

# Riviera Beach Housing Authority

## RFQ for Real Estate Broker of Record

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### **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 Statutes to be qualified for 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 will negotiate the participation with the Harborside Management Group LLC. The Managing Member will be the Harborside Affordable Housing 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 the 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. Commitment to hiring local and minority subcontractors.

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#### IV. SELECTION CRITERIA

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 (50 points max)
- b. Experience with managing federally and state funded properties (20 points max)
- c. Experience in managing commercial and mix-use properties (20 points max)
- d. Minority, Women or Veteran Owned Business Enterprise (MWVBE) - Optional (10 points max)

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 Monday July 17th, 2023, at 3:00 P.M.**

Proposals review completed by July 21st, 2023.

If required, oral presentations will be held either in-person or by conference call on July 27<sup>th</sup>, 2023, and final negotiations completed no later than July 31st, 2023.

Vote to award contract to recommended proposer - Board Meeting August 15th, 2023.

Contract start date – Sept 1, 2023.

Copies of the RFP can be obtained at the Riviera Beach Housing Authority web site under **Doing Business at:** [www.rivierabeachha.com](http://www.rivierabeachha.com) or via email to [jhurt@rivierabeachha.com](mailto: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](mailto:jhurt@rivierabeachha.com) or FAX at (800) 431-8738.

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

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