

Request for Proposals (RFP)
Professional Real Estate Services

Bid No: 2026-108

RFP Post Date: Monday, 04-06-2026

SOQ Submittal Date and Time: Tuesday, 04-21-2026 at 2:45 p.m., mst.

Overview & Purpose

Pursuant to the Professional Services Procurement Act, Subchapter A, Chapter 2254, of the Texas Local Government Code, the Town of Horizon City (TOHC) is requesting sealed Statements of Qualifications (SOQs) from qualified firms to provide comprehensive on-call professional Real Estate services to include, but not limited to, property acquisition and sales, property valuation, marketing strategies, listing, community outreach, review of buyer qualifications, negotiations, transaction management, status reporting and closing.

This qualifications-driven selection will emphasize demonstrated expertise and experience in comprehensive real estate services, quality controls and public engagement strategies.

Qualified firms shall be responsible for compliance with all applicable local, state and federal laws and regulations, including fair housing and anti-discrimination laws. Knowledge of the local market and requirements for federalized projects are essential.

Close collaboration with the TOHC shall be essential to achieving project objectives.

The TOHC shall review SOQ's and shortlist qualified firms for consideration of work. Shortlisted firms shall be retained on a two-year on-call Real Estate Services Agreement with an option to extend one (1) additional year. Selected firms shall represent the city in negotiations with stakeholders and manage the transaction process, including coordination with attorneys, appraisers, brokers, title companies and other parties involved, in accordance with the Agreement.

No pricing or fee information is requested at the time.

Any inquiries regarding this SOQ must be submitted in writing, five (5) days prior to the submittal deadline, to Mr. Arturo Rubio, Planning Director for the TOHC at the following email address: arubio@horizoncity.org.

The TOHC will evaluate inquiries and determine if an Addendum will be issued.

SOQ's shall be evaluated using the following criteria matrix:

No.	Evaluation Criteria	Points
1.	Quality of Vendor Service	20
2.	Vendor's Experience	15
3.	Vendor's Project Understanding	15
4.	Vendor's ability to staff project	15
5.	Vendor's quality of Project Team	10
6.	Vendor's ability to meet Owner's needs	10
7.	Vendor's past relationship with the TOHC	5
8.	Projects Quality Control/Quality Assurance	5
9.	Vendor's References and Reputation	5
Total Points		100

The SOQ submittal shall consist of six (6) hardcopy sets and one (1) electronic copy using a CD or flash drive. The TOHC shall discard extra SOQ sets that exceed the requested amounts. The TOHC shall notify any firms of disqualification.

The SOQ is limited to 12 pages on 8 ½” x 11” sheets. A page that has information on both sides shall be counted as two (2) pages toward the twelve (12) page limit. The SOQ shall address each item described below:

Item 1: Cover Letter: Shall address authorized signatory, state registration number, services offered, years of experience, scope overview and understanding, technical approach, quality control, stakeholder engagement strategy and confirmation of ability to execute a real estate service contract in a timely manner.

Item 2: Prime Consultant Information:

- 2.1 Incorporation date and office locations
- 2.2 Organizational chart
- 2.3 Number of licensed Real Estate Professionals
- 2.4 Total number of Employees
- 2.5 Project Understanding
- 2.6 Team Availability statement

Item 3: Sub Consultant Team:

- 3.1 Appraisers
- 3.2 Attorneys
- 3.3 Title Companies

Item 4: Relevant Project Experience

4.1 List four (4) relevant projects that were successfully completed. List shall include:

- 4.1.1 Client Name
- 4.1.2 Project Name
- 4.1.3 Scope Summary
- 4.1.4 Service fees
- 4.1.5 Outcome (was the project completed within scope, schedule and budget)

Item 5: References (minimum 3) with contact information (title, address, telephone number, email);

- 5.1** Reference Number 1
- 5.2** Reference Number 2
- 5.3** Reference Number 3

A debarment check will be performed prior to execution of a contract. The Planning Director shall confirm that the vendor does not appear on the debarment list maintained by the federal government at sam.gov.

The Cone of Silence shall begin on the date that the RFQ is issued and will end on the date of the Notice of Award. No person or registrants shall engage in any lobbying activities with Town officials, employees, or representatives, prior to Award.

A non-mandatory Pre-proposal conference is scheduled for Tuesday, 04-14-2026 at 1:00 p.m.mst. at City Council Chambers, 14999 Darrington Road, Horizon City, TX 79928.

Sealed SOQ's must be submitted before the deadline date and time. Late submittals will be rejected. The TOHC reserves the right to reject any and all SOQ's received.

The SOQ must be received by Tuesday, 04-21-2026 at 2:45 p.m. mst at:

The Town of Horizon City
Bid No. 2026-108, Professional Real Estate Services
C/O: Mr. Arturo Rubio, Director of Planning
14999 Darrington Road
Horizon City, Texas 79928