



**REQUEST FOR PROPOSALS
RESIDENTIAL REAL ESTATE SERVICES**

Issued by:
Navigate Affordable Housing Partners, Incorporated

Responses Due
August 31, 2017 at 4:00 PM



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SECTION I: INTRODUCTION

Navigate Affordable Housing Partners is soliciting proposals for residential real estate services for the marketing and sale of new homes in the Pratt community located in Northwest Birmingham, Alabama.

The Birmingham City Council recently approved Navigate Affordable Housing Partners, Incorporated (Navigate) to serve as the developer to build homes in the Pratt community. These homes are a component of the City's disaster relief efforts and investments toward creating a sound infrastructure and improving the quality of life for the families in the community.

Funding assistance for this project is provided by the City of Birmingham through Community Development Block Grant –Disaster Recovery (CDBG-DR) Program funds, provided to the City by the United States Department of Housing and Urban Development.

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 RFP may be submitted by regular mail or email.

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

Attn: Real Estate Services
Navigate Affordable Housing Partners, Inc.
1827 1st Avenue North, Suite 100
Birmingham, Alabama 35203

If responding by email, place the words **Real Estate Services** in the email subject line and send to:

rmclaughlin@navigatehousing.com

All responses are due **Friday, August 31, 2017 by 4:00 PM**. Responses received after this date and time will not be accepted.



SECTION III: STATEMENT OF WORK

Navigate, as the Master Developer, will make available between 20 and 30 single family homes available for sale to qualified buyers. It is anticipated that these homes will be sold for between \$100,000 and \$175,000 based on the unit size and eligibility of the buyer.

The selected Agent will be required to provide full service professional Real Estate Services necessary to market and sell the targeted homes. The Agent will be an integral member of the development team. The selected Agent will be expected to perform the following services:

- Advise Navigate and the rest of the development team of any suggested strategies that would enhance the ability to market the homes and improve Navigate's net sales revenue;
- Develop and execute a comprehensive marketing strategy for the homes to achieve Navigate's objectives;
- Represent Navigate in real estate transaction as a Seller's Agent;
- Facilitate Buyer's due diligence inspections;
- Advise Navigate on issues that arise between the Buyer and Navigate, and other duties customarily provided by a full-service Real Estate professional;
- Adhere to all federal, state and local laws, as well as all Alabama real estate practices.

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/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)

SECTION V SUBMISSION REQUIREMENTS



When responding to this RFP, 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, staff that will be assigned to this project, and the areas of expertise.

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

- Experience in the marketing and sale of single family homes within the City of Birmingham, Alabama;
- Evidence of participation in the Multiple Listing Service (MLS);
- Any relevant licenses or certifications;
- Experience with programs under the United States Department of Housing and Urban Development (HUD);
- Experience in the sale of affordable or subsidized homes.

Scope of Work – Provide a general scope of work of the services provided under a Real Estate Services engagement.

Cost – Responses are to include typical fee for services. Fee for services may be presented as a percentage of sale price however, flat fee per home is preferable.

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 **Real Estate Services** 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 **Real Estate Services** 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.

