REQUEST FOR PROPOSALS
RESIDENTIAL REAL ESTATE AND TITLE SERVICES

Issued by:
NAVIGATE AFFORDABLE HOUSING PARTNERS

Responses Due
JUNE 1, 2018 at 4:00 PM
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SECTION I: PROJECT INTRODUCTION
Navigate Affordable Housing Partners (Navigate) is soliciting proposals for residential real estate and title services for the acquisition of approximately 40 residential lots in the City of Birmingham and the subsequent sale of approximately 50 single-family homes. These future homes are part of a comprehensive neighborhood revitalization plan and are targeted to be sold to middle income buyers as quality, affordable homes.

The selected entity shall provide or make available, through a partnership with other service providers, complete real estate services including Title and closing services.

SECTION II: SUBMISSION TIME AND PLACE
Responses to this RFP may be submitted by regular mail or email.

If responding by regular mail, please place the words Real Estate and Title Services in the bottom left corner of the envelope and address it to:

Navigate Affordable Housing Partners
Attn: Matthew Churnock
1827 1st Avenue North, Suite 100
Birmingham, Alabama 35203

If responding by email, place the words Real Estate and Title Services in the email subject line and send to:
mchumock@navigatehousing.com

All responses are due Friday, June 1, 2018 by 4:00 PM. Responses received after this date and time will not be accepted.

SECTION III: STATEMENT OF WORK
The selected entity shall be responsible for the following tasks:
- Conduct a title search, examinations and reports on parcels within the focused area;
- Identify and contact parcel owner(s);
- Negotiate an acquisition price in the best interest of Navigate;
- Provide Real Estate Closing services;
- Provide Title Commitments and Insurance;
- Market new homes for sale to potential buyers;
- Represent Navigate in the sale of the new homes.

Entities that lack the ability to perform any of the tasks listed in the Statement of Work may partner or contract with another entity to provide the services as long as the arrangement is fully disclosed in the response. In no case shall a respondent represent they can perform a service they cannot legally provide.

SECTION IV: SUBMISSION REQUIREMENTS AND EVALUATION CRITERIA
Interested entities shall submit responses that fully demonstrate their ability to conduct the required services outlined in the Statement of Work. Navigate will evaluate responses based on the following criteria:

Capacity: Entities shall demonstrate they have the staffing capacity and general resources to perform these services. Partnerships or agreements between cooperative entities shall be
clearly defined and disclosed. Key personnel shall be identified and, in every case, a single point of contact shall be identified within the response. Respondents should also identify nontraditional ways they could benefit the project in terms of cost savings, additional services and efficiencies.

**Experience and past performance:** This project primarily deals with the acquisition of low-value, vacant residential parcels, specifically in the western side of Birmingham, Alabama. It is anticipated that these parcels will have various liens, clouded title and/or multiple interested parties. Entities shall clearly indicate past successful experience with the acquisition of challenging properties. Responding entities shall also demonstrate experience with the sale of new construction homes to first time buyers or buyers with low credit scores.

**Understanding of the work to be completed:** Responses shall include a statement of understanding of the work to be completed. This statement shall also include how the entity is best positioned to serve Navigate and what value addition they might bring to the project.

**Fee Proposal:** It is anticipated that the parcels to be acquired will be low in value (under $10,000) and the homes to be constructed will be priced to sell between $120,000 and $200,000. Entities shall provide an estimated fee proposal on the following services on a per parcel bases:

- Title Examination
- Title Condition Reporting
- Title insurance
- Real Estate Closing Services
- Real Estate Commissions for acquisition
- Marketing of for-sale homes
- Real Estate Commission for dispositions of homes

If an exact fee cannot be determined an anticipate fee range may be submitted. Final fees will be negotiated between Navigate and the selected entity.

**Participation:** Entities that can demonstrate their Section 3 Interests or Minority Business Enterprises/Small Disadvantaged Business (MBE/SDB) designation and interests will be given greater consideration.

Section 3 interests will be evaluated based on submitted evidence that demonstrates one or more of the following:

- the business is owned by a section 3 resident
- the percentage of current staff to be assigned to this project claiming section 3 status (low and very low income and receiving HUD housing assistance)

MBE/SDB status will be evaluated based on submitted evidence that demonstrates one or more of the following:

- the business is certified as an MBE/SDB
- 51% or more of the business is owned and controlled by one or more minority or disadvantaged person
the disadvantaged person or persons are socially and economically disadvantaged
(applies to small disadvantaged business)

Equal Opportunity: Responding entities must certify compliance with all applicable equal opportunity requirements. Entities will be required to comply with all applicable federal and state equal opportunity, affirmative action and minority representation laws.

E-Verify: The Agent must certify that they do not knowingly employ, hire, or currently employ an unauthorized alien.

Debarment: Respondents must certify that neither it nor its principals are presently debarred, suspended, declared ineligible, or excluded from participation in the activities proposed under this RFP by any Federal, State, or City Agency.

Eligibility: All respondents shall certify that they are not on the U.S. Comptroller General’s List of Ineligible Contractors nor any firm, partnership, or association in which they have substantial interest nor any other person, both natural and corporate, having substantial interest in their business in designated as an ineligible bidder or on the U.S. Comptroller General’s List of Ineligible Contractors.

SECTION V SUBMISSION PROCESS
Submissions by regular mail should place the words Real Estate Services in the bottom left corner of the envelope.

Submission by email must be in a portable document format (.pdf). Place the words Real Estate Services in the subject line of the email.

Questions about this RFP should be directed to: mchumock@navigatehousing.com

SECTION VI REVIEW AND EVALUATION OF PROPOSAL
Navigate will review and evaluate all proposals and select the entity in Navigate’s best interest. One or more of the respondents may be requested to make an oral presentation or answer follow-up questions in person or via phone call.

SECTION VII RIGHT TO REJECT PROPOSALS
By submitting a proposal, responders acknowledge that they have read this RFP, understand it, and agree to be bound by its requirements unless clearly and specifically noted in the response submitted. NAVIGATE reserves the right without prejudice to reject any and all responses.

If the information in the entity’s response is deemed to be insufficient for evaluation, Navigate reserves the right to request additional information or to reject the submittal outright. False, incomplete or unresponsive statements in connection with a submittal may be sufficient for its rejection.

Navigate will not be liable for any cost incurred in responding to this RFP.