



AFFORDABLE HOUSING PARTNERS

**REQUEST FOR QUALIFICATIONS**

**Residential Real Estate Services**

**Issued by:**

Navigate Affordable Housing Partners, Inc. and subsidiaries

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**REQUEST FOR PROPOSALS**  
**Residential Real Estate Services**

Navigate Affordable Housing Partners, Inc. ("Navigate") is a 501 (c) (3) corporation, incorporated in the State of Alabama with offices in Mississippi, Connecticut and Virginia. We develop, own and manage housing properties and serve as a federal government contractor and consultant to housing agencies. We work to enhance all aspects of the housing industry to ensure that people have access to quality, livable housing choices. Navigate is also certified as ISO 9001:2015.

Navigate will comply with all applicable federal, state, local laws and regulations, including those regarding the utilization of small businesses, minority-owned firms, and women's business enterprises. Where consistent with Navigate's interest and applicable laws and regulations, Navigate will seek to utilize small businesses, minority-owned firms, and women's business enterprises.

Navigate and its subsidiaries are requesting proposals for Residential Real Estate Services to represent us as a Seller's Agent for residential home projects located within the City of Birmingham, Alabama. The Respondent must be able to provide all services listed in Section III Statement of Work and shall be required to execute a written agreement with Navigate stating those services. The agreement will be valid for one year, with options to renew for an additional two years.

**SECTION II SUBMISSION TIME AND PLACE**

Responses to this RFQ must be submitted by email. Place the words "**Residential Real Estate Services**" in the email subject line, attach one electronic copy of the submission in PDF format and send to:

[mchurnock@navigatehousing.com](mailto:mchurnock@navigatehousing.com)

These RFP responses will **not** be publicly opened.

**SECTION III STATEMENT OF WORK**

Navigate seeks a comprehensive proposal that describes the full process necessary to implement specific requirements which include but are not limited to the following:

**Property Advertising & Maintenance**

1. Create and maintain listing for all assigned Navigate properties available for sale on all multiple listing services to which Respondent has access. Update price, photos, and other details as necessary.
2. Advertise Navigate properties to the real estate brokerage community as well as the general population via email blasts, newspaper ads, online ads, open houses, etc.
3. All listings and marketing materials for Navigate properties must stipulate that potential buyers must meet income requirements and complete homebuyer counseling as determined and communicated by Navigate.
4. Make regular visits to assigned Navigate properties and immediately report any sign of vandalism, forced entry, or criminal activity to Navigate.

**Buyer Assessment & Negotiation**

1. Screen and assess potential buyers of Navigate properties to ensure they meet mortgage pre-qualification requirements.
2. Accompany potential buyers and/or their agents or designees to Navigate properties.

3. Relay all offers to Navigate and negotiate as directed.

#### **SECTION IV DETAILED PROPOSAL**

Navigate intends to sell approximately 11 houses by the end of 2021. Interested firms must submit a detailed proposal, which includes a minimum of:

1. The name, address, telephone number, and email address of the contact person responsible for answering any questions regarding this RFQ.
2. A written description of the firm's organization, years of experience and annual volume of completed sales by your agency for the last five years.
3. A description of the Respondent's understanding of the project, including experience dealing with key issues, why your firm should be selected, and any unique qualities your firm possesses that other firms do not have.
4. A description that details your firm's ability to provide the services in a timely manner while ensuring a quality result.
5. Three references for which the firm has provided similar services in the last three years, including the name, address, telephone number and email address of each reference.
6. Proposed commission rates and fees for the Statement of Work for three years.

#### **SECTION V EVALUATION CRITERIA**

Navigate will evaluate responses based on a firm's experience and past performance, and their understanding of the tasks to be completed.

#### **SECTION IX ADDITIONAL SUBMISSION REQUIREMENTS**

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

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

**Debarment:** Each firm responding 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:** Respondent must send a copy of all professional licenses and a copy of valid and current insurance certificates (liability, workers compensation, automotive, umbrella, professional liability, etc.)