof of all licenses and certifications for each proposed staff member.	10	10
➤ Firm identifies their Affirmative Action Program.	3	3
Comment/Rationale for points:	<b>Subtotal</b>	28
<b>4. FIRM'S RELATED EXPERIENCE (27 points)</b>		
➤ Firm includes biographic summaries/resumes for each proposed staff member that highlight their relevant experience specific to the project within the last 12 consecutive months, and their role in each project.	10	10
➤ Firm identifies at least one (1) Licensed Appraiser with an educational background and/or strong experience in the scope of the project that is part of the proposed team dedicated to this project who has previously led or been a part of at least two (2) projects of similar size and scope.	10	10
➤ Firm identifies two (2) different technical staff members with a minimum of five (5) and ten (10) years' experience.	7	7
Comment/Rationale for points:	<b>Subtotal</b>	27
<b>5. Firm's Availability and Experience (21 points)</b>		
➤ Firm identifies their commitment and ability to commence services immediately after successfully negotiating a contract for services.	3	3
➤ Firm identifies proposed project composition, project leadership, and reporting responsibilities.	5	5
➤ Firm has demonstrated competency and experience in the project specified.	3	3
➤ Firm commits at least one Project Manager with experience in two (2) different areas of specialties, plus be 50% involved with the technical development of the project.	5	5
➤ Firm commits at least one (1) Project Manager with experience in five (5) areas of specialties, plus be 85-100% involved with the technical development of the project.	5	5
Comment/Rationale for points:	<b>Subtotal</b>	21
<b>TOTAL</b>		<b>100</b>



## NO-CONFLICT DISCLOSURE FORM

Project No.: 2024-003-11-20

Project Name: Portable Bldg. Appraisal

Type of Service: Appraisal

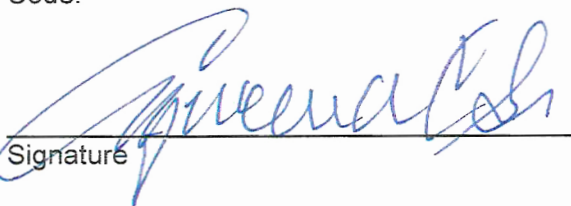
Evaluator's Name: Azucena C. Saenz

Title/Position: Field Operation Director

### Evaluated Firms:

1. Appraisal Haus, LLC
2. CBRE, Inc.
3. Leonel Garza, Jr. & Associates

Through my evaluation of the above-identified vendors, I hereby affirm that I have no conflicts to disclose (employment/business, family, or gifts exceeding \$100) in connection with the aforementioned potential vendor(s), as required by Section 176 of the Texas Local Government Code.

  
Signature

11/12/24  
Date

Rank: \_\_\_\_\_ out of \_\_\_\_\_

### EVALUATION FORM

RE: RFQ No. \_\_\_\_\_  
 Appraisal and/or Appraisal Review  
 Project Name: Poetable Bldg. Appraisal  
 Evaluated Firm: Appraisal Haus LLC

Evaluator: Azucena C. Saenz  
 Signature: *Azucena C. Saenz*  
 Date: 10/25/2024  
 Department: Administration

EVALUATION CRITERIA	POINTS	SCORE
<b>1. RFQ RESPONSIVENESS (2 points)</b>		
➤ Response is clear, concise, well-organized and followed the instructions listed in the Procurement Overview section of the procurement packet.	2	2
Comment/Rationale for points:	<b>Subtotal</b>	2
<b>2. UNDERSTANDING THE PROJECT (22 points)</b>		
➤ Firm demonstrates a thorough understanding of the project through their Scope of Services.	5	3
➤ Firm addresses their understanding in a clear and concise narrative that outlines their knowledge in appropriate federal, state and local government regulations, codes, guidelines, professional standards, and other policies related to the specified project.	7	4
➤ Firm identifies other successful projects of similar size and scope.	5	4
➤ Firm has identified information to be gathered or obtained and proposed an approach to complete the Scope of Work.	5	3
Comment/Rationale for points:	<b>Subtotal</b>	14
<b>3. FIRM'S QUALIFICATIONS (28 points)</b>		
➤ Firm is registered and licensed to practice in the state of Texas, and has been verified through the Texas Appraiser Licensing & Certification Board.	5	5
➤ Firm includes an organization chart, and a description of the proposed project team organization dedicated to this project, identifies key technical staff, their names and titles.	10	7
➤ Firm provides proof of all licenses and certifications for each proposed staff member.	10	2
➤ Firm identifies their Affirmative Action Program.	3	1
Comment/Rationale for points:	<b>Subtotal</b>	15
<b>4 FIRM'S RELATED EXPERIENCE (27 points)</b>		
➤ Firm includes biographic summaries/resumes for each proposed staff member that highlight their relevant experience specific to the project within the last 12 consecutive months, and their role in each project.	10	5
➤ Firm identifies at least one (1) Licensed Appraiser with an educational background and/or strong experience in the scope of the project that is part of the proposed team dedicated to this project who has previously led or been a part of at least two (2) projects of similar size and scope.	10	3
➤ Firm identifies two (2) different technical staff members with a minimum of five (5) and ten (10) years' experience.	7	3
Comment/Rationale for points:	<b>Subtotal</b>	11
<b>5. Firm's Availability and Experience (21 points)</b>		
➤ Firm identifies their commitment and ability to commence services immediately after successfully negotiating a contract for services.	3	1
➤ Firm identifies proposed project composition, project leadership, and reporting responsibilities.	5	2
➤ Firm has demonstrated competency and experience in the project specified.	3	1
➤ Firm commits at least one Project Manager with experience in two (2) different areas of specialties, plus be 50% involved with the technical development of the project.	5	2
➤ Firm commits at least one (1) Project Manager with experience in five (5) areas of specialties, plus be 85-100% involved with the technical development of the project.	5	1
Comment/Rationale for points:	<b>Subtotal</b>	7
<b>TOTAL</b>		<b>49</b>

Rank: \_\_\_\_\_ out of \_\_\_\_\_

### EVALUATION FORM

RE: RFQ No. \_\_\_\_\_  
 Appraisal and/or Appraisal Review  
 Project Name: Portable Bldg. Appraisal  
 Evaluated Firm: CBRE, Inc.

Evaluator: Azucena C. Saenz  
 Signature: *Azucena C. Saenz*  
 Date: 10/25/2024  
 Department: Administration

EVALUATION CRITERIA	POINTS	SCORE
<b>1. RFQ RESPONSIVENESS (2 points)</b>		
➤ Response is clear, concise, well-organized and followed the instructions listed in the Procurement Overview section of the procurement packet.	2	2
Comment/Rationale for points:	<b>Subtotal</b>	2
<b>2. UNDERSTANDING THE PROJECT (22 points)</b>		
➤ Firm demonstrates a thorough understanding of the project through their Scope of Services.	5	2
➤ Firm addresses their understanding in a clear and concise narrative that outlines their knowledge in appropriate federal, state and local government regulations, codes, guidelines, professional standards, and other policies related to the specified project.	7	4
➤ Firm identifies other successful projects of similar size and scope.	5	2
➤ Firm has identified information to be gathered or obtained and proposed an approach to complete the Scope of Work.	5	3
Comment/Rationale for points:	<b>Subtotal</b>	11
<b>3. FIRM'S QUALIFICATIONS (28 points)</b>		
➤ Firm is registered and licensed to practice in the state of Texas, and has been verified through the Texas Appraiser Licensing & Certification Board.	5	5
➤ Firm includes an organization chart, and a description of the proposed project team organization dedicated to this project, identifies key technical staff, their names and titles.	10	2
➤ Firm provides proof of all licenses and certifications for each proposed staff member.	10	10
➤ Firm identifies their Affirmative Action Program.	3	1
Comment/Rationale for points:	<b>Subtotal</b>	18
<b>4 FIRM'S RELATED EXPERIENCE (27 points)</b>		
➤ Firm includes biographic summaries/resumes for each proposed staff member that highlight their relevant experience specific to the project within the last 12 consecutive months, and their role in each project.	10	8
➤ Firm identifies at least one (1) Licensed Appraiser with an educational background and/or strong experience in the scope of the project that is part of the proposed team dedicated to this project who has previously led or been a part of at least two (2) projects of similar size and scope.	10	6
➤ Firm identifies two (2) different technical staff members with a minimum of five (5) and ten (10) years' experience.	7	5
Comment/Rationale for points:	<b>Subtotal</b>	19
<b>5. Firm's Availability and Experience (21 points)</b>		
➤ Firm identifies their commitment and ability to commence services immediately after successfully negotiating a contract for services.	3	1
➤ Firm identifies proposed project composition, project leadership, and reporting responsibilities.	5	2
➤ Firm has demonstrated competency and experience in the project specified.	3	2
➤ Firm commits at least one Project Manager with experience in two (2) different areas of specialties, plus be 50% involved with the technical development of the project.	5	5
➤ Firm commits at least one (1) Project Manager with experience in five (5) areas of specialties, plus be 85-100% involved with the technical development of the project.	5	3
Comment/Rationale for points:	<b>Subtotal</b>	13
<b>TOTAL</b>		<b>63</b>

Rank: \_\_\_\_\_ out of \_\_\_\_\_

### EVALUATION FORM

RE: RFQ No. \_\_\_\_\_  
 Appraisal and/or Appraisal Review  
 Project Name: Portable Bldg. Appraisal  
 Evaluated Firm: Leonel Garza Jr. & Associates

Evaluator: Azucena C. Saenz  
 Signature: *[Handwritten Signature]*  
 Date: 10/25/2024  
 Department: Administration

EVALUATION CRITERIA	POINTS	SCORE
<b>1. RFQ RESPONSIVENESS (2 points)</b>		
➤ Response is clear, concise, well-organized and followed the instructions listed in the Procurement Overview section of the procurement packet.	2	2
Comment/Rationale for points:	<b>Subtotal</b>	2
<b>2. UNDERSTANDING THE PROJECT (22 points)</b>		
➤ Firm demonstrates a thorough understanding of the project through their Scope of Services.	5	5
➤ Firm addresses their understanding in a clear and concise narrative that outlines their knowledge in appropriate federal, state and local government regulations, codes, guidelines, professional standards, and other policies related to the specified project.	7	5
➤ Firm identifies other successful projects of similar size and scope.	5	4
➤ Firm has identified information to be gathered or obtained and proposed an approach to complete the Scope of Work.	5	5
Comment/Rationale for points:	<b>Subtotal</b>	19
<b>3. FIRM'S QUALIFICATIONS (28 points)</b>		
➤ Firm is registered and licensed to practice in the state of Texas, and has been verified through the Texas Appraiser Licensing & Certification Board.	5	5
➤ Firm includes an organization chart, and a description of the proposed project team organization dedicated to this project, identifies key technical staff, their names and titles.	10	8
➤ Firm provides proof of all licenses and certifications for each proposed staff member.	10	10
➤ Firm identifies their Affirmative Action Program.	3	3
Comment/Rationale for points:	<b>Subtotal</b>	26
<b>4 FIRM'S RELATED EXPERIENCE (27 points)</b>		
➤ Firm includes biographic summaries/resumes for each proposed staff member that highlight their relevant experience specific to the project within the last 12 consecutive months, and their role in each project.	10	10
➤ Firm identifies at least one (1) Licensed Appraiser with an educational background and/or strong experience in the scope of the project that is part of the proposed team dedicated to this project who has previously led or been a part of at least two (2) projects of similar size and scope.	10	9
➤ Firm identifies two (2) different technical staff members with a minimum of five (5) and ten (10) years' experience.	7	7
Comment/Rationale for points:	<b>Subtotal</b>	26
<b>5. Firm's Availability and Experience (21 points)</b>		
➤ Firm identifies their commitment and ability to commence services immediately after successfully negotiating a contract for services.	3	3
➤ Firm identifies proposed project composition, project leadership, and reporting responsibilities.	5	4
➤ Firm has demonstrated competency and experience in the project specified.	3	3
➤ Firm commits at least one Project Manager with experience in two (2) different areas of specialties, plus be 50% involved with the technical development of the project.	5	5
➤ Firm commits at least one (1) Project Manager with experience in five (5) areas of specialties, plus be 85-100% involved with the technical development of the project.	5	5
Comment/Rationale for points:	<b>Subtotal</b>	20
<b>TOTAL</b>		<b>93</b>