

**GONZALES  
ECONOMIC DEVELOPMENT CORPORATION  
(GEDC)**

**REQUEST FOR PROPOSAL FOR  
THIRD PARTY  
REAL ESTATE BROKER SERVICES  
TO MARKET & SELL  
GONZALES ECONOMIC DEVELOPMENT CORPORATION  
PROPERTY – LYNN THEATER**

**PUBLISHED DATE: APRIL 19, 2022  
RESPONSE DUE DATE: MAY 9, 2022**

Interested vendors must submit a RESPONSE PACKAGE of one (1) original and one (1) copy via email, to Attn: Jennifer Kolbe, Director, Gonzales Economic Development Director 820 St. Joseph Street, Gonzales, Texas 78629 by no later than 5:00 P.m. (CST), May 9, 2022.



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**ADVERTISEMENT FOR REQUEST FOR PROPOSAL**

The Gonzales Economic Development Corporation ("GEDC") is requesting responses for:

**THIRD PARTY REAL ESTATE  
BROKER SERVICES  
TO MARKET & SELL GEDC Property – Lynn Theatre**

A copy of the Request for Proposal ("RFP") is available at the Gonzales Economic Development Corporation website at: [www.gedc.gonzalesedc.org](http://www.gedc.gonzalesedc.org) within the Recent News at the bottom of the Homepage.

Responses to the Gonzales Economic Development Corporation's RFP will be accepted by the GEDC until **5:00 p.m. (CST) May 9, 2022**. All responses are to be submitted on the form(s) and format provided and returned in a sealed envelope with the following designations:

**Third Party Real Estate  
Broker Services to Market  
and Sell GEDC Property –  
Lynn Theatre**

**Gonzales Economic Development Corporation  
Attn: Jennifer Kolbe  
820 Saint Joseph Street  
Gonzales, Texas 78629**

Respondents must submit one (1) original response to the Request for Proposal and three (3) copies in a sealed package plainly marked with the above noted information. Enclose one flash drive with an electronic PDF of the file.

**The responses to the Request for Proposal will be opened on  
May 10, 2022 at 10:00 a.m. (CST).**

## **INSTRUCTIONS FOR THE RESPONSE TO RFP**

### **OVERVIEW**

The Gonzales Economic Development Corporation ("GEDC") is seeking proposals from real estate brokers/firms to market and sell real property owned by the GEDC at location in Attachment A by the GEDC. It is the intent of this Request for Proposal ("RFP") to have the successful broker/firm, enter into a Professional Services Contract with the GEDC to supply real estate services as outlined below.

### **PROPOSAL OVERVIEW:**

**The following information must accompany your proposal:**

Provide a cover letter indicating your interest in serving as the GEDC's real estate broker/firm to sell GEDC property in Gonzales, Texas.

1. List years in business with a description of your firm including size of firm, location, number and nature of the professional staff to be assigned to the GEDC's sale of property with a brief resume for each key person listed.
2. Describe experience your firm/organization and designated Broker(s) and Key Personnel have in pertinent real estate experience.
3. Describe the methods of identifying target user groups and a description of the marketing materials and the strategy for presenting the site to a national and global marketplace.
4. Gross annual sales for each of the last three years for commercial properties.
5. Additional services offered through your firm related to this scope of work.
6. Fee schedule:
  - a. State your commission rate for listing and selling of the property.
  - b. State your proposed method of compensation for representing the GEDC in negotiations for purchasing properties.
  - c. State any other costs the GEDC may anticipate relating to the real estate services to be provided.
  - d. The quoted fees shall be valid for a minimum of one(1) year.
7. References: Provide a list of three applicable references. Include name, title, and contact information for each reference as well as a brief description of the specific services provided.

## SCORING OF RESPONSES

The responses will be scored in the following manner:

1. 25% Experience of Broker(s) and Key Personnel
2. 25% Gross Annual Sales
3. 25% Marketing Strategy
4. 25% Commission & Cost to GEDC

## GENERAL INSTRUCTIONS

1. The Proposal must be submitted in a sealed envelope marked "**Third Party Real Estate Broker Services to Market and Sell GEDC Property**" to the GEDC office 820 Saint Joseph, Texas 78629 on or before 5:00 p.m. on Monday, May 9, 2022.
2. To be considered, brokers/firms must submit a complete response to the RFP in the form requested. Brokers/Firms not responding to items requested in the RFP or indicating exceptions to such items may have their submittals rejected.
3. The GEDC reserves the right to reject all proposals, or any parts thereof, or to waive any informality or defect in any bid if it is in the best interest of the GEDC. All proposals, plans, and other documents submitted shall become the property of the GEDC. Responses to this RFP are considered public information and are subject to discovery/disclosure under the Texas Public Information Act. (Section 552.001 et seq. of the Texas Government Code) or any other applicable laws or statutes.
4. Respondents are responsible for their own expense in preparing, delivering or presenting a proposal, and for subsequent negotiations with the GEDC, if any.
5. All questions may be directed to the following contact person: Jennifer Kolbe, Director, Phone (830) 672-2815; Email [gedc@gonzales.texas.gov](mailto:gedc@gonzales.texas.gov)

## SCOPE OF SERVICES

The successful broker/firm shall agree to contract with the GEDC to provide the following:

- Secure an appraisal and advise GEDC on an asking price.
- Develop strategies for sale of designated GEDC-owned properties (such as conducting a study of comparable properties, sales process, commercial listing sites);
- Develop marketing materials (electronic and/or hard copy) to advertise sites for sale, distribute the materials to potential buyers via the appropriate form(s) of media and report results to the GEDC on an agreed upon frequency;
- Provide advice to the GEDC related to strategies to promote and sell the Lynn Theater as identified by the GEDC;
- Participate in site tours of GEDC-owned properties that are for sale for potential buyers;
- Provide a monthly report of marketing & sales efforts/pipeline report
- Analyze offers from potential buyers and advise the GEDC with respect to negotiations

- (includes attending EDC Board Meetings);
- Assist the GEDC in negotiations with a prospective buyer from the time of offer until closing;
  - Coordinate real estate transaction closings;
  - Handle all other customary activities and services associated with real estate transactions; and
  - Presentations at GEDC Board meetings may be required.

## **REQUIREMENTS**

**Respondents to the RFP shall have the following qualifications:**

1. Must be licensed and in good standing with the State of Texas to sell real estate.
2. Must have an excellent reputation in the real estate community.
3. Must be knowledgeable in the regional real estate market and should have experience with similar properties.

## **TERM OF CONTRACT**

The contract period for the successful broker/firm will be one (1) year from date of award. The contract may be renewed for additional terms upon satisfactory performance by the broker/firm and at a negotiated rate agreed to in writing by both the broker/firm and the GEDC. Alternate contract periods may be considered.

## **EVALUATION AND AWARD PROCESS**

Issuance of this RFP and receipt of proposals does not commit the GEDC to award a contract. The GEDC reserves the right to postpone receipt date, accepting or rejecting any or all proposals received in response to this RFP, or to negotiate with any of the brokers/firms submitting an RFP, or to cancel all or part of this RFP.

## **SELECTION CRITERIA**

**Selection of a broker/firm will be made based on the following criteria:**

1. Ability of the Respondent to meet or exceed the requirements defined in the RFP;
2. Experience, qualifications and references;
3. Knowledge of regional real estate market and ability to market to prospects beyond the region;
4. Regional reputation;
5. Fee schedule; and
6. Willingness to think "outside the box" and present innovative ideas for marketing the specific GEDC-owned properties designated for sale.

## **ORAL PRESENTATION/INTERVIEWS**

Brokers/Firms submitting a proposal in response to this RFP may be required to give an oral presentation of their proposal. Additional technical and/or cost information may be requested for clarification purposes, but in no way change the original proposal submitted. Interviews are optional and may or may not be conducted.

If an interview is conducted, it is essential that the Respondent's personnel to be assigned to the work, as well as key representatives, be present at and participate in the interview. A recommendation of the selected broker/firm will be made to the GEDC Board. The selected broker/firm and GEDC representatives will negotiate a mutually acceptable contract. The negotiated contract shall be approved by the GEDC Board of Directors.

## **AVAILABILITY OF FUNDS**

If the GEDC fails to appropriate funds to provide the services requested in this RFP, the GEDC may terminate the contract with the Respondent awarded the contract without any termination charges upon a thirty (30) day notice by the GEDC.

## **TAX EXEMPTION**

Unless otherwise noted, the GEDC is exempt from all, and shall not pay or reimburse the Respondent with respect to any, local, state, and federal taxes.

## **EQUAL OPPORTUNITY**

The successful Respondent must agree to abide by regulations pertaining to Equal Employment as set forth in all applicable local, state, and federal regulations, to include not discriminating because of race, color, religion, sex, age, disability, or national origin.

## **ACKNOWLEDGEMENT FORM AND**

## ANTI-COLLUSION CERTIFICATION

The undersigned certifies that: (i) he/she is duly authorized to submit and execute this response and (ii) the Respondent and its principles, shareholders, members, partners, employees and/or agents have not and will not attempt to lobby (directly or indirectly) the GEDC or any employees or agents of the GEDC with regard to this Request for Proposal.

The undersigned further certifies that the enclosed response is submitted in accordance with all instructions, specifications, definitions, conditions contained herein and that the undersigned is aware that failing to submit a conforming response may result in partial or full rejection of the Respondent's response.

**Respondent Company Name**

**Authorized Signature**

**Date**

**Print or Type Signatory Name**

**Address**

**Position / Title**

**City / State**

**Zip Code**

**Phone Number**

**Fax Number**

**E-Mail**

**Web Page**



**EXHIBIT A**

Property ID: 11706

Owner: GONZALES ECONOMIC DEVELOPMENT

<table border="1"> <tr> <td>Property ID:</td> <td>11706</td> </tr> <tr> <td>Property Legal Description:</td> <td>BLK 33 PT LOT 2 GONZALES BLOCKS</td> </tr> <tr> <td>Property Location:</td> <td>510 ST PAUL GONZALES TX 78629</td> </tr> <tr> <td>Survey / Sub Division Abstract:</td> <td>GONZALES BLOCKS</td> </tr> <tr> <td>Owner Information:</td> <td>GONZALES ECONOMIC DEVELOPMENT CORPORATION P O BOX 547 GONZALES TX 78629</td> </tr> <tr> <td>Previous Owner:</td> <td>COLLINS CAL</td> </tr> </table>	Property ID:	11706	Property Legal Description:	BLK 33 PT LOT 2 GONZALES BLOCKS	Property Location:	510 ST PAUL GONZALES TX 78629	Survey / Sub Division Abstract:	GONZALES BLOCKS	Owner Information:	GONZALES ECONOMIC DEVELOPMENT CORPORATION P O BOX 547 GONZALES TX 78629	Previous Owner:	COLLINS CAL	<table border="1"> <tr> <td>Account Number:</td> <td>16182-60330-00250-000000</td> </tr> <tr> <td>Deed Information:</td> <td> <table border="1"> <tr> <td>Volume:</td> <td>1041</td> </tr> <tr> <td>Page:</td> <td>746</td> </tr> <tr> <td>File Number:</td> <td></td> </tr> <tr> <td>Deed Date:</td> <td>2/1/2011</td> </tr> </table> </td> </tr> <tr> <td>Block:</td> <td>33</td> </tr> <tr> <td>Section / Lot:</td> <td>PT 2</td> </tr> <tr> <td>Property Detail:</td> <td> <table border="1"> <tr> <td>Property Exempt:</td> <td>X</td> </tr> <tr> <td>Category / SPTB Code:</td> <td>XL</td> </tr> <tr> <td>Total Acres:</td> <td>0.172</td> </tr> <tr> <td>Total Living Sqft:</td> <td>See Detail</td> </tr> <tr> <td>Owner Interest:</td> <td>1.000000</td> </tr> <tr> <td>Homestead Exemption:</td> <td></td> </tr> <tr> <td>Homestead Cap Value:</td> <td>0</td> </tr> <tr> <td>Land Ag / Timber Value:</td> <td>0</td> </tr> <tr> <td>Land Market Value:</td> <td>14,120</td> </tr> <tr> <td>Improvement Value:</td> <td>347,790</td> </tr> </table> </td> </tr> </table>	Account Number:	16182-60330-00250-000000	Deed Information:	<table border="1"> <tr> <td>Volume:</td> <td>1041</td> </tr> <tr> <td>Page:</td> <td>746</td> </tr> <tr> <td>File Number:</td> <td></td> </tr> <tr> <td>Deed Date:</td> <td>2/1/2011</td> </tr> </table>	Volume:	1041	Page:	746	File Number:		Deed Date:	2/1/2011	Block:	33	Section / Lot:	PT 2	Property Detail:	<table border="1"> <tr> <td>Property Exempt:</td> <td>X</td> </tr> <tr> <td>Category / SPTB Code:</td> <td>XL</td> </tr> <tr> <td>Total Acres:</td> <td>0.172</td> </tr> <tr> <td>Total Living Sqft:</td> <td>See Detail</td> </tr> <tr> <td>Owner Interest:</td> <td>1.000000</td> </tr> <tr> <td>Homestead Exemption:</td> <td></td> </tr> <tr> <td>Homestead Cap Value:</td> <td>0</td> </tr> <tr> <td>Land Ag / Timber Value:</td> <td>0</td> </tr> <tr> <td>Land Market Value:</td> <td>14,120</td> </tr> <tr> <td>Improvement Value:</td> <td>347,790</td> </tr> </table>	Property Exempt:	X	Category / SPTB Code:	XL	Total Acres:	0.172	Total Living Sqft:	See Detail	Owner Interest:	1.000000	Homestead Exemption:		Homestead Cap Value:	0	Land Ag / Timber Value:	0	Land Market Value:	14,120	Improvement Value:	347,790
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Jur Code	Jur Name	Total Market	Homestead	Total Exemption	Taxable
16	GONZALES CITY	361,910		-361,910	0
31	GONZALES I.S.D.	361,910		-361,910	0
60	GONZALES EMER SER #1	361,910		-361,910	0
61	GONZALES EMER SER #2	361,910		-361,910	0
65	UNDERGROUND WATER CONS	361,910		-361,910	0
70	GONZALES CO HOSP DIST	361,910		-361,910	0
89	GONZALES COUNTY	361,910		-361,910	0

Property ID: 11706

Owner: GONZALES ECONOMIC DEVELOPMENT

Building Detail

Sequence	Type	Class	Year Built	Homesite Value	Condition	Percent Good	Square Feet	Replacement Value	Total Value
1	THC	THCF2	1948	NO		50%	7,540	536,850	268,420
2	CP	CPO3	1948	NO		50%	184	1,470	740
3	CP2	1	1948	NO		50%	96	1,710	850
4	TB	TBA1	1948	NO		50%	2,760	111,120	55,560
5	TB	TBA1	1948	NO		50%	1,104	44,450	22,220

Total Building Value: \$ 347,790

Property ID: 11706

Owner: GONZALES ECONOMIC DEVELOPMENT

Land Detail

Land Sequence 1		
Acres: N/A	Market Class: GC33	Market Value: 14,120
Land Method: FF	Ag/Timber Class:	Ag/Timber Value: 0
Land Homesiteable: NO	Land Type:	Ag Code:
Front Foot: 45	Rear Foot: 45	Lot Depth: 166
Front Ft Avg: 45	Lot Depth %: 1.15	Land Square Ft: N/A

Total Land Value: \$ 14,120

Property ID: 11706

Owner: GONZALES ECONOMIC DEVELOPMENT

## Previous Owner Information

Parcel ID	Seller	Buyer	Volume	Page	File Number	Deed Date
11706	COLLINS CAL	GONZALES ECONOMIC DEVELOPMENT	1041	746		2/1/2011
11706	JANSKY GALEN K & JENNIFER	COLLINS CAL	1003	93		5/14/2009
11706	SHULER GEORGE NIXON	JANSKY GALEN K & JENNIFER	918	931		2/16/2005
11706	COMMONWEALTH THEATERS	SHULER GEORGE NIXON	0	0		3/1/1988
11706		COMMONWEALTH THEATERS	0	0		1/1/1900