



GUAM HOUSING AND URBAN RENEWAL AUTHORITY

REQUEST FOR QUALIFICATIONS (“RFQ”)

FOR

**PROFESSIONAL REAL ESTATE/BROKER
SERVICES**

RFQ #0606-24-COCC

June 7, 2024

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I. Preliminary Scope of Services (Scope of services to be finalized during negotiations)

A. General Intent

The Guam Housing and Urban Renewal Authority (“GHURA”) is soliciting for an experienced real estate professional to provide Real Estate/Broker Services in accordance with the instructions, specification, terms and conditions, contained in this RFQ and subsequent Professional Services Contract. It is the intent of this RFQ to have successful firms enter into Professional Services Contracts with GHURA to provide services as outlined herein in support GHURA’s activities.

B. Scope of Services

Qualifications are requested to provide real estate/broker services for GHURA on an “as needed” basis. The individuals or firms selected will assist GHURA negotiate and perform any and all work necessary to purchase, sell and/or lease various property types for use to continue to strengthen families and build communities through our activities. The scope of services to be performed under the resulting contract includes, but is not limited to:

1. Provide listings as needed on various property types.
2. Assisting in the research of prospective properties by obtaining preliminary title reports, building plans, maps, broker’s price opinions, recent area sales reports and appraisals.
3. Provide advertisement on offers, purchases, claims, counteroffers, discussions, and information pertaining to the properties.
4. Initiate and assist on the execution of purchase agreements and conflict-of-interest clearances in accordance with the forms and content as directed.
5. Negotiate property purchases as needed and manage the entire process through closing.
6. Provide other real property services requested in order to purchase, sell, and/or lease various property types.

C. Minimum Requirements

1. Must hold an active Guam Real Estate Broker License and be in good standing with the Guam Department of Revenue and Taxation and provide copies of same.
2. The real estate agent and/or broker must each have a minimum of ten (10) years relevant experience for services identified.

II. **Time and Duration of Services**

It is anticipated that the services required will commence as soon as possible and will continue for a period not to exceed **12 Months** from the date of award or upon satisfactory completion of services as determined by GHURA.

III. **Type of Contract**

A contract for Real Estate/Broker services will be executed between the Proposer and GHURA. The contract will contain provisions for adding or deleting specific parts or elements to the description of work, as well as clauses required by local and/or Federal statutes, executive orders, and their implementing regulations, as provided by the U.S. Department of Housing and Urban Development (“HUD”) guidelines and regulations, as applicable.

IV. **Eligibility**

The project is open to all properly licensed and insured Real Estate Agents/Brokers or Firms, regardless of race, color, religion, national origin, gender, age, military status, sexual orientation, marital status, or physical or mental disability.

V. **Submission Requirements**

Proposers shall submit the following qualification statements and support documents no later than **5:00 PM, June 12, 2024** to:

Guam Housing and Urban Renewal Authority
117 Bien Venida Avenue
Sinajana, Guam 96910

1. Submission of the following documents (a-g):
 - a. AG FORM – 002 – Affidavit Disclosing Ownership
 - b. AG FORM – 003 – Affidavit Non-Collusion
 - c. AG FORM – 004 – Affidavit Gratuities or Kickbacks

- d. AG FORM – 005 – Affidavit Ethical Standards
 - e. AG FORM – 006 – Declaration Compliance with US DOL Wage-Determinations
 - f. AG FORM – 007 – Affidavit Contingent Fees
 - g. GHURA FORM – 09 – Laws to be observed
2. Copy of current real estate/broker license.
 3. Copy of insurance.
 4. Copy of business license.
 5. List years in business with a description of your firm including size of firm, location, number and nature of the professional staff to be assigned to this project; with a brief resume for each key person listed. The resumes shall demonstrate the minimum requirements listed in this RFQ.
 6. Respondents shall demonstrate their qualification as to education, knowledge of regulations, policies and procedures, minimum of ten (10) years relevant licensed experience identified in the services required and any other additional supportive documentation required.
 7. Additional services offered through your firm.
 8. Location of main office and/or branch office providing services. Location of personnel that will be working on this project.

To be considered, the Proposer shall submit one (1) original, (2) and one (1) electronic copy (in pdf format) on a USB Flash Drive. The proposal shall be received by the date and time set and noted herein by GHURA. It shall be packaged in such a manner that the sealed, envelope clearly reflects the RFQ name and number (see title of RFQ), and the proposer's name and address. All materials submitted become the property of GHURA and will not be returned unless a self-addressed and stamped envelope, with sufficient postage, is provided. GHURA will make every effort to protect submitted materials; however, it will not be responsible for any loss or damage. GHURA reserves the right to reject any and/or all proposals.

9. Any submission of price, cost, fees, or commissions by the Proposal will result in disqualification.

VI. Evaluation Procedures/Criteria for Real Estate/Broker Services

1. GHURA reserves the right to reject any, part of any, or all proposals.
2. GHURA will create an evaluation committee.

3. The Evaluation Committee will select up to ten (10) individuals and/or firms from those submitting proposals. Proposals will be reviewed by the individual committee members against the criteria listed below.
4. Within approximately 10 working days of receipt of responses to this RFQ, the selected ten (10) individual(s) or firm(s) will be notified by GHURA.
5. GHURA will commence contract negotiations for comprehensive services with the first (1st) firm identified on the indicated short list. If these negotiations are not productive, negotiations with that firm will be terminated. Negotiations will then begin with the next firm on the short list, continuing in sequence through the short list of firms until such time as negotiations for up to ten (10) individual(s) or firm(s) are successfully negotiated.
6. Submitted proposals will be evaluated on the basis of the following criteria:
 - a. Ability to perform the services reflected by professional, educational or general experience and specific experience in providing the required services. **Max (40) points**
 - b. Qualifications and abilities of key personnel proposed to be assigned to perform the services. **Max (40) points**
 - c. Responsiveness, thoroughness and conciseness of response. Max (20) points

Contract will be awarded to the responsible Proposers whose proposal are most advantageous to GHURA. Contracts will be made to up to ten (10) responsible and responsive proposers based on qualifications.

VII. RECEIPT AND OPENING OF PROPOSALS

1. All proposals shall be sealed in an envelope which shall be clearly marked with the words "RFQ for Professional Real Estate Agent/Broker Services"; the name and address of the proposer, and the date and time of receipt of proposals.
2. Proposals will only be accepted in the form and manner prescribed herein.
3. Proposals will not be opened publicly.
4. The only acceptable evidence to establish the time of receipt at GHURA is the time/date stamp of GHURA on the proposal wrapper or other documentary evidence of receipt maintained by GHURA.

VIII. LATE SUBMISSIONS, MODIFICATIONS, AND WITHDRAWAL OF PROPOSALS

1. Any proposal received at the place designated in this RFQ after the exact time specified for

receipt will not be considered.

2. Any modification or withdrawal of a proposal is subject to the same conditions of this provision.
3. The only acceptable evidence to establish the time of receipt at GHURA is the time/date stamp of GHURA on the proposal wrapper or other documentary evidence of receipt maintained by GHURA.

IX. EXPLANATIONS AND INTERPRETATIONS TO PROSPECTIVE PROPOSALS

1. Any prospective proposer desiring an explanation or interpretation of this Request for Qualifications must request it at least three (3) days before the deadline for submission of proposals. Requests must be in writing which may include e-mail. Any information given a prospective proposer concerning this RFQ will be furnished promptly to all other prospective proposers as a written amendment to the RFQ, if that information is necessary in submitting proposals, or if the lack of it would be prejudicial to other prospective proposers.
2. Any information obtained by, or provided to a proposer other than by formal amendment to the RFQ shall not constitute a change to the.
3. Receipt of any amendment to this solicitation must be acknowledged by the proposer by signing and returning the amendment or by letter or e-mail which shall reference the amendment number and date of amendment. GHURA must receive acknowledgment by the time of the closing date and time for submission of the proposals.

X. RESPONSIBILITY OF PROSPECTIVE PROPOSER

1. In the award of a contract, GHURA will review the prospective proposer's ability to perform the proposed contract successfully, considering factors such as the proposer's:
 - a. Integrity;
 - b. Compliance with public policy;
 - c. Record of past performance, and
 - d. Presence or absence from HUD's list of suspended or debarred businesses.
2. Before a proposal is considered for award, the proposer may be requested by GHURA to submit a statement or other documentation regarding any of the items in Section X above. Failure by the offeror to provide such additional information shall render the offeror nonresponsive and ineligible for award.
2. If awarded the proposer must maintain an errors and omission insurance sufficient to the work performed under this contract.

XI. GHURA reserves the right to decide whether a proposal is or is not acceptable in terms

of meeting the requirements of the RFQ. GHURA reserves the right to accept or reject proposals received, and may negotiate with offerors regarding the terms of their proposals or parts thereof.

- XII.** All costs in connection with the preparation and submission of a proposal shall be paid by the proposer.
- XIV.** It is the intent of GHURA to make this RFQ, the successful proposal and written and electronic correspondence, a part of the contract.