RIVIERA BEACH HOUSING AUTHORITY
REQUEST FOR QUALIFICATIONS
FOR REAL ESTATE BROKER OF RECORD FOR PROPERTY MANAGEMENT ENTITY

I. INTRODUCTION

The Riviera Beach Housing Authority ("RBHA") is soliciting Qualification Statements from qualified and experienced individuals or firms interested in serving as the Real Estate Broker of Record for the Riviera Beach Housing Authority Property Management Entity to be known as Harborside Management Group LLC.

Specifically, the RBHA, is creating an entity to manage its own property portfolio as well as other public and private owned real estate for a fee. Under Florida State Statues managing real estate owned by others for a fee the individual or entity must be licensed by the Florida Real Estate Commission.

It is expected that the selected Broker of Record would be part of the ownership of the Management Group by being a Member of the LLC. Membership participation to be negotiated. The Managing Member will be the Harborside Development, Inc., a Florida Non-Profit Entity with the Riviera Beach Housing Authority as the sole member.

II. SCOPE OF SERVICES

The RBHA proposes to retain a qualified, capable individual or firm with significant, current experience in overseeing the management of affordable, workforce and market rate residential properties as well as commercial real estate. The Broker of Record is expected to oversee all phases of the property management functions and activities on behalf of Harborside Management Group. Upon initial selection of a Broker of Record, and after negotiations, a Scope of Work and a Fee Schedule will be finalized.

III. SUBMISSION OF STATEMENT OF QUALIFICATIONS

Responses to the Request for Qualification should include the following:

1. A brief history of the firm with evidence of license in State of Florida.
2. Statement of proposed services and approach acting as the Broker of Record.
3. Description of the firm's past experience with providing property management services, highlighting both residential and commercial projects. Experience in managing federally funded properties, such as LITHC, Bond funded, and HUD financed properties.
4. Proposed percentage of Membership of Ownership.

5. Proposed Fee Schedule of Broker Services, if any.
6. Commitment to hiring local and minority subcontractors.

IV. SELECTION CRITERA

Proposers should demonstrate qualifications for work to be performed. In evaluating the proposals, the Riviera Beach Housing Authority will use the following criteria and points system:

a. Professional qualifications of the firm/company and evidence of the ability to perform the work, as indicated by staff profiles, client lists and references (30 points)
b. Experience with managing federally and state funded properties (20 points)
c. Experience in managing commercial and mix-use propertied (20 points)
d. Requested Membership percentage of Property Management Entity (20 points)
e. Minority, Women or Veteran Owned Business Enterprise (MWVBE) - Optional (10 points)

Responses may be transmitted by facsimile or electronic mail. All responses and accompanying material will become the property of the Riviera Beach Housing Authority and will not be returned to the Respondent. **Responses must be received no later than May 8, 2020 at 3:00 P.M.**

Proposals review completed by May 25th, 2020

If required, oral presentation will be held either in-person or by conference call May 27th, 2020 and final negotiations completed no later than June 1st, 2020.

Vote to award contract to recommended proposer - Board Meeting June 9th, 2020

Contract start date – June 15, 2020

Copies of the RFP can be obtained at the Riviera Beach Housing Authority web site under **Doing Business at:** www.rivierabeachha.com or via email to jhurt@rivierabeachha.com.

The successful Respondent will be required to ensure that employees and applicants for employment are not discriminated against because of race, color, religion, disability, gender, or national origin as well as to comply with the requirements of the Davis-Bacon and related labor acts; Section 3 of the Housing and Urban Development Act of 1968; and the Riviera Beach Housing Authority's *Section 3 Policy.*

Minority and Women Business Enterprises (MBE/WBE) and Section 3 firms are strongly encouraged to respond to this and all Riviera Beach Housing Authority projects, programs, and services. The RBHA reserves the right to withdraw this solicitation at any point. In addition, the RBHA reserves the right to award, at its discretion, no contract to any offeror.

Please submit your Letter of Interest, Qualifications Statement and References electronically to: John W. Hurt, jhurt@rivierabeachha.com or FAX at (800) 431-8738.

ELECTRONIC PROPOSAL'S SUBMISSION SIZE SHOULD NOT BE MORE THAN 20MG.

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