



Solicitation Type & Number	RFP#2019-001
Solicitation Title	Office/Industrial Real Estate Services
Date of Proposal Announcement/Request	January 25, 2019
Questions and Bid Conference	February 7, 2019 at 9:00am to 3pm Eastern Standard Time
Proposal Due Date Time	February 19, 2019 at 12 noon (EST)
HAFC Operating Days/Hours (except for Holidays)	Monday through Thursday 8:30 A.M. – 6:00 P.M. Friday 8:30 to 12:30 P.M.

DIRECT INQUIRES TO:

Contact	Larry Haqq
Title	Executive Director
E-Mail Address	lhagg@hafc.org

Respondents are responsible for reading this solicitation and all exhibits, in its entirety, as updates and revisions have been added. Questions are to be submitted in writing via email to lhagg@hafc.org. *All inquiries must be received no later than 11:00am local time, on February 7, 2019.* Answers to all questions will be posted to www.hafc.org as an [addendum or addressed at the Bid Conference](#). Respondents are responsible for monitoring www.hafc.org for communications related to this Request for Proposals. *Respondents are responsible for reading this solicitation and all exhibits, in its entirety, as updates and revisions have been added.* By submitting a response to this solicitation, the Respondent acknowledges that they have read the entire document and is responding with full knowledge of all terms, conditions and requirements as set forth.

HAFC will endeavor to provide copies of addendum to all potential offerors to whom this RFP has been sent, but it will be the responsibility of each offeror to make inquiry as to the existence and content of addenda, as the same shall become part of this RFP and all offerors will be bound thereby, whether or not the addenda are actually received by the offeror.

REQUEST FOR PROPOSAL COMMERCIAL REAL ESTATE ADVISOR REPRESENTATION

PART I – INTRODUCTION

The Housing Authority of Fulton County, Georgia (HAFC) is soliciting Requests For Proposal (RFP's) from highly qualified, trained and experienced Commercial Real Estate firms, brokerages, teams or individuals to assist the HAFC in various commercial real estate related matters.

****The Housing Authority of Fulton County, Georgia reserves the right to reject any or all Proposals. The Housing Authority of Fulton County, Georgia is an equal opportunity employer and contracting agency.**

PART II-SCOPE OF SERVICES

The HAFC has numerous properties, including multifamily, single family and undeveloped land. The purpose of this RFP is to seek experienced partners in the Office/Industrial Real Estate field to assist HAFC with leasing space at the main office located at 4273 Wendell Drive, Atlanta 30336. The goal is to have an acceptable tenant under contract on or before December 30, 2019.

SPECIFICATION These services will include, but are not be limited to:

1. Advise and recommend the HAFC of best space to lease
2. Determine and recommend the best square footage price
3. Seek, evaluate, and recommend acceptable Leaser/Tenant
4. Recommend separate access and utility retrofits (if needed)
5. Advise of exterior entry, and parking needs

Knowledge and Skills:

- ♦ Certified Commercial Investment Member, (CCIM) preferred.
- ♦ Five (5) to ten (10) years of office or industrial Real Estate leasing.
- ♦ Ability to meet Housing Authority goals and objectives as related to leased space

Respondent will need to certify by submission of its Proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by a Federal department or agency. All Respondents are required to submit a Disclosure Statement if this is not the case.

The contractor shall provide, at its own cost and expense, a Certificate of Insurance evidencing professional Errors and Omissions liability insurance coverage with limits of not less than One Million Dollars (\$1,000,000) per occurrence and evidencing statutory Worker's Compensation insurance covering all employees and subcontractors. The Certificate of Insurance shall be furnished to the HAFC. The HAFC shall be named as insured In such policy.

The Contract is subject to the same rules and regulations as the HAFC. All rules and regulations are incorporated by reference into this Contract and the Contractor specifically is to adhere to these rules and regulations.

SERVICE HOURS

Work schedule shall be 8:30a.m. - 6:00p.m., Monday. - Thursday. 8:30am - 12:30pm on Friday.

CONTRACT TERM

This Request for Proposal is for awarding a firm, fixed price purchasing contract to cover a one (1) year term.

OPTION TO RENEW

The HAFC may, at their option and with the approval of the Contractor, renew the term of this Contract up to a maximum of three (3) years, (or at the HAFC's sole discretion, extend the contract on a month to month basis for a maximum of six (6) months after expiration). The Contractor shall be notified in writing by HAFC of its intention to renew the contract term at least thirty (30) calendar days prior to the expiration of the original contract term. HAFC reserves the right to terminate the contract upon at least thirty (30) calendar days written notice.

PART III-PROPOSAL ITEMS TO SUBMIT

SUBMISSION TO THE HOUSING AUTHORITY OF FULTON COUNTY

Quote should include:

1. Letter of interest to represent the HAFC;
2. Evidence of the firm's or sole practitioner's ability to perform all real estate services requested, examples of previous experience and other pertinent data to support the respondents' qualifications;
3. Profile of firm's principals, staff and facilities, identification of who will be the representative to the HAFC in most circumstances, any special qualifications the respondent may have to benefit the HAFC;
4. Number of property sales closed on during the last 180 days and number of new property listings during the last 180 days;
5. Demonstration of overall real estate experience, program knowledge, technical skills, examples of similar work, HUD experience, knowledge of regulations and related to services to be provided to the HAFC; and
6. Three (3) references for similar work performed;
7. MBE/WBE status/ Section 3 status/strategy;
8. Complete fees and/or expenses Respondent will charge for services proposed to be provided, including but not limited to, lease fees for rental properties, and broker fees/commissions on real estate sold.
9. Proof required professional liability insurance';
10. Completed Form-Attachment A (Certification Regarding Debarment);

11. Completed Form-Attachment B (Contractor Affidavit under O.C.G.A §13-10-91(b)(1));
12. Completed Form-Attachment C (Certification of Non Discrimination); and
13. Completed Form-Attachment D (Non-Collusive Affidavit)

PART IV-FACTORS FOR AWARD OF CONTRACT

The following criteria will be used to evaluate Respondent submissions:

1. Previous experience of firm with this type of work and overall technical competence and experience	20 points
2. Staff qualifications, current work load, capability to provide services in a timely manner or special skill set	15 points
3. Number of commercial and or industrial leases currently manage	10 points
4. Knowledge of HAFC, Housing Authority operations or other HUD experience	15 points
5. MBE/WBE/Section 3/Affirmative Action Plan status/compliance	5 points
6. Fee and/or commission structure	35 points
Total Points	100 points

DEADLINE FOR SUBMISSIONS

If your firm is interested, please submit three paper (3) copies and one electronic copy of your responses with detailed qualifications in a sealed envelope by **12:00 noon**, on **February 14, 2019** to:

Larry Haqq
 Executive Director
 Housing Authority of Fulton County, Georgia
 4273 Wendell Drive SW
 Atlanta, GA 30336
RFP#2019-001- OFFICE & INDUSTRIAL REAL ESTATE SERVICES

Responses submitted after that time will be considered non-responsive, and therefore not accepted.

Because this is a Request For Proposal, more than one firm or individual may be selected to work with the HAFC. All costs related to any response submitted to the HAFC are the responsibility of the responder.



After all responses are reviewed and considered, the most qualified responders may be requested for an interview.

After all responders are reviewed and interviews evaluated, the HAFC will decide which firm or firms to use to assist the HAFC in this important process. Once the identification process is completed, a negotiation process will be used to identify a specific scope of services to be provided, fee schedules, time of performance, as well as other agreed upon scope of services.

REJECTION OF PROPOSALS

HAFC reserves the right to reject any or all responses to this Request for Proposals and to waive any informalities, technicalities, or omissions therein. HAFC also reserves the right to reject any Proposal when a parent, subsidiary, affiliate, or predecessor in interest of the Respondent has pending litigation or claims with HAFC, or if any Proposal includes a proposed subcontractor or supplier that has pending litigation or claims with HAFC, if HAFC determines, in its sole discretion, such litigation or claims may adversely affect the ability of the parties to work efficiently and effectively under this Contract, or for any other reason as determined by HAFC. Any such Proposals will be returned to the Respondent. No objections with regard to the application, meaning, or interpretation of these specifications will be considered after the Proposals have been received.

The HAFC will not pay any cost incurred in the preparation or submission of any Proposal or any cost incurred in anticipation of a contract.

The Proposer understands that the Contracting Officer of the HAFC shall be the sole authority to legally commit the HAFC to any expenditure of public funds for this procurement.

RESPONSE MODIFICATION

Response may be modified, withdrawn, and/or re-submitted in writing prior to the deadline for Proposals. After this deadline, no withdrawals or resubmissions may be made for any reason.

The Housing Authority of Fulton County, Georgia reserves the right to reject any or all proposals received or to waive any informality in the bidding process. No proposal shall be withdrawn for a period of sixty calendar days subsequent to the opening of proposals without the written consent of the Housing Authority of Fulton County, Georgia.

ATTACHMENTS

- Attachment A Certification Regarding Debarment
- Attachment B Contractor Affidavit under O.C.G.A §13-10-91(b)(1)
- Attachment C Signed copy of the HAFC Certification of Non Discrimination
- Attachment D Non-Collusive Affidavit

NOTE: The following form is attached and will be required to be executed at the time a contract is awarded and executed: Minority Business Participation Commitment