



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

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The Houston Housing Authority (“HHA”), has issued this Amendment No. 1 to RFP 24-32 Real Estate Brokerage Services for the purpose of Answering the following Questions submitted to HHA in writing by the specified due date:

**Question 1:** Page 4 of 13, Section 2.1, Intent: Our firm is domiciled outside of the State of Texas (and holds brokerage licenses in several other states), however, for this contract, we would work with our local affiliate in Texas, who holds a Texas real estate broker’s license and is a HUB/MBE/WBE. Is that acceptable for this contract?

**Answer 1:** Yes.

**Question 2:** Page 4 of 13, Section 5.1, Scope of Work: Our firm does only disposition work; we do not do leasing nor acquisition work. Will that preclude us from winning a contract for this work since the HHA has stated on Page 5 of 13, Section 6.2, Selection Criteria, that “*HHA reserves the right to make multiple awards(s)...*”

**Answer 2:** The intent of the solicitation is to find a brokerage firm that can handle all aspects of HHA’s real estate activities including acquisition and leasing; however, this does not mean that HHA would not consider a proposal with a limited scope.

**Question 3:** Page 4 of 13, Section 5.1, Scope of Work: Will the HHA seriously consider, and *without prejudicial bias* towards traditional list/sell real estate brokerage methods, a marketing strategy that utilizes a public auction format to sell properties that HHA wishes to sell, and if not, specifically, why not?

**Answer 3:** Those services would depend on the goal HHA is trying to achieve with the transaction.

**Question 4:** Requirements for Subcontracting with Small Businesses and Minority Businesses, Women Business Enterprises, and Labor Surplus Area Firms, Page 1 of 6, Section IV. HHA’s Goal: Just to be sure, is HHA’s goal for 15% MBE AND 15% WBE Participation in our contract?

**Answer 4:** Yes, if you are subcontracting any of the work, that is the goal.

**Question 5:** General: Is there an incumbent real estate brokerage firm under contract to HHA and if so, what is the name of the firm?

**Answer 5:** Yes, CBRE.

**Question 6:** General: Which real estate brokerage firms has HHA employed within the past 10 years?

**Answer 6:** Cushman and Wakefield of Texas, ARVO Realty Advisors, CBRE, Pollan Hausman Real Estate Services, The Guess Group, and Womack Development Commercial Division.

**Question 7:** General: Will the HHA answer questions as they receive them (so we can be more thorough in our response, or will it wait until July 12<sup>th</sup> to answer all questions at one time?

**Answer 7:** All questions will be answered at one time. Questions submitted after the date posted in the solicitation will not be answered.

**Question 8:** Can HHA provide the current portfolio and any near-term planning around acquisitions / dispositions?

**Answer 8:** Not at this time.

**Question 9:** Are single family / residential brokerage services part of the requirement? If so, can you provide details on the anticipated needs regarding single family homes?

**Answer 9:** HHA may purchase tracts considered to be single family/residential properties; however, we cannot provide our anticipated needs for these services as they vary.

**Question 10:** Would HHA consider an extension of the deadline?

**Answer 10:** Not at this time.

**All other terms and conditions in the solicitation shall remain the same.**

7-11-2024

**Date**

*Austin Crotts*

**Austin Crotts**

**Procurement Manager**

**Houston Housing Authority (HHA)**



*A Fair Housing and Equal Employment Opportunity Agency. For assistance: Individuals with disabilities may contact the 504/ADA Administrator at 713-260-0353, TTY 713-260-0547 or [504ADA@housingforhouston.com](mailto:504ADA@housingforhouston.com)*