



**REQUEST FOR QUALIFICATIONS
THIRD PARTY PROPERTY MANAGEMENT**

Issued by:
Navigate Affordable Housing Partners, Incorporated

Responses Due
August 11, 2017 at 4:00 PM



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SECTION I: INTRODUCTION

Navigate Affordable Housing Partners, Inc. ("Navigate") is a 501 (c) (3) corporation, incorporated in the State of Alabama with offices in Mississippi, Connecticut, Virginia, and Washington, D. C. Pursuant to an Annual Contributions Contract ("ACC"), as amended, with the U. S. Department of Housing and Urban Development ("HUD"), we are the current Performance Based Contract Administrator ("PBCA") for the states of Alabama, Mississippi, Connecticut, and Virginia. Navigate has other active lines of business as well, including consulting, training, and property development services which we provide to a wide range of clients across the United States.

Additionally, Navigate has been and will continue to grow a portfolio of both affordable and market rate properties.

Navigate is soliciting qualifications for third party property management services for our growing portfolio of properties. We are seeking to contract with a property management agent (the "Agent") to manage some or all of Navigate's properties in the Birmingham, Alabama metropolitan region.

Navigate will not be responsible or reimburse for any cost incurred in the preparation of responses.

SECTION II: SUBMISSION TIME AND PLACE

Responses to this RFQ may be submitted by regular mail or email.

If responding by regular mail, please place the words **Property Management** in the bottom left corner of the envelope and address it to:

Attn: Property Management
Navigate Affordable Housing Partners, Inc.
1827 1st Avenue North, Suite 100
Birmingham, Alabama 35203

If responding by email, place the words **Property Management** in the email subject line and send to:

rmclaughlin@navigatehousing.com

All responses are due **Friday, August 11, 2017 by 4:00 PM**. Responses received after this date and time will not be accepted.



SECTION III: STATEMENT OF WORK

The Agent will be required to provide full service professional property management services necessary to maintain and preserve the units and properties. The Agent will be responsible for regularly assessing the conditions of the buildings and its systems; developing and implementing building operations, preventive maintenance, and establishing capital plans necessary to maintain, preserve, and keep the premises in good repair and condition. The services of the Agent are to be of a scope and quality generally performed by professional multi-family property management companies and performed in a reasonable, diligent and responsible manner. Services will be provided in accordance with the highest standards of professionalism, skill, workmanship, and applicable trade practices and will conform to all applicable codes and regulations.

SECTION IV EVALUATION CRITERIA

Navigate will evaluate responses based on the Agent's capacity, experience and past performance, their understanding of the work to be completed, and cost.

The Agent 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 Interest: 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)

Minority Business Enterprises Or Small Disadvantaged: MBE/SDB status will be evaluated based on submitted evidence that demonstrates one or more of the following:

- the business is certified as a MBE
- 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)

SECTION V SUBMISSION REQUIREMENTS

When responding to this RFQ, please include the information below and any supporting documents necessary to a complete response.

Capacity – Provide information regarding the number of years in business, experience of staff, the areas of expertise and/or specialized certifications.



Experience and Past Performance – At a minimum, please provide:

- a list of current third-party managed properties, if any, and the year the contract started;
- the type of services provided for each listed property;
- Contact information for 3 multi-family property owners currently managed (name, mailing address, email, and telephone number);
- Evidence of previous participation clearance by the U.S. Department of Housing and Urban Development;
- Management Certification completed in conformity with HUD Handbook 4381.5 Rev-1.

Scope of Work – Provide a general scope of work of the services provided under a multifamily property management engagement.

Cost – Responses are to include typical fee for services. Fee for services may be presented as a percentage of gross rental income received.

ADDITIONAL SUBMISSION REQUIREMENTS

Regular Mail Responses: Submissions by regular mail should be on 8.5" x 11" paper, printed on one side, typed using 1" margins and numbered pages. Place the words **Property Management** in the bottom left corner of the envelope.

Email Responses: Submission by email must be in a portable document format (.pdf) or Microsoft Word. Place the words **Property Management** in the subject line of the email.

Equal Opportunity Requirements: Each Agent responding to this RFQ must certify compliance with all applicable equal opportunity requirements

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

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

Eligibility: All respondents will be required to 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.

Compliance: All contractors will be required to comply with all applicable federal and state equal opportunity, affirmative action and minority representation laws.

