



Solicitation Type & Number	RFP#2018-005
Solicitation Title	Commercial Real Estate Advisor Representation
Date of Proposal Announcement/Request	August 24, 2018
Request for Qualifications/Questions Deadline	September 4, 2018 at 9:00am Eastern Daylight Time
Proposal Due Date Time	September 17, 2018 at 12 noon (EST)
HAFC Operating Days/Hours (except for Holidays)	Monday through Friday 8:30 A.M. – 5:00 P.M. Eastern Standard Time

DIRECT INQUIRES TO:

Contact	Teresa L Davis
Title	HAFC Staff
E-Mail Address	mortgagefinance@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 mortgagefinance@hafc.org. *All inquiries must be received no later than 9:00am local time, on September 4, 2018.* Answers to all questions will be posted to www.hafc.org. Respondents are responsible for monitoring www.hafc.org for communications related to this Request for Qualifications. *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.

Questions and inquiries regarding this RFP must be submitted, in writing via email to the address indicated above, and should refer to the specific paragraph in question. All inquiries must be received no later than 12:00 noon local time, on August 24, 2018. Answers will be provided as written addenda to this RFP, which will be posted as an Addenda on the HAFC website at www.HAFC.org.

HAFC will endeavor to provide copies of addenda 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 commercial real estate field to assist HAFC with these properties, including, but not limited to, assessing the value of HAFC properties for lease or for sale, and, if advantageous, listing said property(s) for lease or for sale.

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

1. perform a market valuation analysis of HAFC property;
2. ability to work with various departments of the County, local School Districts, local neighborhood groups and other Stakeholders of the HAFC; and
3. assistance with the possible disposition of property(s) owned by the HAFC
4. assistance with the possible lease of property(s) owned by the HAFC

Knowledge and Skills:

- ♦ Bachelor Degree
- ♦ 3 years of commercial real estate experience.
- ♦ Ability to work a flexible schedule hours other than 8-5 to meet Housing Authority goals and objectives

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 Comprehensive General Liability insurance coverage against bodily injury, property damage and personal injury liability 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 9:00. a.m. - 5:00 p.m., Monday. through Friday. Work will commence and proceed with such work to completion in accordance with the schedule.

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 H AFC 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 H AFC'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 H AFC of its intention to renew the contract term at least thirty (30) calendar days prior to the expiration of the original contract term. H AFC 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 H AFC;
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 H AFC in most circumstances, any special qualifications the respondent may have to benefit the H AFC;
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 H AFC; 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);
- 12. Completed Form-Attachment B (Contractor Affidavit under O.C.G.A §13-10-91(b)(1));
- 13. Completed Form-Attachment C (Certification of Non Discrimination); and
- 14. 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 property sales closed on during the last 180 days; number of new property listings during the last 180 days	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 expense 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 September 17, 2018 to:

Mortgage Finance
 Housing Authority of Fulton County, Georgia
 4273 Wendell Drive SW
 Atlanta, GA 30336
RFP#2018-005- COMMERCIAL REAL ESTATE PROPOSAL

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



H AFC. All costs related to any response submitted to the H AFC 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 H AFC will decide which firm or firms to use to assist the H AFC 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

H AFC reserves the right to reject any or all responses to this Request for Proposals and to waive any informalities, technicalities, or omissions therein. H AFC 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 H AFC, or if any Proposal includes a proposed subcontractor or supplier that has pending litigation or claims with H AFC, if H AFC 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 H AFC. 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 H AFC 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 H AFC shall be the sole authority to legally commit the H AFC 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

ATTACHMENT A - CERTIFICATION OF PROPOSER

REGARDING DEBARMENT SUSPENSION AND OTHER RESPONSIBILITY MATTERS

(Proposer)_____ certifies to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three year period preceding this bid been convicted of or had 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) transaction or contract under a public transaction: violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (2) of this certification: and
4. Have not within a three year period preceding this bid had one or more public transaction (Federal, State or Local) terminated for cause or default.

If the Proposer is unable to certify to any of the statements in this certification, the Proposer shall attach an explanation to this certification.

(Proposer) _____ CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTANDS THAT THE PROVISIONS OF 31 U.S.C. SECTIONS 3801 ET SEQ. ARE APPLICABLE THERETO.

Signature and Title of Authorized Official

**SAVE AFFIDAVIT IN ACCORDANCE WITH O.C.G.A §50-36-1(e)(2)
THE HOUSING AUTHORITY OF FULTON COUNTY, GEORGIA
AFFIDAVIT VERIFYING STATUS FOR RECEIPT OF PUBLIC BENEFIT**

By executing this affidavit under oath, as an applicant for a contract with The Housing Authority of Fulton County, Georgia, or other public benefit as provided by O.C.G.A. §50-36-1, and determined by the Attorney General of Georgia in accordance therewith, I state the following with respect to my application for a public benefit from The Housing Authority of Fulton County, Georgia:

For: _____ . [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

1) _____ I am a United States Citizen
OR

2) ___ I am a legal permanent resident 18 years of age or older
OR

3) _____ I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.

All non-citizens must provide their Alien Registration Number below.

Alien Registration number for non-citizens _____

The undersigned applicant also hereby verifies that he or she has provided at least one secure and verifiable document as required by O.C.G.A. §50-36-1(e)(1) with this Affidavit. **The secure and verifiable document provided with this affidavit is:**

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. §16-10-20, and face criminal penalties as allowed by such criminal statute

BY: _____
Signature of Applicant Date: _____

Printed Name:

Sworn to and subscribed before me
this ____ day of _____, 201__

Notary Public
My commission expires: _____

Attachment C

H AFC Certification of Non Discrimination

The offeror/bidder agrees and warrants that in the performance of the contract, if awarded, such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, gender, religion, creed, age, familial status, national origin, veteran status, or disability. The supplier further agrees to take affirmative action to ensure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, gender, religion, creed, age, familial status, national origin, veteran status, or disability. It is understood that non-discrimination shall include all forms of harassment and specifically sexual harassment. The contractor hereby certifies the foregoing and that the contractor will adhere to and enforce all applicable federal, state and local laws pertaining to non-discrimination.

Authorized Signature: _____

Company Name: _____

By: _____

Date: _____

Attachment D
U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT NON-COLLUSIVE AFFIDAVIT

STATE OF _____

COUNTY OF _____

_____, being first duly sworn, deposes and says that he or she

is a _____ of _____
(A Partner or Officer of Business, etc.) (Name of Business)

who is making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement, collusion, communication or conference with any person, to fix the bid price of affiant or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or that of any other bidder, or to secure any advantage against or any person interested in the proposed Contract; and that all statements in said Proposal or Bid are true.

Signature of Bidder
If Bidder is an Individual

Signature of Partner
If Bidder is a Partnership

Signature of Officer
If Bidder is a Corporation

Subscribed and sworn to before me this

_____ day of _____, 2017

Notary Public _____

My Commission expires: _____

**ATTACHMENT
MINORITY BUSINESS PARTICIPATION
COMMITMENT FORM**

It is the policy of Housing Authority of Fulton County (HAFC) to encourage minority participation in all contracts. To implement this policy, HAFC shall encourage minority participation through subcontracting, or other methods in contracting from construction jobs. You should complete this form, indicating the percentage of this construction contract that will be subcontracted to minority businesses.

For the purpose of this commitment, the term “minority business” means a business at least 50 percent of which is owned and controlled by minority group members or, in the case of a publicly-owned business, at least 51 percent of the stock of which is minority owned, and the business owned, and the business is controlled by minority group members. For the purpose of the preceding sentence, “minority group members” are citizens of the United States who are African-American, Hispanics, Asians, Pacific Islanders, and American Indians.

Please indicate the percentage of minority business participation for this project. This refers to the percentage of the total dollar value of the contract that will be subcontracted to minority firms.

_____ percent*

*HAFC will consider minority participation in awarding this contract. And, as on all HAFC construction projects, HAFC reserves the right to approve or disapprove any subcontractor list.

To be considered a “minority business”, the business must be so certified by the Department of Minority Business Enterprise, State of Georgia. HAFC will provide assistance in the certification process.

The undersigned hereby certifies that he or she has read the terms of this commitment and is authorized to bind the prospective bidder to the commitment herein set forth.

Contractor's Name

Name of Authorized Officer – printed

Date

Name of Authorized Officer – signed