



**SUBJECT:** Request for Qualifications (RFQ) for Real Estate Broker Services **RFQ 2025-010**,  
Scheduled to Open: **July 14, 2025** Date of Issue: **June 2, 2025**

**FROM:** Adam Velez  
Sr. Director, Compliance and Systems Support

**DATE:** June 24, 2025

**THIS NOTICE SHALL SERVE AS ADDENDUM NO. III - TO THE ABOVE REFERENCED REQUEST FOR PROPOSAL**

**CHANGE:** Submission Due Date is hereby extended to July 14, 2025.

**CHANGE:** Deadline for Written Questions is hereby extended to June 27, 2025.

**CHANGE:** RFQ 2025-010, Section 004 – Scope of Services, pages 4 – 5, is hereby deleted in its entirety and replaced in its entirety by RFQ 2025-010, Section 004 – Scope of Services, Revised 06/24/2025.

**CHANGE:** RFQ 2025-010, Section 007 – Pre-Submittal Conference, paragraph 5, page 7, is hereby amended to read, “Respondents may submit their Questions pertaining to this RFQ to Chelsey Turner, Contract Administrator, by email to [CTurner@chcsbc.org](mailto:CTurner@chcsbc.org), please carbon copy [Contracts@chcsbc.org](mailto:Contracts@chcsbc.org), before June 27, 2025 at 12:00 P.M. Central Standard Time (CST). Please refrain from contacting the CENTER’S Board of Trustees members during the search process and direct all inquiries to the contact person listed above. Only those written questions received prior to the June 27, 2025, 12:00 P.M. CST deadline will be addressed.”

**CHANGE:** RFQ 2025-010, Section 009 – Submission of Response, paragraph 2, sentence 1, page 8, is hereby amended to read, “Respondent shall submit one (1) original, signed in ink, five (5) hard copies and one (1) USB drive which contains the Response in either Microsoft Word or PDF format in a sealed package clearly marked with the project name, “**Real Estate Broker Services, RFQ 2025-010**” on the front of the package by no later than 12:00 P.M. Central Standard Time (CST), on July 14, 2025.”

**CHANGE:** RFQ 2025-010, Section 010 – Restrictions on Communication, paragraph 2, sentence 1, page 9, is hereby amended to read, “Respondents may submit written questions concerning this RFQ to the Staff Contact Person listed below until 12:00 PM, Central Standard Time, June 27, 2025.”

**CHANGE:** RFQ 2025-010, Section 013 – Schedule of Events, is hereby deleted and replaced in its entirety with the following:

RFQ Release Date: June 2, 2025

Pre-Submittal Conference	2:00 P.M. CST on June 10, 2025
Final Questions Accepted:	12:00 P.M CST on June 27, 2025
Submission Due:	12:00 P.M. CST on July 14, 2025

**CHANGE:** RFQ 2025-010, Attachment A, Part Two – Experience, Background, Qualifications, page 19, is hereby deleted in its entirety, and replaced in its entirety with Attachment A, Part Two – Experience, Background, Qualifications – Revised 06/24/2025.

**All other RFQ conditions remain unchanged.**

RFQ documents may be downloaded from <http://www.chcsbc.org/contracting-opportunities/>