REQUEST FOR QUALIFICATIONS FOR REAL ESTATE BROKERAGE SERVICES

CITY OF SHREVEPORT DEPARTMENT OF COMMUNITY DEVELOPMENT March 05, 2012 – March 16, 2012

The City of Shreveport Department of Community Development (herein referred to as "City") is seeking qualifications from real estate brokerage professionals (herein referred to as "Respondent") to provide real estate brokerage services that include the marketing and successful sale of single family homes. Selected firms or individuals will develop strategies that are aligned with existing initiatives and goals of the department.

The City is committed to providing quality housing options, access to mortgage capital, and homeownership opportunities to Low-Moderate Income Households and/or in Low-Moderate Income Census Tracks.

Only Respondents, who have extensive full-time experience in providing real estate brokerage services, listing and selling property in targeted neighborhoods, are eligible to apply. Respondents must be active real estate brokers licensed by the State of Louisiana Real Estate Commission. Preference will be given to Respondents who have executed business plans.

The Respondent must not have any interest which would conflict with the performance of services required by this Request for Qualifications (RFQ). The Respondent also promises that, in the performance of this RFQ, no officer, agent, employee of the City of Shreveport or member of its governing bodies, may participate in any decision relating to this RFQ which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest.

The City encourages Minority Business Enterprises (MBEs), Women Business Enterprises (WBEs), and Small Business Enterprises (SBEs) to apply. The City also reserves the right to enter into agreements with other governmental or quasi-governmental agencies to provide these services. Respondents must be willing to comply with procurement requirements, relevant regulations, and any other applicable provisions of Federal, State and local law, HUD's Minimum Property Standards, Housing Quality Standards, handicapped accessibility requirements, where applicable, EPA's regulations pertaining to Lead Based Paint, Mold, and other environmental hazards, OSHA, and all applicable provisions of federal, state, and local regulations. In addition, you must adhere to the City's insurance requirements and additional requirements as deemed necessary. Minority and women owned firms are encouraged to apply.

The project must begin within ten (10) days after the agreement has been signed. If activities cannot be done in accordance with the approved project timeline, the real estate brokerage services will be awarded to the next responsive submission. The scope of work must be completed within six (6) months of the start date of the agreement.

Insurance Requirements

- a. The **Respondent** must at its own expense provide and maintain certain insurance in full force and effect at all times during the term of this agreement and any extensions thereto. Such insurance, at a minimum, must include the following coverage and limits of liability:
 - (i) Commercial General Liability Insurance in an amount not less than a combined single limit of \$1,000,000 per occurrence and \$1,000,000 annual aggregate. **This policy should be endorsed to name the City as an additional insured.** It is the intent of the **City** that the policy coverage should not be limited by an annual aggregate limitation. If this policy is to be limited by an aggregate annual limitation, the aggregate limitation shall not be less than \$2 Million otherwise **Respondent** must provide a \$1,000,000 per project aggregate applicable for the project specified in this agreement.
 - (ii) Commercial Auto Liability Insurance, including hired, rented or non-owned automobiles, in an amount not less than \$100,000 per person and \$300,000 per each accident or a combined single limit of \$300,000 per occurrence. This policy shall be endorsed to name the City as an additional insured.
 - (iii) Workers' Compensation Insurance as required by the laws of the State of Louisiana and Employer's Liability Insurance in a minimum amount of \$1,000,000. This policy shall contain an Other States Coverage Endorsement. When required by the City, this policy shall also be endorsed to include coverage required by the United States Longshoreman and Harbor Workers' Compensation Act and Maritime Coverage. The certificate of insurance required by section C, below, must have the following statement shown in the remark section: This policy for workers' compensation protects all members of the insured organization, including an employer a sole proprietor, a partner or bona fide officer of the insured organization, and all employees.
 - (iv) Fidelity Bonding: All persons employed by **Respondent** who will handle funds received or disbursed under this agreement shall be covered by a Fidelity Bond in the amount of twenty-five (25%) of the total funds provided. A statement assuring all persons handling funds received or disbursed under this agreement shall be forwarded to the **City** prior to the initial disbursement of funds to agreement. If the bond or bonds provided herein are canceled or reduced, **Respondent** shall not make any further disbursements until adequate bonding has been obtained.

REQUEST FOR QUALIFICATIONS (RFQ)

I. Agency Information

- A. Name, Address, Telephone Number, Electronic E-mail, Facsimile Number, Contact Person
- B. Type of Organization
- C. Narrative of Qualifications or Resume
- D. Proof of License (Louisiana Real Estate Commission)

II. References

- A. Real Estate designations are encouraged but not required. A list of entities or governmental agencies for which the Respondent has been employed and/or under contract
- B. Similar real estate brokerage services

A selection committee will review all submissions. All responses will be evaluated on the basis of the information requested. They will be scored and ranked with the highest rating being awarded a contract. In the event of a tie, the most qualified Respondent whose RFQ is deemed most advantageous to the City of Shreveport with all factors considered will be awarded a contract. The selection of finalists may require verbal presentations.

The City reserves the right to reject any or all proposals, to waive or not waive informalities or irregularities in proposals or procedures, and to accept or further negotiate cost, terms, or conditions of any proposal determined by the City to be in the best interests of the City even though not the lowest proposal. The City reserves the right to reject incomplete proposals. At its sole discretion, the City reserves the right extend the deadline time for submission.

Complete qualification documents delineating the specifications can be obtained at the Department of Community Development, 401 Texas St, Shreveport, LA, during regular business hours, beginning March 06, 2012, Monday through Friday, 8:30 a.m. and 4:30 p.m. The Request for Qualifications is also posted on the city's website at www.shreveportla.gov

If interested in applying for these professional services, please respond no later than 5:00 p.m., March 19, 2012. All responses shall be directed to Ms. Bonnie Moore, Director, Department of Community Development, Post Office Box 31109, Shreveport, LA 71130 or hand delivered to 401 Texas St, Shreveport, LA, 71101, (318) 673-5900. One original completed application plus six (6) copies must be submitted.

APPLICATIONS $\underline{MAY\ NOT}$ BE SENT BY FACSIMILE (FAX) or BY ELECTRONIC MAIL (E-MAIL). There will be absolutely no exceptions.