



**CITY OF HALLANDALE BEACH  
COMMUNITY REDEVELOPMENT AGENCY  
(HBCRA)**

**REQUEST FOR PROPOSAL  
(RFP) # FY 2014-2015-CRA001  
REALTOR SERVICES**

**EXHIBIT I SCOPE OF WORK**

**PREPARED BY:  
HBCRA  
AND  
PROCUREMENT DEPARTMENT**

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## INTRODUCTION / INFORMATION

### PURPOSE AND PROJECT SCOPE

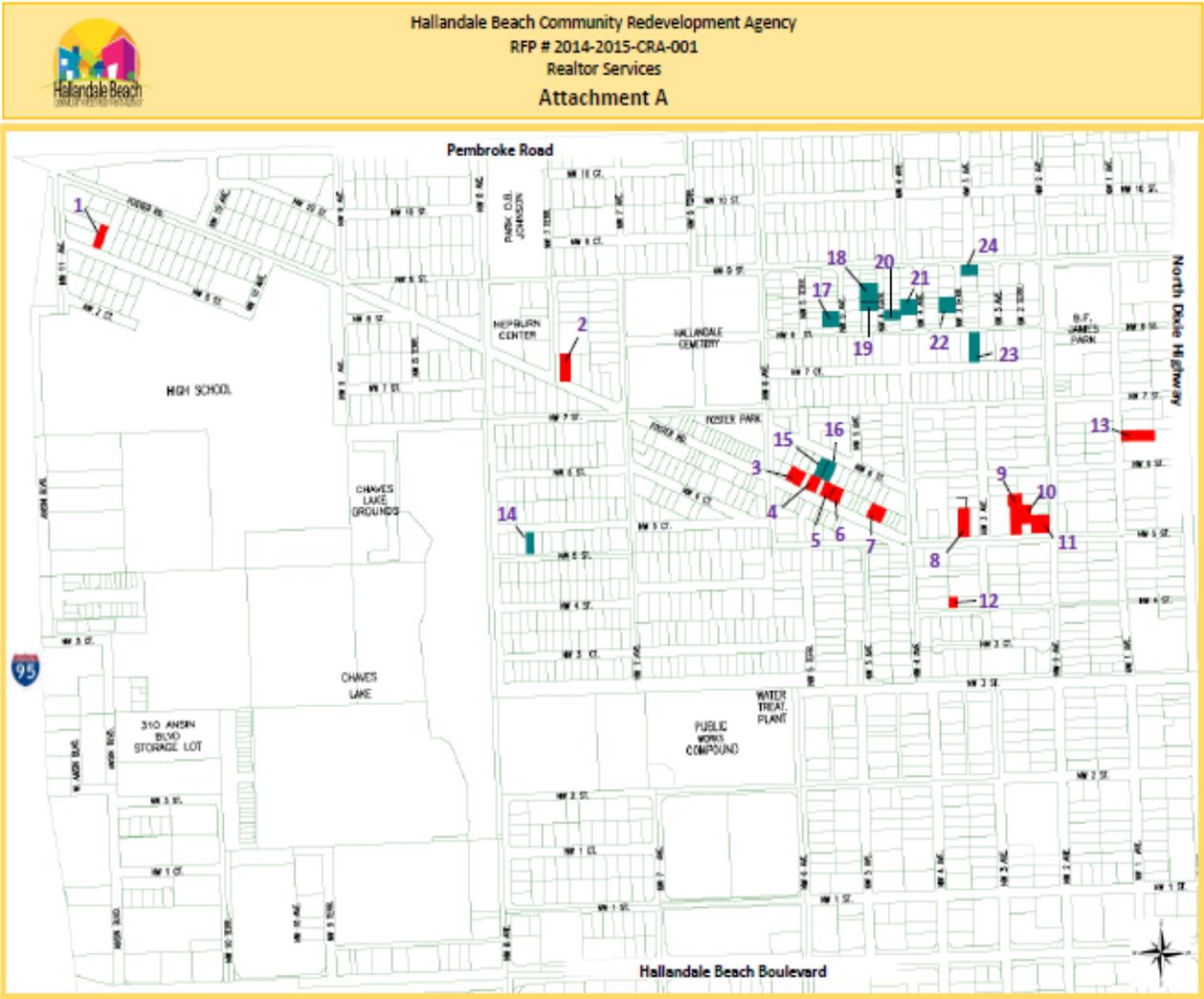
In furtherance of its redevelopment objectives, The Hallandale Beach Community Redevelopment Agency (the “CRA”), Florida, invites interested parties to provide Realtor Services as described in this RFP.

Realtor Services are requested to assist the CRA in selling the new In-Fill Housing units to be built under the Phase II of this Project, or any other property(ies) acquisitions or dispositions. The locations of the properties are found below in Attachment A.

Realtor services are commissioned based. Proposers must submit percentage to be charged for sale of each property. If buyers bring their own realtor the commission set must be split between both realtors. The commission percentage paid will not exceed 3%.

The scope of work for the services of this RFP is as follows:

- Market housing units to low and moderate income first time homebuyers using various methods, including MLS listing.
- Facilitate buyers in obtaining 1<sup>st</sup> mortgages.
- Assist buyers through inspection, appraisal and all lender requirements.
- Coordinate transaction and closing between buyer, lender and HBCRA.
- Perform all functions of Real Estate agent to keep transaction flowing, meeting requirements of lender, title companies, HBCRA and City.
- Install lockbox at the properties and provide access when necessary.
- Liaison between HBCRA staff and seller through closing and provide assistance to facilitate closing transaction.
- Provide monthly reports for all activities performed related to the contract.
- Provide full realtor services for other properties that the CRA may wish to purchase or dispose.
- Inspections, walkthroughs, closings, CRA Board meetings and related meetings as requested by the HBCRA.
- Monthly reports of activities are required.



Hallandale Beach Community Redevelopment Agency  
 RFP # 2014-2015-CRA-001  
 Realtor Services  
 List of Lots

Lot No.	Folio Number	Address	Lot Size (SF)
1	5142-21-29-0240	NW 8 Street	4,200
2	5142-21-27-0180	720 Foster Road	5,825
3	5142-21-15-0420	Foster Road	5,625
4	5142-21-15-0500	Foster Road	3,750
5	5142-21-15-0520	Foster Road	3,750
6	5142-21-15-0351	Foster Road	3,750
7	5142-21-15-0570	414 Foster Road	5,625
8	5142-21-17-0410	Foster Road	7,029
9	5142-21-17-0280	Foster Road	10,361
10	5142-21-17-0290	208 NW 5 Street	4,693
11	5142-21-17-0310	Foster Road	7,035
12	5142-22-04-0320	NW 4 Street	2,000
13	5142-22-07-0220	608 NW 1 Avenue	7,501
14	5142 21 19 0620	745 NW 5 Court	4,240
15	5142-21-15-0380	513 NW 6 Street	4,000
16	5142-21-15-0370	509 NW 6 Street	4,000
17	5142-21-09-0950	803-805 NW 5 Avenue	5,903
18	5142-21-09-0770	817 NW 4 Terrace	5,911
19	5142-21-09-0780	811 NW 4 Terrace	3,941
20	5142-21-09-0680	804-806 NW 4 Terrace	3,942
21	5142-21-09-0630 and 5142-21-09-0620	NW 4 Avenue	5,911
22	5142-21-09-0430	811 NW 3 Terrace	5,911
23	5142-21-07-0060	300 NW 7 Court	5,847
24	5142-21-09-0370	822 NW 3 Terrace	40,200

Development Sites Available

In-Fill Housing Units (Phase II)

**MINIMUM QUALIFICATION REQUIREMENTS:**

All firms responding to this RFP, in order to be eligible to respond to the RFP, must demonstrate and submit with firm’s response all of the Minimum Qualification Requirements (MQRs) stated below. Proposing firm must meet the MQRs stated below in order to be eligible for evaluation of their submittal.

Firm must provide a section with your firm’s response labeled “Minimum Qualification Requirements” addressing all items stated below by #.

**Your firm’s non-compliance to the outline below will hinder the Evaluation Committee’s ability to find the responses of the MQRs to the RFP and could cost your firm to be determined non-responsive and disqualified from being further evaluated. Ensure the MQRs below are easily found and clearly addressed within your firm’s response.**

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1. Years' in Business: Firm must have three (3) years' experience having provided the scope of work as outlined in this RFP. Proof of experience must be provided by:
    - a) Provide a copy of the Sunbiz for the proposing firm(s) showing the required three (3) years' as reflected on Sunbiz.org. The Sunbiz website is [www.sunbiz.org](http://www.sunbiz.org).
    - OR
    - b) Evidence that the firm is currently registered and has been registered to do business in Florida for the required three (3) years. If you do business as a corporation, partnership, or limited liability company (LLC), you must register with the Florida Secretary of State. For more information, visit the Division of Corporations website at: [www.sunbiz.org](http://www.sunbiz.org). Your firm must provide a copy your firm's Sunbiz following the transmittal letter. The officer signing on behalf of the firm must be listed on the Sunbiz. If such officer is not listed in the Sunbiz for your firm, your firm must provide a legal document, such a Certificate of Resolution, naming the officer as authorized to execute on behalf of the firm.

AND,

    - c) an affirmative statement and submission of evidence demonstrative of the three (3) years' experience.
  2. Licenses: Firm is licensed as required by Florida. Provide proof of licenses.

3. Experience in working with Government First Time Home Buyers Programs: Firm must have completed at least one (1) transaction similar in size and nature as described in this RFP within the past five (5) years, as the Prime Realtor. Firm must provide evidence with the response by completing chart below.

Name of Project/Government entity:	
Project size (# of units sold)	
Project Cost \$ sales	
Commission charged as % and \$	
Time of completion month and year	
Comments	

## EVALUATION PROCESS:

An Evaluation Committee appointed by the Executive Director, will rank the top three (3) respondents. Oral interviews may be scheduled with the firm(s) as requested by the Evaluation Committee. The oral presentations are exempt from the public meeting requirements of s. 286.011 F.S., however will be recorded for public record purposes in accordance with sec. 119.07(1) F.S. as amended.

Oral presentations are to support what has been provided in the proposals by each firm or to exhibit or otherwise demonstrate the information contained therein for clarification purposes. No new information or material not already provided in the firm's proposal is to be presented during oral presentations.

After oral presentations proposals will be evaluated and ranked by the Evaluation Committee to obtain the results for recommendation to award an Agreement.

- All firms that are submitting a response to this RFP, either through Joint Venture, a Joint Collaborative Proposal, etc., must submit a single response proposal. If the Proposal/Response is from more than one (1) firm, firms responding must meet all requirements as detailed in the RFP.

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**All proposals must be submitted in accordance with the Request for Proposals (RFP) document which may be obtained online at [www.cohb.org/solicitationnotifications](http://www.cohb.org/solicitationnotifications).**

## **ADDITIONAL BACKGROUND INFORMATION**

The CRA was created in 1996 to redevelop and improve the City's overall aesthetics. As a result, the City has undertaken ambitious improvements to include roads and infrastructure, beautifying neighborhood streets, parks, development and restoration of a Historical Village and providing many residential and commercial programs and opportunities. The CRA Redevelopment Area is bound to the north by Pembroke Road, to the South by the Dade-Broward County line, to the west by interstate 95 and to the east by NE 14th Avenue and the 14th Avenue Canal.

CRA is bound by Florida Statutes Chapter 163, Part III, and Resolution No. 2012-05. Please be advised that this RFP constitutes notice pursuant to Section 163.380(3)(a), Florida Statutes, that the CRA is the owner of and intends to dispose of its interest in the Properties. Any party interested in developing housing on the properties is hereby notified that the provisions of such statute have been complied with and by responding to this RFP waives any right to claim that the CRA has not properly complied with such statute.

## **INSTRUCTIONS FOR SUBMITTAL OF RESPONSES**

Firms are to submit responses only on a thumb drive that is searchable in adobe format. No hardcopy (paper) submittals nor CDs will be accepted. In order to ascertain that the proposal information provided on the thumb drive contains data that allows the reviewer to perform an "edit" "find" search your firm must test each thumb drive before it is submitted. Firms must make sure that the thumb drive is tested before submission. Do not place password on the thumb drives. Provide five (5) thumb drives with your firm's submittal.

Section II, Submission of Proposals, outlines the format to be followed for responses to this RFP.

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## REFERENCES:

The City will conduct reference checks as a component of due diligence to determine the capability of firms to be able to perform the requirements of the project. The reference questions will be sent via email; therefore, please make sure that the references your firm provides are aware that they will be receiving a Reference Form from the City of Hallandale Beach to be completed by a deadline date.

Each firm responding to this RFP must provide five (5) verifiable references. The five (5) references shall be for similar projects.

Each firm must provide the following information for each of the references provided and ensure that the contact information you are providing has an up to date email address and will be accessible and able to respond to the request for reference. The reference contacts provided in your proposal will receive, via email, a *Reference Form* to complete. Please make sure that the references listed in your firm's proposal are aware they will be receiving a Reference Form from the City of Hallandale Beach to complete by a deadline date. Emails provided that are no longer in service and/or for which references are not received by the deadline requested will cost your firm's full receipt of the reference points as outlined.

- a. Contact name, address, phone number, and email.
- b. Name and location of the project. Description of the scope of work.
- c. Role/Services your company provided.
- d. Date project was completed or is anticipated to be completed.
- e. Size of project ( sale price \$)
- f. Cost of the Project (if different from e. explain)
- g. Present status of the project.
- h. Phone # for Reference (Project Manager). Updated email address for Project Manager.

The references provided will be sent, via email, a Reference Form to complete. Please make sure that the references your firm provides are aware they will be receiving a Reference Form via email from the City of Hallandale Beach to complete by a deadline date.

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## I. DEFINITIONS

**“Award”** means the acceptance of a bid, offer or proposal by the proper authorized designee. The City Commission must approve all awards over the authority of the City Manager, with the exception of emergency purchases.

**“City”** the City of Hallandale Beach or the City Commission, a municipal corporation of the State of Florida. May be used interchangeably with HBCRA.

**“City’s Contract Administrator”** means the City’s representative duly authorized by the City Commission and/or City Manager, to provide direction to the Consultant regarding services provided pursuant to this RFP and the Contract.

**“Contract” and “Contract Documents”** means the agreement for Agreement for this Project to be entered into between the City and the Successful Proposer/Contractor.

**“Consultant”** the individual(s) or firm(s) to whom the award is made and who executes the Contract Documents.

**“CRA”** the Hallandale Beach Community Redevelopment Agency, a public body corporate and political. May be used interchangeably with HBCRA.

**“CRA’s Contract Administrator”** means the CRA’s representative duly authorized by the CRA’s Board of Directors, to provide direction to the Contractor regarding services provided pursuant to this RFP and the Contract.

**“Development Agreement”** means a contract between CRA and the selected Master Developer. The purpose of the agreement is to specify the standards and conditions that will govern development of the property. The development agreement provides assurance to the developer that he/she may proceed to develop the project subject to the rules and regulations in effect at the time of approval.

**“Local City of Hallandale Beach Vendor”** pursuant to Chapter 23, Procurement, Section 23-3 of the Code of Ordinances of the City of Hallandale Beach, Florida.

**“Notice to Proceed”** means the written notice given by the City to the Consultant of the date and time for work to start.

**“Proposal”** means the proposal or submission submitted by a Proposer. The terms “Proposal” and “Bid” are used interchangeably and have the same meaning.

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**“Proposer”** means one who submits a Proposal in response to a solicitation. The terms “Proposer” and “Bidder” are used interchangeably and have the same meaning.

**“Proposal Documents”** the Request for Proposals, Instructions to Proposers, Technical specifications, plans and attachments and the proposed Contract Documents (including all Addenda issued prior to the opening of Proposals).

## **CONTRACT TERMS**

The term of the Agreement shall be for a period of two (2) years or until the final project is completed.

The Contractor shall not assign, transfer or sub-contract any work either in whole or in part, without prior written approval of the City.

The submittal responses shall be valid until such time as HBCRA Board of Directors awards a contract as a result of this RFP.

HBCRA reserves the right, where it may serve the City of Hallandale Beach’s best interest, to request additional information or clarification from Proposers.

Notwithstanding anything to the contrary contained herein, the City of Hallandale Beach reserves the right to waive formalities in any proposal and further reserves the right to take any other action that may be necessary in the best interest of the City. The City further reserves the right to reject any or all proposals, with or without cause, to waive technical errors and informalities or to accept the proposal which in its judgment, best serves the City of Hallandale Beach.

## **CONFLICT OF INTEREST**

If you are an employee, board member, elected official(s) or an immediate family member of any such person, please indicate the relationship in the form provided in the Form’s Section, Exhibit II. Pursuant to the City of Hallandale Beach Standards of ethics any potential conflict of interest must be disclosed and if requested, obtain a conflict of interest opinion or waiver from the City Commission prior to entering into a contract with the City of Hallandale Beach.

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**II. PROPOSAL FORMAT: The following format must be followed by firms submitting responses to the RFP.**

Firms are to submit this information/responses only on five (5) thumb drives that are searchable in adobe format. No hardcopy (paper) submittals nor CDs will be accepted. In order to ascertain that the proposal information provided on the thumb drive contains data that allows the reviewer to perform an “edit” “find” search your firm must test each thumb drive before it is submitted. Firms must make sure that the thumb drive is tested before submission. Do not place password on the thumb drives. Provide five (5) thumb drives with your firm’s submittal.

**The outline for items # 1 through # 11 below must be followed. Your firm’s non-compliance to the outline below will hinder the Evaluation Committee’s ability to find the responses to the RFP and could cost your firm points for information that is not easily found.**

The purpose of the proposal is to demonstrate the qualifications, competence, and capacity of the firms seeking to undertake the work for the CRA in conformity with the requirements of the specifications in the RFP. As such, the substance of the proposals will carry more weight than their form or manner of presentation.

The proposal should address all points outlined in the specifications of this RFP. The proposal should be prepared simply and economically, providing straightforward, concise description of the proposer’s capability to satisfy the requirements of the RFP.

While additional data may be presented, the information requested in items 1 through 11, must be included. Items 1-11 represent the criteria against which proposals will be evaluated.

**1. Title Page**

Provide the RFP # and title, the firm’s name; the name, address, telephone number and email of the contact person; and the date of the proposal. The City will only contact one (1) person for this RFP. **Therefore, if your firm is providing a response which is made up of more than one (1) firm the contact person provided must be able to answer all questions/clarifications requested from the City on behalf of all firms.**

**2. Table of Contents**

Include clear identification of the material by section and by page number.

**3. Transmittal Letter**

- a. A letter of transmittal, signed by an authorized officer of your company, briefly stating the proposer’s understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes to be best qualified to perform the work and a statement that the proposal is a firm and irrevocable offer until such time as Board of Directors awards a contract as a result of this RFP. All documents and transmittal letter must be executed by a duly authorized officer of the firm. If you do business as a corporation, partnership, or limited liability company (LLC), you must register with the Florida Secretary of State. For more information, visit the Division of Corporations website at: [www.sunbiz.org](http://www.sunbiz.org). Your firm must provide a copy your firm’s Sunbiz following the transmittal letter. The officer signing on behalf of the firm must be listed on the Sunbiz. If such officer is not listed in the Sunbiz for your firm, your firm must provide a legal document, such a Certificate of Resolution, naming the officer as authorized to execute on behalf of the firm.
- b. Provide the names of the person who will be authorized to make representation for the Proposer, their titles, addresses, email and telephone numbers.
- c. Any Proposer who or which has previously operated a business under another name must include a description of the previous business. Failure to include such information will be deemed to be an intentional misrepresentation to the CRA.

**4. Professional Licenses and Certifications**

An affirmative statement and submission of evidence must be included with the firm’s response indicating that firm and all assigned key professional staff possess all licenses and certifications required to undertake and complete the project.

**5. Firm’s Qualifications and Experience**

- a. An explanation of why the Proposer is the best qualified to perform the services as outlined in the RFP.
- b. Demonstrate qualifications, including an item by item disclosure outlining how the firm meets or exceeds the requirements of the RFP.
- c. Describe the experience of the firm by providing the age and size of the Firm and where the local office resides.

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- d. The proposal should indicate the total number of employees of the firm, including the number of staff in the local office, the staff to be employed for the Project on a full-time basis.
  - e. Provide a list of government and private clients your firm has under contract through 2020. Please provide the amount of each contract and a brief description of the services, including the number of employees your firm is supervising on each project.

**6. Past Performance (References)**

The City will conduct reference checks as component of due diligence to determine the capability of firms to be able to perform the requirements of the project. The reference questions will be sent via email, therefore, please make sure that the references your firm provides are aware that they will be receiving a Reference Form from the City of Hallandale Beach to be completed by a deadline date.

Each firm responding to this RFP must provide five (5) verifiable references for projects of similar scope as outlined in this RFP.

Each firm must provide the following information for each of the references provided and ensure that the contact information you are providing has an up to date email address and will be accessible and able to respond to the request for reference.

- a. Client name, address, phone number, and email.
- b. Name and location of the project. Description of the scope of work.
- c. Role/Services your company provided.
- d. Date project was completed or is anticipated to be completed.
- e. Size of project ( Sale price \$)
- f. Cost of the Project (if different from e. explain)
- g. Present status of the project.
- h. Phone # for Reference (Project Manager). Updated email address for Project Manager.

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The references provided will be sent, via email, a Reference Form to complete. Please make sure that the references your firm provides are aware they will be receiving a Reference Form from the City of Hallandale Beach to complete by a deadline date. **The reference contacts provided in your proposal will receive, via email, a *Reference Form* to complete. Please make sure that the references listed in your firm’s proposal are aware they will be receiving a Reference Form from the City of Hallandale Beach to complete by a deadline date. Emails provided that are no longer in service and/or for which references are not received by the deadline requested will cost your firm’s full receipt of the reference points as outlined.**

**7. Marketing and Sales Approach**

1. Provide a narrative that describes the Firm’s approach to proactively market and sell the properties.
2. Timing and phasing of the plan for this project.

**8. Legal Proceedings**

There are no points for this information.

- a. Arbitrations: any arbitration demands filed by or against your firm in the last five (5) years, and identify the nature of the claim, the amount in dispute, the parties, and the ultimate resolution of the proceeding.
- b. Lawsuits: List all lawsuits filed by or against, your firm in the last five (5) years, and identify the nature of the claim, the amount in dispute, the parties, and the ultimate resolution of the lawsuit.
- c. Other Proceedings: Identify any lawsuits, administrative proceedings, or hearings initiated by the National Labor Relations Board or similar state agency in the past five (5) years concerning any labor practices by your firm. Identify the nature of any proceeding and its ultimate resolution. Identify any lawsuits, administrative proceedings, or hearings for the firm in the last five years. Identify the nature of any proceeding and its ultimate resolution.
- d. Bankruptcies: Has your firm or its parents or any subsidiaries ever had a Bankruptcy Petition filed in its name, voluntarily or involuntarily? (If yes, specify date, circumstances, and resolution).

**9. Cost Proposal:**

The Firm shall provide all labor, equipment, manpower and other resources necessary to provide the supplies, equipment and/or services in accordance with the scope of services in this solicitation in the Cost Proposal Form which is following.

**10. Local City of Hallandale Beach Vendor Preference (LVP):** See Exhibit III for further details.

**11. Community Benefit Plan** – BONUS POINTS, See Exhibit III for further details.

**III. PROPOSAL EVALUATIONS:**

**Criteria.** Proposal packages will be evaluated as stated below.

The recommendation(s) for award shall be made to the Board of Directors, by the Executive Director, to the responsible Proposer(s) whose proposal is determined to be the most advantageous to the CRA.

NUMBER	CRITERIA	Maximum Potential Points
1.	Firm's Qualifications and Experience	35
2.	Past Performance/References	20
3.	Marketing and Sales Approach	20
4.	Cost Proposal	15
5.	Local City of Hallandale Beach Vendor Preference*	(2.5-10)
	TOTAL POINTS **	100
BONUS	Community Benefit Plan	(2.5-10)

\*depending on tier level of the Local City of Hallandale Beach Vendor Preference the points may be 2.5, 5 or 10. (See Exhibit III)

\*\*Total points may be less than 100 points depending on the applicable Tier criteria for the Local City of Hallandale Beach Vendor Preference. (See Exhibit III)

The criteria stated above will be utilized to rank proposer(s).

Oral interviews may be scheduled with the firms the Evaluation Committee determines be invited to this process. The oral presentations are exempted from the public meeting requirements of s. 286.011 F.S., however will be recorded for public record purposes in accordance with sec. 119.07(1) F.S. as amended.

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**COST PROPOSAL:**

Firms must provide the price for services in this format.

**Percentage of total sale to be charged for commission \_\_\_\_\_%**  
**(commission to be charged cannot exceed 3% per property for listing agent).**

I, \_\_\_\_\_,  
Name of authorized Officer per Sunbiz Title

of \_\_\_\_\_  
Name of Firm as it appears on Sunbiz

hereby attest that I have the authority to sign this notarized certification and certify that the above referenced information is true, complete and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

**SUBMITTAL DUE DATE:**

**REPONSES ARE DUE: SEPTEMBER 8, 2015 NO LATER THAN 11:00AM.**

**RESPONSES MUST BE SUBMITTED IN SEALED ENVELOPES AND MUST BE MAILED OR HAND DELIVERED TO AND LABELED AS FOLLOWS:**

CITY OF HALLANDALE BEACH  
CITY CLERK'S DEPARTMENT – EXECUTIVE OFFICES  
**PLACE THE NAME OF YOUR FIRM HERE**  
400 SOUTH FEDERAL HIGHWAY – 2<sup>ND</sup> FLOOR  
HALLANDALE BEACH, FL 33009  
TITLED: RFP NO. FY2014-2015-CRA001  
REALTOR SERVICES

**NON-MANDATORY PRE-PROPOSAL CONFERENCE:**

Non-Mandatory Pre-Proposal Conference is being held **August 13, 2015 at 11:00 am**, City Hall Commission Chambers, 400 South Federal Highway, Hallandale Beach, FL 33009.

**LAST DAY FOR QUESTIONS:**

Any questions are to be submitted via email to [alues@cohb.org](mailto:alues@cohb.org) by no later than **August 18, 2015 no later than 11:00 A.M.**

## REQUEST FOR PROPOSAL (RFP) TENTATIVE SCHEDULE

**THE DATES SHOWN BELOW ARE TENTATIVE AND ARE NOT BINDING AND MAY BE SUBJECT TO CHANGE.**

RFP ADVERTISING DATE	AUGUST 5, 2015
RFP DOCUMENT RELEASED	AUGUST 5, 2015
NON-MANDATORY PRE-PROPOSAL CONFERENCE	AUGUST 13, 2015 11 AM COMMISSION CHAMBERS
QUESTIONS	ALL QUESTIONS MUST BE EMAILED BY NO LATER THAN AUGUST 18, 2015 BY NO LATER THAN 11 AM
RFP DEADLINE FOR RECEIPT OF PROPOSALS	<u>SEPTEMBER 8, 2015</u> <u>BY NO LATER THAN 11 AM</u>
EVALUATION OF PROPOSAL/SELECTION OF FIRMS	SEPTEMBER 8 THROUGH OCTOBER 9, 2015
ORAL INTERVIEWS – (IF REQUIRED)	SEPTEMBER 28 THROUGH OCTOBER 9, 2015
CONTRACT AWARD BY CITY COMMISSION – ESTIMATED	TO BE DETERMINED
PROJECT START DATE – ESTIMATED	TO BE DETERMINED

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## **QUESTIONS REGARDING RFP:**

For information pertaining to this Request for Proposals (RFP), contact the Procurement Department (954) 457-1333. Such contact shall be for clarification purposes only. Changes, if any, to the scope of the services or proposal procedures will be transmitted only by written addendum.

## **INSURANCE REQUIREMENTS:**

The awarded firm(s) will be required to obtain and maintain the insurance requirements as set forth in the attached agreement, for the life of the contract. The Certificate of Insurance will be required to be provided within the time specified in the notification provided by the Procurement Department after award of contract by the Commission.

The awarded firm shall furnish the required Certificate(s) of Insurance within the time specified in the Notification provided by the Procurement Department. The requirements for insurance are stated in Exhibit II, Article 5.