



**RIVIERA BEACH COMMUNITY DEVELOPMENT CORPORATION  
REQUEST FOR QUALIFICATIONS FOR QUALIFIED RESIDENTIAL AND SMALL  
COMMERCIAL REAL ESTATE BROKERS**

**(RFP NO. 2019-01)**

**2001 BROADWAY, SUITE 300  
RIVIERA BEACH, FL 33404**

**Attention:** Annetta Jenkins

(561) 844-3408, Phone

(561) 881-8043, Fax

[ajenkins@rbcr.com](mailto:ajenkins@rbcr.com)

The *Riviera Beach Community Development Corporation (RBCDC)* is a nonprofit, tax exempt organization, formed in May 2012. It is designated as a federal CHDO organization. We are desirous of procuring qualified residential and small commercial real estate brokers to assist us in acquiring and disposing of various real estate parcels in the City of Riviera Beach. We will use our team for the following:

- Locating and negotiating the acquisition of suitable real property as designated by RBCDC, at a price and terms acceptable to same.
  - The term “acquire” or “acquisition” shall include any purchase, option, exchange, lease or other acquisition of an ownership or equity interest in real property.
- Assisting with the disposition, sale or transfer of real estate held by RBCDC.
- Participating in the Riviera Beach Homebuyers Club, or similar, including working with buyers on an as needed basis, assisting with presentations, workshops, etc.
- Providing updates or reports to Staff or RBCDC Board or Committees.

Note: Riviera Beach Community Development Corporation reserves the right to utilize the selected qualifier for any additional Real Estate ventures throughout the City of Riviera Beach.

Sealed submittals shall be received at the **Riviera Beach Community Development Corporation, 2001 Broadway, Suite #300, Riviera Beach, FL 33404, until February 4, 2019, at 1:00 p.m. EST. Late submittals will not be accepted or considered.**

Submittal documents, including a scope of services, may be obtained at the **Riviera Beach Community Development Corporation, 2001 Broadway, Suite, 300 Riviera Beach, FL 33404.** Additionally, packets may be obtained by visiting the CDC’s Web Site at [www.rivierabeachcdc.org](http://www.rivierabeachcdc.org). Submittals shall be prepared, addressed, and submitted in compliance with the instructions set forth in the RFQ submittal documents. The **Riviera Beach Community Development Corporation** reserves the right to reject any or all submittals and to waive technicalities, if necessary.

REFER ALL QUESTIONS TO:

Annetta Jenkins, Executive Director

Phone: 561-844-3408 Fax: 561-881-8043

E-Mail: [ajenkins@rbcr.com](mailto:ajenkins@rbcr.com)

PLEASE SUBMIT ONE (1) ORIGINAL AND (3) COPIES OF YOUR PROPOSAL.

PUBLISH: RBCDC Website – January 17, 2019

**Riviera Beach Community Development Corporation**  
**Real Estate Broker**  
**Request for Qualifications (RFQ)**  
**RFQ No. 2019-01**

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- Providing updates or reports to Staff or RBCDC Board or Committees.

You are hereby invited to submit a written proposal. Please provide responses to the specific questions listed in Exhibit I. Please note that your proposal fees should be for a two (2) year period, beginning February 2019, and should be based on a per transaction fee for the services outlined above.

In an effort to minimize the time required for you to prepare your proposal, we have enclosed the following background information and questionnaires for your consideration:

Exhibit I      Overview

Exhibit II     Compensation

Exhibit III    Scope of Operations

Exhibit IV     Current License and Insurance Information

Any additional information which you may require to prepare your proposal may be obtained by scheduling an appointment with the Executive Director of the organization, Annetta Jenkins at 561-844-3408.

One original and three copies of your written proposal are due in our office by February 4, 2019 at 1:00 p.m. and will be reviewed by our Real Estate Committee in mid to late February 2019, with recommendations to our Board of Directors in early March 2019. Once a final decision has been made, you will be notified of the Board’s decision no later than April 15, 2019.

The *Riviera Beach Community Development Corporation* reserves the right to reject any or all proposals submitted and to also make the award(s) that appear(s) to be in the best interest of the organization. Thank you in advance for your interest in working with RBCDC. Please do not hesitate to call me if there are any questions regarding this request.

Annetta Jenkins  
Executive Director  
561-844-3408  
[ajenkins@rbkra.com](mailto:ajenkins@rbkra.com)



**Riviera Beach Community Development Corporation  
Questions for Prospective Real Estate Broker Firm  
Exhibit I**

**Profile of Firm:**

1. Describe the firm on an overall basis, both locally and nationally, if applicable.
2. Summarize the firm's qualifications regarding nonprofit organizations from a transaction perspective.
3. Give the firm's present complement of personnel by specialty, division, and employment classification in the office that would be conducting the work.
4. Describe your local staff turnover experience within the past three years and how you would provide continuity of assigned personnel on this engagement.
5. Describe any specialty designations, awards, or certifications obtained.

**Quality of Broker Services:**

1. Describe the firm's approach to client engagement.
2. Describe how your firm will obtain a basic understanding of the Riviera Beach Community Development Corporation's operations and activities.
3. Describe the local office's experience in dealing with other nonprofit clients similar to the Riviera Beach Community Development Corporation. Describe the local office's capability to service this relationship.
4. Describe the key personnel to be utilized on the engagement along with résumés of key personnel. Indicate their degrees of expertise and prior experiences as appropriate for the engagement.
5. Describe any other services offered by your firm not described in this solicitation.
6. Describe your firm's staff training and development policies and programs.

**Responsiveness to the Riviera Beach Community Development Corporation, Inc.**

Describe procedures utilized to monitor the progress of the work for periodic evaluation and communication to management of the *Riviera Beach Community Development Corporation* so that problems can be resolved.

1. Identify key local engagement personnel who will be continuously available for consultation or discussion.
2. Describe any relationships with your existing clients that might jeopardize your objectivity or independence.

**Responsiveness to the Riviera Beach Community Development Corporation, Inc.**

1. The Brokers agree to perform the following services, which may include, but are not limited to:

- a) Consult with the Riviera Beach Community Development Corporation (“CDC”) to assist in determining its needs to buy or sell property. A Broker member shall attend meetings to provide assistance.
- b) For property to be purchased, conduct a search of listed property to obtain one or more choices that most closely match the CDC’s requirements; or, if the property is unlisted, determine if the property is available for sale, along with the owner’s requirements to sell.
- c) For property to be disposed of, work with the CDC to establish a proposed sale price and coordinate the disposal process according to the CDC’s established policy and procedures for the disposal of real property.
- d) Assist in the preparation of the appropriate documents for the transaction under such terms and conditions as may be directed by the CDC and or contained in the CDC’s policy and procedures for the acquisition and disposal of real property, as appropriate to the transaction. Broker will use the FAR/BAR “AS IS” contract for sale/and or purchase.
- e) Negotiate offers for sale/disposal of property with property owners or representatives, buyers, or sellers, as appropriate, in an effort to obtain the optimum terms and conditions on behalf of CDC.
- f) Assist in the process of closing transactions.
- g) Assist in the process of buyers, income certifications and loan certification.
- h) Assist the CDC with prequalification process of potential homebuyers.
- i) Assist in the marketing of properties according to the CDC’s guidelines.

**Responsiveness to the Riviera Beach Community Development Corporation, Inc.**

1. Submit client references for each key member of the proposed client service team.
2. Submit local nonprofit client references.
3. Provide any other information you deem necessary.

**EXHIBIT II  
COMPENSATION**

Please provide the following detail for proposed compensation and time allocation:

I. Residential Buyer Broker Services

- (a) If property is listed through the Multiple Listing Service (MLS), the Broker (Realtor Team Agent) will be paid by [\_\_\_\_\_] according to the terms specified in the listing agreement. The Riviera Beach Community Development Corporation (the “CDC”) has no responsibility to pay compensation to its broker.
- (b) If property is not listed, Broker will be compensated according to the following graduated payment schedule, which is based on the negotiated transaction amount.

<u>Negotiated Transaction Amount</u>	<u>Broker Commission</u>
Less than \$100,000	____%
\$100,000-\$200,000	____%
Greater than \$200,000	____%

II. Residential Seller Broker Services:

- (a) In the event the CDC wants to dispose of property (or properties) and desires marketing of the property (or properties) in the Multiple Listing Services (MLS), the Broker and the CDC will agree upon the terms and conditions of the required scope of services and the associated compensation to be paid, all to be documented and included in a separate agreement for action of the CDC. Yes\_\_\_\_\_ No\_\_\_\_\_
- (b) In the event the CDC desires to purchase a property wherein the seller does not desire to pay a commission, the Broker at that point would become a “Buyers Agent” on behalf of the CDC and the above rates would apply. Yes\_\_\_\_\_ No\_\_\_\_\_

III. Vacant Lots

Vacant lot sale compensation shall be handled as follows:

Purchase price \$0.00-\$21,999 flat fee \$\_\_\_\_\_

Purchase price \$22,000 and above \_\_\_\_\_%

If the CDC obtains the property for \$1.00 then it would be reasonable to use the standard flat fee rate. When a seller is involved, the standard should apply and all negotiations for the commission is between the seller and the Broker (Realtor). Yes\_\_\_\_\_ No\_\_\_\_\_

IV. Flat fees: Any flat fee other than what is described above would be for work outside of the real estate transaction scope. For example, when specifically requested by the CDC, presentations for public meetings and other agreed upon services not listed above, the minimum fee of \$\_\_\_\_\_ shall apply. Yes\_\_\_\_\_ No\_\_\_\_\_

### **EXHIBIT III**

#### **Riviera Beach Community Development Corporation, Inc. Scope of Operations**

- The Riviera Beach Community Development Corporation was organized and has been in Riviera Beach, Florida since 2012. It is a Florida nonprofit corporation, with IRS 501 (c)(3) exempt designation.
- The Riviera Beach Community Development Corporation, Inc., mission is as follows:

“The primary purpose of the Riviera Beach Community Development Corporation, Inc., is to operate within the redevelopment area of Riviera Beach as established by the City of Riviera Beach City Council (“Redevelopment Area”), as well as the City of Riviera Beach as a whole, and acquire, rehabilitate and operate affordable housing units, to provide for safe, sanitary and decent affordable housing for families of modest means and/or the elderly, to provide investment capital to low income communities or persons of low income and to engage in other community development activities for neighborhood improvement and community and economic development by providing sustainable business and job opportunities for low income residents.”

- The Board is governed by up to nineteen (19) directors. The Directors meet approximately 6 times each year. The Directors have an agreement with the Riviera Beach CRA for loaned services, including an Executive Director, who is responsible for the day to day operations of the organization.
- There are no other employees of the Riviera Beach Community Development Corporation, Inc.
- Total annual income is approximately \$582,500, cash and in-kind.
- The Riviera Beach Community Development Corporation derives about 95% of its income from grants.
- Most of the income is used in support of its programs. The Riviera Beach Community Development Corporation has D & O Insurance. It is not insured for staff medical and disability coverage and maintains an office at the Riviera Beach CRA.



**Riviera Beach Community Development Corporation  
Questions for Prospective Real Estate Broker Firm  
Exhibit IV**

Current License and Insurance Information

(include in this section)