



Real Estate Broker Services

RFP Issued: March 12, 2021
Proposal Deadline: April 16, 2021

RFP Item Number: REBS4162021

Issued by
Hampton Redevelopment and Housing Authority
1 Franklin Street, Suite 603
Hampton, Virginia 23669

I. INTRODUCTION

The Hampton Redevelopment and Housing Authority, a political subdivision of the Commonwealth of Virginia, hereinafter referred to as “Authority,” desires to obtain Real Estate Broker Services on an as-needed basis to sell single family homes. This will be performed in support of various community revitalization and homeownership projects in the City of Hampton, as well as, the Peninsula area.

The Authority intends to negotiate with the top ranked firm(s) based on the factors listed in this document. Ranking will be based on an evaluation of the technical merits offered in the written proposals. The Authority may request interviews to aid in the selection but interviews are not required.

The contract for services may be financed by funds from the U.S. Department of Housing and Urban Development and are thereby governed by program regulations of the Federal Agency. These regulations may impose restrictions on how homes may be marketed and sold.

II. SCOPE OF SERVICES

The services to be provided shall include, but shall not be limited to:

Real Estate Sales:

1. Prepare a Competitive Market Analysis for the property in order to assist in establishing the correct competitive listing price. In addition to this analysis, the Authority may obtain its own appraisal.
2. Place the property information into the Multiple Listing Service. Prepare and sign all listing agreements.
3. Place signage and lockbox on the property. This includes Authority signage and other marketing materials necessary to promote the home.
4. Schedule and hold at least one Open House at each property. These events will require interaction with interested homebuyers and coordination with neighborhood and civic associations.
5. Arrange property showings with other agents, brokers and individual homebuyers. Follow up with those interested in property and communicate feedback to the Authority.
6. Understand, explain and abide by restrictions placed on home sales by the Department of Housing and Urban Development (HUD). Work with Authority staff to determine eligibility for those programs. Collect intake package and required documentation from all prospective buyers that submit an offer to purchase a home from the Authority.
7. Coordinate activities between Authority and buyer’s representative in order to close sale.

Additional Services

In addition to the services listed above, the selected firm may be asked to consult on property acquisitions fitting specific criteria. This may include, but is not limited to, research on specific parcels, negotiations or acting as an intermediary for other real estate transactions. These services will be billed separately and based on type of transaction which may require a hourly rate schedule.

III. SUBMISSION FORMAT/EVALUATION CRITERIA

The proposal must be submitted in accordance with the specifications of this Request for Proposals and include all of the items listed below. The proposal shall include a Table of Contents and be bound and presented in tabbed sections as described below. No requirement and/or specification should be construed as an attempt on the part of the Authority to limit competition.

Other information thought to be relevant, but not applicable to the categories below, may be provided but only as an appendix or addendum to the requested items. **Please do not submit unrelated promotional material or information that is of a boilerplate nature.** The proposal should be concise and to the point. Sections to be included are:

1. A letter of interest on your company's letterhead referencing the RFP subject to which the company is responding. The letter should state the proposer's understanding of the work to be done as stated in the Scope of Work; a statement that any and all addenda were received; a statement indicating why the company believes itself to be best qualified to perform the engagement; and a statement that the proposal is a firm and irrevocable offer for 60 days. A representative of your company authorized to make such statement and offers must sign this letter.
2. A list, description, and profile of the key staff that will be assigned to the project, including profiles of the firm's principles. This should include the name and qualifications of at least one Realtor who has extensive knowledge of both residential and commercial sales or two Realtors, one whose expertise is in residential sales and the other in commercial sales. You may also include information on administrative support. The qualifications for the designated agent(s) must show extensive knowledge of residential and commercial sales. The designated agent(s) must be a Licensed Realtor in good standing and adhering to the Virginia Code of Ethics. Resumes may be included but data should not exceed 2 pages per person. Also include location of facilities or offices, number of years in business and number of employees. Realtor(s) should be knowledgeable of affordable homeownership programs such as the HUD HOME program and the Neighborhood Stabilization Program.
3. A narrative description of your firm's experience with real estate sales similar in scope as those being requested by the Authority, including volume, price range, type and geographic location (Peninsula, Southside, etc.), to demonstrate the ability of your company to handle a contract of this scope. Also include information on your firm's experience with homebuyers who are either low to moderate income or are buying a home for the first time. Include the names, addresses, and telephone numbers of at least three (3) clients for references for which you performed work similar in nature. Also, include information on your firm's experience working with housing authorities and/or non-profit organizations that utilize affordable homeownership programs such as the HUD HOME program and the Neighborhood Stabilization Program. Include the names of the housing authorities and/or non-profit organizations.

4. A description of how Authority homes will be marketed to clients. Please include all methods of promotion that will be used and how often you will use them.
5. The fee charged for the items below. Amounts should be stated as a dollar amount or a percentage, as applicable. **Please note that this information will be used as part of the ranking but will NOT be the sole factor in awarding services.**
 - A. The commission amount expressed as a percentage of the sales price. This is the amount the broker is requesting to be paid at closing for all Authority properties.
 - B. The transaction coordinator fee expressed as a flat fee dollar amount for each property that is sold. This fee should include all administrative services required for closing after the buyer has been selected.
 - C. The Competitive Market Analysis expressed as a flat fee dollar amount for each property that does not result in a commission paid to the broker.
 - D. Hourly rate to consult on property acquisitions fitting specific criteria. This may include, but is not limited to, research on specific parcels, negotiations or acting as an intermediary for other real estate transactions.
6. The following must be attached in order to be considered:
 - A. A current copy of broker's license that is valid in the Commonwealth of Virginia.
 - B. Proof of insurance that firm and its designated agents have insurance with an A-rated carrier showing the following minimum limits: \$1,000,000 general liability; \$1,000,000 professional liability; \$25,000 fidelity bond in favor of the Authority; \$500,000 automobile liability with excess hired and non-owned coverage of \$1,000,000; and workers compensation with statutory limits of \$100,000/\$500,000/\$100,000.
 - C. Certification Regarding Debarment and Suspension (attached hereto as Exhibit A).
 - D. Company Affidavit (attached hereto as Exhibit B)
 - E. Section 3 Self-Certification form (attached hereto as Exhibit C)

IV. EVALUATION AND SELECTION PROCESS

During the initial evaluation phase, proposals are technically reviewed by the Evaluation Committee who determines if all the requirements of the RFP are addressed. Once the qualified respondents have been determined, the Evaluation Committee shall rank all responsive proposals. The Committee reserves the right to interview respondents to clarify specific matters presented in the proposal, to rank respondents in accordance with the criteria stated in the proposal, and to determine the firm that is the most suitable for the delivery of this service.

After responses have been ranked, negotiations shall be conducted with the respondent ranked highest. If a contract satisfactory and advantageous to the Authority cannot be negotiated with the respondent ranked first, then negotiations may be conducted with the respondent ranked second, and so on until a contract has been negotiated or all proposals are rejected.

The Authority reserves the right to conduct negotiations with one or more respondents, if, in the sole opinion of the Authority, that method will provide the greatest benefit to the Housing Authority.

V. PROPOSAL EVALUATION CRITERIA

The following criteria will be used to evaluate all submissions:

	Criteria	Weight
1	Evidence of an understanding of the services required.	25
2	Evidence of key staff assigned to the project including profiles of the firm's principles showing capability to perform the services required. Evidence of designated agent(s) for residential and commercial sales showing agent(s) extensive knowledge of residential and commercial sales. Information on administrative support. Location of facilities or offices, number of years in business, and number of employees. Evidence showing designated agent(s) is a licensed realtor in good standing and adhering to the Virginia Code of Ethics. Realtor(s) should be knowledgeable of affordable homeownership programs such as the HUD HOME program and the Neighborhood Stabilization Program.	15
3	Evidence and demonstration of firm's experience with real estate sales similar in scope; evidence of firm's experience with homebuyers with low-to-moderate income or buying a home for the first time. References provided for work similar in nature. Also, include information on your firm's experience working with housing authorities and/or non-profit organizations that utilize affordable homeownership programs such as the HUD HOME program and the Neighborhood Stabilization Program. Include the names of the housing authorities and/or non-profit organizations.	25
4	Proposed methodology on how firm will market homes to potential homebuyers.	15
5	Fees charged for services.	15
6	Evidence of Section 3 business status as defined in the Housing and Urban Development Act of 1968.	5
7	Evidence that the firm is properly organized and eligible to provide real estate services in the State of Virginia	Mandatory
8	Certification Regarding Debarment and Suspension (attached as Exhibit A)	Mandatory
9	Proof of insurance meeting stated requirements.	Mandatory

10	Company Affidavit (attached as Exhibit B)	Mandatory
11	Section 3 Self-Certification Form (attached as Exhibit C)	Mandatory

VI. RECEIPT AND OPENING OF PROPOSAL

Proposal Delivery Location:

**Hampton Redevelopment and Housing Authority
1 Franklin Street Suite 603
Hampton, Virginia 23669
Attention: Meredith Clark**

Proposals must be sealed and clearly labeled:
Real Estate Broker Services RFP#REBS4162021

Proposal Due Date:

Proposals will be received in person between the hours of 9:00am and 3:00pm. In order to be considered, proposals must arrive no later than 2:00 p.m. EST on April 16, 2021 by mail or hand delivery. The proposals must be sealed in a box or envelope conspicuously marked with the title of this RFP and the responder's name, address and telephone number. All material must be submitted in an 8 1/2 x 11 formats. **Please submit one (1) original and one (1) copy on CD or flash drive.** The above stated deadline is firm as to date and hour. A responder may select any mode of delivery; however, the risk of non-delivery shall remain with the responder. HRHA will treat as ineligible any submission that is received after the deadline. Upon receipt of each proposal, HRHA will date stamp it to evidence timely or late receipt and upon request provide the responder with an acknowledgment of receipt. Faxed or e-mailed submissions will not be accepted. All timely submissions become the property of HRHA and will not be returned. Proposals will be held in confidence and not released in any manner until after contract award.

Please submit all questions via e-mail. **Direct Inquiries To:** Yvonne Hodges, Community Development Manager, at **yhodges@hamptonrha.com**. All questions must be submitted by 2pm no later than April 5, 2021. Questions and answers will be collected and shared with all potential respondents no later than April 7, 2021 via HRHA's website.

Should the Authority close earlier than normal hours due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, proposals will be accepted on the next business day of the Authority. At the designated time and date, the Authority will open and list the proposals for the record. This is not a public opening. The proposals will then be forwarded to the designated Evaluation Committee for review.

VII. CONTRACT TERM

The initial contract awarded will be for a period of 12 months, beginning on the date of actual award. At its option, the Authority may elect to grant up to 4 renewals for a period of 12 months each under the same terms and conditions.

VIII. SECTION 3

The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3 shall, to the greatest extent feasible, be directed to low-and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

The parties to the contract agree to comply with HUD's regulations in 24 C.F.R. Part 135, which implement Section 3. As evidenced by their execution of the contract, the parties to the contract certify that they are under no contractual or other impediment that would prevent them from complying with Part 135 regulations.

The Real Estate Broker agrees to send to each labor organization or representative of workers with which the Real Estate Broker has collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the Real Estate Broker's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum, number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each: and the name and location of the person(s) taking applications for each of the positions: and the anticipated date the work shall begin.

The Real Estate Broker agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the sub-contractor is in violation of the regulations in 24 CFR Part 135. The Real Estate Broker will not subcontract with any sub-contractor where the Real Estate Broker has notice or knowledge that the sub-contractor has been found in violation of the regulations in 24 CFR Part 135.

The Real Estate Broker will certify that any vacant employment positions, including training positions, that are filled (1) after the Real Estate Broker is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR [art 135 require employment opportunities to be directed, were not filled to circumvent the Real Estate Broker's obligations under 24 CFR Part 135.

Noncompliance with HUD's regulations in 24 CFR Part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracted.

With respect to work performed in connection with Section 3 covered Indian housing assistance, Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 and Section 7(be) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7(b).

It is mandatory that the firm(s) fill out the Section 3 Self Certification document, hereby attached hereto as Exhibit C. The proposer may not transfer any portion of the contract without prior written approval from the Authority.

IX. RIGHTS RESERVED BY THE AUTHORITY

The Authority reserves the right in its sole discretion to award a contract related to this RFP based upon the written proposals received by the Authority without interviews or prior discussion or negotiation with respect to those proposals. All portions of this RFP may be considered to be part of the contract and may be incorporated by reference. Any contract awarded in connection with the RFP will be subject to approvals as required by the Executive Director of the Hampton Redevelopment and Housing Authority.

The Authority reserves the right, at its sole discretion, to accept or reject any and all proposals received as a result of this RFP; to waive minor irregularities; and to conduct discussions, if needed, with all responsible Respondents, in any manner necessary, to serve the best interest of the Authority. The Authority does not discriminate against faith-based organizations nor any person on the basis of race, color, sex, religion, national origin, age, familial status, or handicap. If you have any questions or concerns regarding this policy, please contact the Equal Opportunity Officer at 757-727-6337.

The Authority reserves the right to request additional information from any or all respondents as necessary to clarify any information which is contained in the proposals.

While it is the present intention of the Authority to develop single family homes, nothing contained in this RFP shall be construed as a warranty or commitment on the part of the Authority to be obligated to build, rehabilitate or otherwise make homes available for sale. The Authority shall not be liable for any costs, damages, injuries, or liabilities caused to or suffered or incurred by the respondent, its successors or assigns in connection with, or as a result of activities listed in this RFP.

The proposer will not discriminate against any employee or applicant for employment because of age, familial status, genetic information, race, religion, color, sex, national origin, or disabilities, except where religion, sex or national origin is a bona fide occupation qualification reasonably necessary to the normal operation of proposer.

HRHA is an equal opportunity employer and does not discriminate on the basis of race, sexual orientation, color, national origin, sex, religion, genetics, age, political affiliation, disability or family status in employment or the provision of services. HRHA solicits and encourages the participation of minorities and small businesses.

Each firm(s) shall read and be familiar with the HUD forms below. The firm(s) awarded a contract as a result of this RFP will be asked to sign these forms:

- **Form HUD 5369-B Instructions to Offerors – Non Construction**
- **Form HUD 5369-C Certifications and Representation of Offerors/Non-Construction**
- **Form HUD SF-LLL Disclosure of Lobbying Activities**
- **Form HUD 50071 Certification of Payments to influence Federal Transactions**
- **Form HUD 50070 Certification for a Drug-Free Workplace**

X. CONFLICT OF INTEREST

Respondent(s) submitting proposals must identify and disclose any real or apparent conflict of interest with the Authority. Situations in which a conflict may arise include when some of the Firm's present and future clients may have matters with the authority in which the Authority's interest may conflict during the time that the Firm is representing the Authority.

Exhibit A
Certification Regarding Debarment, Suspension, Proposed Debarment and Other Responsibility Matters

A. 1. The Respondent certifies, to the best of its knowledge and belief, that:

i. the Respondent and/or any of its principals:

a. Are () are not (), presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contract by any Federal agency, including HUD, or by any agency of the Commonwealth of Virginia;

b. Have () have not (), within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or Local) contract or subcontract; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

c. Are () are not () presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in (A) (1) (b) of this provision.

ii. The Respondent has () has not (), within three-year preceding this offer, had one or more contracts terminated for default or terminated for cause by any Federal agency or agency of the Commonwealth of Virginia.

2. "Principals", for the purposes of this certification, means officers, directors, owners, partners, and persons having primary management or supervisory responsibilities within a business entity (e.g. general manager, plant manager, head of a subsidiary, division or business segment and similar positions).

B. The Respondent shall provide immediate written notice to the authority if, at any time prior to contract award, the Respondent learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

C. A certification that any of the items in Paragraph (A) of this provision exists will not necessarily result in withholding of an award under this RFP. However, the certification will be considered in connection with a determination of the Respondent's responsibility. Failure of the Respondent to furnish a certification or to provide such additional information as requested by the Authority may render the Respondent non-responsible.

D. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (A) of this provision. The knowledge and

information of a Respondent is not required to exceed that which is normally possessed by a prudent person in the ordinary courses of business dealings.

E. The certification in Paragraph (A) of this provision is a material representation of fact upon which reliance will be placed when making award. If it is later determined that the Respondent knowingly rendered and erroneous certification, in addition to the other remedies available, the Authority may terminate the contract resulting from this RFP for default or cause.

Name of agent authorized to bind Respondent

Signature of agent authorized to bind Respondent

Date

Exhibit B
COMPANY AFFIDAVIT

The affidavit states with respect to this Proposal to the Hampton Redevelopment and Housing Authority:

I (we) hereby certify that if the contract is awarded to our firm that no member or members of the governing body, elected official or officials, employee or employees of said Housing Authority, or any person representing or purporting represent the Housing Authority, or any family member including spouse, parents or children or said group, has received or has been promised, directly or indirectly, any financial benefit, by way of fee, commission, finder's fee or any other financial benefit on account of the act of awarding and/or executing a contract.

I hereby certify that I have full authority to bind the company and that I personally reviewed the information contained in the RFP and this proposal, and all attachments and appendices, and do hereby attest to the accuracy of all information contained in this proposal, including all attachments and exhibits.

I acknowledge that any misrepresentation will result in immediate disqualification from any consideration in the proposal process.

I further recognize that the Hampton Redevelopment and Housing Authority reserves the right to make its award for any reason considered advantageous to the Housing Authority.

Signature _____ Date _____

Name _____ Phone _____

Title _____ Fax _____

Firm Name _____

Type of business organization (corporation, LLC, partnership, proprietorship)

Address _____

City, State, Zip _____

Exhibit C
Section 3 Business
Self-Certification

BASIC INFORMATION

1. Company Name: _____
2. Company Address: _____
3. City _____ State _____ Zip _____
4. Telephone Number: _____; Cell Number: _____
5. Fax Number: _____ Email address: _____
6. Real Estate License Number: _____
7. Business License Number _____ Federal ID Number _____
8. Type of Business: _____

TYPES OF SECTION 3 BUSINESS ENTERPRISES

Please check "Yes" or "No". If you answer "YES" to one or more of the following questions, you may designate your company as a Section 3 Business Enterprise.

1. 51% or more of your business is owned by a Section 3 residents; or
 Yes No
2. At least 30% of your full time employees include persons that are currently Section 3 residents, or within three years of the date of first employment with the business concern were Section 3 residents; or
 Yes No
3. You can provide evidence, as required, of a commitment to

The definition of a Section 3 resident is:
1) a public housing resident; or
2) a low- or very low-income person residing in the metropolitan area or Non-metropolitan County in which the Section 3 covered assistance is expended.

subcontract in excess of 25% of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications in the above two paragraphs.

Yes No

VERIFICATION - *The company hereby agrees to provide, upon request, documents verifying the information provided on this form.*

I declare and affirm under penalty of prosecution for perjury that the statements made herein are true and accurate to the best of my knowledge. I understand that falsifying information and incomplete statements will disqualify certification status.

Signature of Business Owner or Authorized Representative:

Signature: _____

Date: _____

Attested by: _____

Date: _____