

ADVERTISEMENT

The Northampton Housing Authority (the Authority) is requesting price quotes from qualified real estate brokers to provide marketing and brokerage services to assist with the sale of an Authority-owned single family property located at 18 Corticelli Street, Florence, MA 01062 (the Property).

Property RFP Specifications and information may be obtained online at our website: <https://www.northamptonhousing.org/about/procurement-opportunities/>, or at the Northampton Housing Authority Administrative Offices, 49 Old South Street, on Monday through Friday from 9AM to 4PM.

Proposals will be accepted until February 18, 2022 by 11:00AM at the Northampton Housing Authority Office, ATTN: Jack Redman, Procurement, 49 Old South Street, Northampton, MA 01060 and should be mailed, electronically mailed, or delivered in person in a sealed envelope to the attention of Jack Redman, Senior Property Manager. Please mark “RFS – Real Estate Broker Services” on the outside of your response package or email subject line. The selection will be made at the next meeting of the Board of Commissioners.

REQUEST FOR REAL ESTATE MARKETING AND BROKERAGE SERVICES

The Northampton Housing Authority (the Authority) is requesting price quotes from qualified real estate brokers to provide marketing and brokerage services to assist with the sale of an Authority-owned property located at 18 Corticelli Street, Florence, MA 01062 (the Property).

The Property is a single family built in 1870 with 3 bedrooms, 1 bathroom, and 6 total rooms. It is currently in disrepair and will require a significant investment to be made habitable. It is the intent of this Request For Services (RFS) to have the successful broker/firm enter into a professional services contract with the Authority to supply real estate services as outlined herein.

BACKGROUND

In 2013 legislation was passed authorizing the Massachusetts Department of Housing and Community Development (DHCD) to dispose of certain vacant and obsolete state-aided public housing units (see MGL c.121B, sec. 26(p)). Properties identified for disposition under this statute may, with DHCD's approval, be sold after a responsible buyer is identified through a sealed bid process required by that law and by MGL c. 30B sec. 16. The first priority for selecting the responsible buyer for the Property will be those who propose a feasible plan to provide housing on the site that is deed-restricted as permanently affordable housing to households earning at or below 80% of the area median income. Such proponents shall obtain the Property for \$1.00, subject to enforceable agreement(s) to meet the requirements of their proposal (Option A). If no respondents meet the above standard, the Property shall be sold to the highest bidder (Option B). Please refer to the Request for Proposals – Sale of Residential Property at 18 Corticelli Street, Florence, MA 01062 (Attachment B) for details.

COMPENSATION/RULES FOR AWARD

Compensation will be paid to the broker/firm selected to market and broker the sale of the Property as follows: If the Property is sold under Option A, then the amount provided to the successful broker/firm will be a fixed fee of \$5,250 (five percent of the current appraised value). If the Property is sold under Option B, then the fee shall be a percentage of the sale price, as proposed in the selected firm's fee schedule submitted in response to this RFS.

COMPENSATION

Compensation will be paid to the broker/firm selected to broker the sale of the Property as follows: If the Property is sold under Option A, then the amount provided to the successful broker/firm will be a fixed fee of \$5,250. If the Property is sold under Option B, then the fee

shall be a percentage of the sale price, as proposed in the selected firm's fee schedule submitted in response to this RFS. This fee shall provide all compensation for all services provided to the Authority.

SCOPE OF SERVICES

The successful broker/firm shall agree to contract with the Authority to provide the following:

- Developing and implementing strategic marketing plans to solicit parties potentially interested under both Option A and/or Option B;
- Progress updates and timely telephone and e-mail contact with assigned Authority staff;
- Coordinating and attending open house(s);
- Coordinating real estate transaction closing;
- Handling all other customary activities and services associated with real estate transactions.

In addition, the successful respondent may also be required to:

- Provide updates to the Board of Commissioners at the Authority's public meetings;
- Provide deliverables, such as marketing and strategic planning reports as specified in each task order that may be issued during the term of the contract.

SCHEDULE OF WORK

The Authority is prepared to enter a listing agreement with the selected broker/firm meeting the minimum qualifications below based on the lowest rates set out in a qualified proposal. The Authority desires to list the Property as soon as possible after the listing agreement is executed.

QUALIFICATIONS

Respondents to this RFS shall have the following minimum qualifications:

- Current Broker's License and in good standing with the Commonwealth of Massachusetts.
- At least five (5) years' experience with residential real estate and knowledgeable of the local real estate market.
- Successful completion of the sales in Northampton of at least 10+ similar properties (rehab/condemned) in the past 5 years.
- Knowledgeable of the use of all public real estate records.

SUBMISSION REQUIREMENTS:

1. Description of your firm including size, location, number and nature of the professional staff to be assigned to the Authority.
2. Brief resume for each key person assigned to the Authority, including experience, training and licenses.
3. Brief description of experience and effectiveness your firm has in pertinent real estate marketing and brokerage services, indicating examples of similar sales within Fall River during the prior three (3) years.
4. List of at least three (3) references where and when your firm provided similar services. Please provide names and telephone numbers of contact person for each reference.
5. The Authority is interested in a real estate transaction process that is as publically accessible as possible. Please propose a brief marketing strategy and anticipated timeline that includes how you intend to inform and update Authority staff.
6. A copy of your current Real Estate Brokerage License/Certification.
7. Fee Schedule:
 - State your total commission rate for marketing and selling the Property, including how the rate may be split in the event there is another broker involved in the transaction.
 - *Note:* a fixed price fee of \$5,250 will be provided to the successful broker/firm in the event that the Property is purchased under Option A.

TERM OF CONTRACT

The contract period for the successful broker/firm will be from date of award until the date of closing, or until either party chooses to discontinue the contract. The contract may be terminated by either party with 60 (sixty) days prior notice.

PROPOSAL DUE DATE

Proposals will be accepted until **February 18, 2022** at the Northampton Housing Authority Office, ATTN: Jack Redman, Procurement, *49 Old South Street, Northampton, MA 01060* and should be mailed, electronically mailed, or delivered in person in a sealed envelope to the attention of Jack Redman, Senior Property Manager. **Please mark “RFS – Real Estate Broker Services” on the outside of your response package or email subject line.** The selection will be made at the next meeting of the Board of Commissioners.

If there are any questions concerning this RFS, please contact Jack Redman, Senior Property Manager, via email at SrPmgr@northamptonhousing.org. Any Proposal modifications, corrections, or withdrawals must be done so in writing and be received by the Authority prior to the opening deadline.

EVALUATION AND AWARD PROCESS

Each proposal will be evaluated equally on completeness and responsiveness to this RFS. The award will be granted to the responsible and responsive broker/firm with the lowest commission rate. Issuance of this RFS and receipt of proposals does not commit the Authority to award a contract. The Authority reserves the right to postpone receipt date, accept or reject any or all proposals received in response to this RFS, or to negotiate with any of the brokers/firms submitting an RFS, or to cancel all or part of this RFS if it is in its best interests.

ATTACHMENT A

Property Appraisal

ATTACHMENT B

DRAFT - *Request for Proposals – Sale of Residential Property at 18 Corticelli Street, Florence, MA 01062.*