

<b>Solicitation Type &amp; Number</b>	RFP#2017-007
<b>Solicitation Title</b>	Residential Real Estate Representation and Property Management
<b>Web Post Date</b>	Friday, December 8, 2017
<b>Site Visit</b>	Thursday, December 28, 2017 at 10:00am (EST)
<b>Questions Due Date</b>	Wednesday, January 3, 2018 at 12 noon (EST)
<b>Proposal Due Date</b>	Friday, January 12, 2018 at 12 noon (EST)
<b>HAFC Operating Days/Hours (except for Holidays)</b>	Monday through Friday 8:30 A.M. – 5:00 P.M. Eastern Standard Time

<b>DIRECT INQUIRES TO:</b>	
<b>E-Mail Address</b>	mortgagefinance@hafc.org

*Questions and inquiries regarding this Request For Proposals (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 January 3, 2018.*

*Answers will be provided as written addenda to this RFP, which will be on file and available for inspection at the Housing Authority of Fulton County, Georgia (HAFC) offices not later than Friday, January 5, 2018 at 12 noon. The addenda will also be posted on the HAFC website at [www.HAFC.org](http://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.*

*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 it has read the entire document and is responding with full knowledge of all terms, conditions and requirements as set forth.*

**REQUEST FOR PROPOSAL  
REAL ESTATE ADVISOR REPRESENTATION**

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

The HAFC has numerous properties, including multifamily, single family and undeveloped land. The purpose of this RFP is to seek experienced partners in the residential real estate field to assist HAFC with these properties, including, but not limited to, assessing the value of HAFC properties and, if advantageous, listing said property(s) for sale.

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;
3. Management and marketing of properties with owned by HAFC for rent; and
4. Assistance with the possible disposition of several properties owned by the HAFC.

If your firm is interested, please submit four paper (4) copies and one electronic copy of your responses with detailed qualifications and all required documentation, in a sealed envelope by Friday, January 12, 2018 at 12 noon (EST), to:

Mortgage Finance  
Housing Authority of Fulton County, Georgia  
4273 Wendell Drive SW  
Atlanta, GA 30336  
RFP#2017-007- REAL ESTATE PROPOSAL

Email electronic version to [MortgageFinance@HAFC.org](mailto:MortgageFinance@HAFC.org)

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

Because this is a RFP, more than one (1) 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.

**PRE-BID SITE VISIT**

A site visit will be conducted on Thursday, December 28, 2017 at 10:00am (EST), beginning at the HAFC Central Office, 4273 Wendell Drive, SW, Atlanta, Georgia. While the site visit is optional, it is highly encouraged that all interested bidders participate.



Respondents must include with their Proposal:

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 sales experience, property management experience, program knowledge, technical skills, examples of similar work, HUD experience, knowledge of regulations and related to services to be provided to the HAFC;
6. Three (3) references for similar work performed;
7. MBE/WBE status/ Section 3 status/strategy;
8. Full rate for fees and/or expenses Respondent will charge for services proposed to be provided, including but not limited to, lease-up and management 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)

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	25 points
2. Staff qualifications, current work load, capability to provide services in a timely manner or special skill set	25 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, other Housing Authority operations or HUD experience	20 points
5. MBE/WBE/Section 3/Affirmative Action Plan status/compliance	5 points
6. Fee and/or expense structure	15 points
Total Points	100 points

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.

The HAFC 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 HAFC.

## ATTACHMENTS

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

**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, thief, 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: \_\_\_\_\_

**CONTRACTOR AFFIDAVIT UNDER O.C.G.A §13-10-91(b)(1)**

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. §13-10-91, et seq. (the "Act") and Chapter 300-10-1 of the Rules of Georgia Department of Labor (the "Rules"), stating affirmatively that the individual, firm, or corporation which is engaged in the physical performance of services on behalf of the Housing Authority of Fulton County, Georgia: (1) has registered with; (2) is authorized to use; (3) is using; and (4) will continue to use throughout the contract period a federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicability provisions and deadlines established in the Act and the Rules.

The undersigned contractor further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to the contract with The Housing Authority of Fulton County, Georgia of which this affidavit is a part, the undersigned contractor will secure from such subcontractor(s) similar verification of compliance with the Act and the Rules through the subcontractor's execution of the subcontractor affidavit provided below.

The undersigned contractor further agrees to provide a copy of each such affidavit to The Housing Authority of Fulton County, Georgia at the time the subcontractor(s) is retained to perform such services and to maintain copies of all such affidavits for no less than five (5) years from the date provided to The Housing Authority of Fulton County, Georgia and otherwise maintain records of compliance with the Act and the Rules as required.

Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Employment Eligibility Verification (E-Verify)	Date of Authorization	User Identification Number

I hereby declare under penalty of perjury that the foregoing is true and correct.

BY: \_\_\_\_\_  
Authorized Officer or Agent                      Date

\_\_\_\_\_  
Contractor Name

\_\_\_\_\_  
Title of Authorized Officer or Agent of Contractor

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

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: \_\_\_\_\_

\_\_\_\_\_

