

# SAN ANTONIO HOUSING TRUST



REQUEST FOR PROPOSALS

FOR ON CALL

COMMERCIAL REAL ESTATE BROKER

**REQUEST FOR PROPOSALS**  
**DUE BY 5:00, March 11, 2022**

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## SUMMARY

The San Antonio Housing Trust entities are requesting proposal submissions from interested and qualified State of Texas licensed Commercial Real Estate Brokers to provide commercial real estate brokerage services, including, but not limited to, the purchase and/or sale of real property located in San Antonio, Texas. The focus of the broker will be to acquire suitable commercial land or real property to support future affordable housing programs or initiatives.

***Statement of Purpose:*** The San Antonio Housing Trust provides opportunities to support affordable housing projects, programs, and initiatives in the form of loans, grants, partnerships, and other forms of assistance. We are committed to creating and preserving housing that is primarily affordable, accessible, attainable, and/or sustainable to residents within the City of San Antonio; and to support community development efforts that build and sustain neighborhoods, empower residents, and provide for positive equitable outcomes.

## BACKGROUND

There are four entities that perform a variety of functions to conduct the objectives of the Trust (the “Trust entities”). The Trust is seeking a firm to provide commercial real estate brokerage services to the following four entities:

### **1. Housing Trust Fund**

The Trust is a fund established with a \$10 million corpus by the City of San Antonio governed by a Board of Trustees appointed by the San Antonio City Council. The Board of Trustees reviews and recommends decisions to the full San Antonio City Council on the Housing Trust Fund. The Trust earns interest from an established corpus, revenue generated from prior loan repayments, funds sourced from the other Trust entities, funds sourced from the City, and donations. The Board recommends funding for affordable housing initiatives based on proposals received from sponsors responding to a request for funding proposals during an open and competitive, solicitation process.

### **2. Foundation**

The day-to-day administration of the Housing Trust Fund and its affiliated entities are performed by the San Antonio Housing Trust Foundation, Inc. initially formed in 1991, as a Section 501(c)(3) non-profit organization, under contract with the City of San Antonio. The Foundation provides administrative support for all the Trust entities. Staff provides recommendations for grants and low interest loans for projects and initiatives designed to support the City of San Antonio's efforts to produce, preserve, and protect affordable housing.

### **3. Finance Corporation**

An entity formed by the Trust for purpose of issuing private activity bonds to support the development or preservation of affordable housing projects. The Texas Low Income Housing Tax Credit Program requires applicants to have a reservation induced by bond inducing entities. The San Antonio Housing Trust Finance Corporation (SAHTFC) was formed by the City of San Antonio in 1997 to function as a financial pass-through entity to issue bonds to provide lower than market rate financing for affordable single and multi-family housing.

#### **4. Public Facility Corporation**

The San Antonio Housing Trust Public Facilities Corporation (SAHTPFC or PFC) is a tool utilized by the Trust to create new affordable housing opportunities through partnerships with the development community. The PFC typically acts as the General Partner and the developer a Limited Partner. This structure allows a property tax exemption which reduces operating expenses and sales tax exemption which reduces building costs thus allowing an affordable housing project to be financially feasible. In exchange, the community receives both affordable units and a financial return to support other affordable housing initiatives. On December 10, 2009, the City Council adopted Resolution 2009-12-10- 0038R authorizing the creation of the San Antonio Housing Trust Public Facility Corporation pursuant to Chapter 303 of the Texas Local Government Code. Only cities, counties, school districts, housing authorities, and certain special districts have the authority to create a PFC under Chapter 303 of the Texas Local Government Code.

#### **SCOPE OF SERVICES**

The San Antonio Housing Trust Foundation, Inc. seeks proposals from experienced qualified State of Texas licensed **Commercial Real Estate Brokers** to provide commercial real estate brokerage services follows:

- Provide advice regarding the real estate market.
- Advise staff of diverse options or approaches to achieve our desired mission.
- Represent the SAHT entities in selling, leasing, or purchase of property including, but not limited to, commercial multi-family property, tracts of vacant land, or underutilized commercial or industrial property.
- The primary task will be the acquisition of sites suitable for affordable multi-family housing development.

The Commercial Real Estate Broker is required to have a minimum of five years' experience with multi-family and land transactions in the San Antonio Market.

#### **TERM**

The Foundation shall seek to negotiate a multi-year agreement not to exceed five years exercised at SAHT's discretion.

#### **EVALUATION CRITERIA**

Submissions shall be evaluated based on a 100-point scale demonstrating competence, experience, knowledge, qualifications, price, minority/women owned businesses, and location of the professional service as follows:

1. Firm's specific record and experience relevant to the above Scope of Services. Describe the firm's approach to completing the tasks anticipated in the scope of services. Describe the steps the firm will take to ensure the best possible real estate outcomes in a timely manner. **30Points**

2. Professional qualifications of the individuals who will perform the work (including subcontracted personnel). Provide profiles of the relevant principals and assigned broker. This information should specify their roles, their previous commercial real estate or residential real estate experience, and their availability. Identify the individual who will serve as the lead agent and who will direct and coordinate the assigned tasks to completion. **20 Points**
3. Firm's fee proposal to conduct the scope of services provided above. To the extent possible, fees will be paid in the manner conventional in the real estate industry – a percentage of the sales price or net lease. Indicate the source of the fee for each type of transaction anticipated in the scope of services, for example seller, buyer, lessor, or lessee. **20 Points**
4. Firm's certified minority-and women-owned business enterprises, and/or the employment of minority group members and women in the performance of the Trust Contract. **10 points**
5. Firm's office location, access, and availability. **10 Points**
6. Firm's insurability and status of current work. **10 points**

## EVALUATION PROCESS

After proposals are submitted, the Foundation staff shall commence the initial review and prepare a recommendation of the highest qualified firms. The recommendations will be made to an evaluation committee are as follows:

- The Foundation may call upon anyone deem necessary to assist with the evaluation.
- The Foundation may obtain information from references.
- The Foundation may contact the proposed respondents for the purpose of obtaining additional information or clarification during the evaluation period.
- The Foundation shall evaluate each Qualification Package received, in accordance with the factors identified above.
- The Foundation shall reserve the right to request written clarification and references.
- The Foundation may rank and determine the highest qualified respondent based solely upon the evaluation of the Statement of Qualifications package, any subsequent written clarifications required, and reference information obtained.

If based on the review of the Qualifications Packages, the Foundation deems it necessary to interview respondents to determine the most responsive proposal, the Foundation may identify more than one respondent to be interviewed.

If recommended, the Foundation staff will notify the most responsive respondent in writing. Upon notification, the parties will attempt to negotiate scope and extent of work to be performed, time for performance, compensation/fee structure, and other terms. If terms on the fee structure cannot be negotiated, the evaluation committee reserves the right to end negotiations and select the next highest qualified respondent. Final adoption of the successful Respondent will be contingent upon approval from the appropriate Trust entity Boards.

## TIMELINE

Milestone	Date
RFP Release Date	February 18, 2022
Pre-submittal Conference* (optional)	February 25, 2022, at 11 am
Last Day for Questions	March 4, 2022, at 5pm
Proposal Due Date	March 11, 2022, at 5pm

Pre-submittal Conference is optional. The meeting will take place via ZOOM at the following link at 11am:

Topic: Pre-Submittal Conference: Commercial Real Estate Broker Services

Time: Feb 25, 2022, 11:00 AM Central Time (US and Canada)

<https://us02web.zoom.us/j/89880119744?pwd=aFNJdkRDYkxKME1GSzdSeFdwa1loQT09>

Meeting ID: 898 8011 9744

Passcode: 783722

Find your local number: <https://us02web.zoom.us/u/kezpBrZQcZ>

## STATEMENT OF PROPOSAL

The information in the Respondent 's Statement of Proposal in this Package shall be presented in the same order and sequence as outlined below:

### 1. Organizational Information

Describe the Respondent's name, principals, ownership organization, address, contact information, year established, former names, and identify home or branch office making submittal. Include: Name, Location, and description, and contact Person and telephone Number.

### 2. Key Personnel

The Respondent shall provide a resume for key personnel that will be assigned to the Trust. The information for each individual must include the following: Name, Area(s) of Expertise, Years of Experience, and Professional Licenses(s), if applicable.

### **3. Resource Utilization Plan**

Workload Status Based on the Respondent's current workload and staffing, indicating the current percentage of capacity at which the Respondent is operating. Indicate the current backlog (if any) of key personnel assignments in months.

### **4. Experience and Qualifications**

The Respondent shall list examples of the Respondent 's record and experience related to the submitted Scope of Services.

- Identify the individual who will serve as the lead agent and who will direct and coordinate the assigned tasks to completion.
- List and describe agent's certifications and designations.

### **5. Statement of Work**

Provide the description and approaches to the work to be performed in the Scope of Services.

- Describe the agencies and agent's clear and concise approach to completing the tasks anticipated in the scope of services.
- Describe the firm's approach to modeling financial analyses to determine project sustainability
- Describe the ability to access both retail and institutional investors

### **6. Timeline**

Provide a description of monthly activities expected during the term of the contract.

### **7. References**

Provide at least three references. References must include Name & Location, Respondent's role, and responsibility. Project description and reference phone contact information.

### **8. Claims/Performance/Insurance/Bonding**

- If the Respondent currently involved in litigation or arbitration based on its work, briefly describe the nature of the claim.
- If the Respondent has ever been terminated from an assignment for non-performance, please briefly explain.
- Is the Respondent currently carrying General Liability, Workers Compensation, Professional Liability and Errors and Omissions insurance, and will it continue to carry such insurance for the duration of the contract term?

### **9. Minority and Woman Owned Business**

- Provide documentation that the Respondent is a minority or women-owned business enterprise, and/or will have the employment of minority group members and women in the performance of the Trust Contract.

## 10. Fee Proposal

- May include additional or alternative services available. To the extent possible, fees will be paid in the manner conventional in the real estate industry such as a percentage of the sales price or net lease. Indicate the source of the fee for each type of transaction anticipated in the scope of services, for example seller, buyer, lessor, or lessee.

*Costs for preparing the RFP Package and any subsequent materials or presentations shall be the sole responsibility of the prospective Respondent.*

## SUBMISSION REQUIREMENTS

The Submission Package will include the following components as shown:

- *One Page Transmittal Letter*  
The letter shall provide the names, title, address (physical and mailing), and telephone number of the official contact and shall be numbered if more than one page.
- *Statement Concerning Insurance*  
Confirmation that the Respondent has in place general liability insurance, worker's compensation, and professional liability insurance.
- *Statement Concerning Conflict of Interest*  
Disclose those interests of the Respondent that would impede with or interfere in performing the duties and responsibilities of the proposal.
- *Statement of Proposal (as described in previous section)*

The entire Submission Package shall stand alone and include full responses to all RFP instructions. The Submission Package must not exceed 15 pages of 8 ½" X 11" paper.

The Respondent shall include one (1) electronic copy of a signed Submission Package submitted via email or file share link.

Packages may be delivered electronically via e-mail to Nicole Collazo, Director of Operations at [nicolec@saht.org](mailto:nicolec@saht.org). No faxes will be accepted.

*Note: If the Respondent is a Joint Venture firm, then documentation of its incorporation may be requested.*

*The Foundation reserves the right to reject any and all qualifications received in response to this request. The Foundation is not obligated to award a contract solely based on this request, or to otherwise pay for information solicited. Information received will be considered contractual in nature and will be used in validation and evaluation of qualifications and in any subsequent contractual agreement.*

*All data and information submitted by the Respondents in response to this RFP may become*



*public information, as provided by the Texas Open Records Act, Texas Government Code. The Foundation does not assume responsibility for asserting legal arguments for confidentiality on behalf of the Respondent.*