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JERSEY CITY REDEVELOPMENT AGENCY

REQUEST FOR PROPOSALS

FOR

REAL ESTATE MARKETING AND BROKERAGE

PROPOSAL DUE DATE
April 3, 2020 at 4:00 p.m. EST

The Jersey City Redevelopment Agency (the “**JCRA**”) seeks a real estate firm specializing in residential real estate to provide brokerage and marketing services for 5 condominiums owned by the JCRA, located at 311 Washington Street, Jersey City New Jersey. It is the intent of this RFP to have the successful firm enter into a contract with the JCRA to supply real estate services as outlined herein. The firm is expected to assist the JCRA in completing the redevelopment of this area by selling these condominiums to qualified buyers so that the proceeds can be used to further the Jersey City’s affordable housing initiatives.

This RFP is designed to find qualified service providers in a fair and open manner for the provision of professional services contract based on qualifications, merit and cost effectiveness. The general requirements set forth below must be met in order for any proposer to be considered to provide the professional services, which are exempt from public bidding pursuant to N.J.S.A. 40A: 11-5 et seq.

All proposals are prepared at the cost and expense of the prospective firm (“**Respondent(s)**”). The JCRA is not responsible for paying for any of the costs or expenses associated with the preparation or submission of proposals.

Any successful Respondent is required to comply with requirements of the Law Against Discrimination, P.L. 1975, Ch. 127, N.J.S.A. 10:5-31, et seq., the Affirmative Action Rules, N.J.A.C. 17:27-1.1, et seq., and the Americans with Disabilities Act of 1990, 42 USC §2101, et seq.

Respondents and their subcontractors must at all times comply with all applicable obligations pursuant to The New Jersey Campaign Contributions and Expenditure Reporting Act, N.J.S.A. 19:44A-1, et seq., and any local or municipal restrictions adopted in accordance with said Act, including but not necessarily limited to Ordinance No. 08-128 of the City of Jersey City, “Contractor Pay-To-Play Reform Ordinance,” adopted September 3, 2008 and Ordinance No. 09-096 of the City of Jersey City, “Redevelopment Pay-To-Play Reform Ordinance,” adopted September 9, 2009.

This RFP constitutes an invitation to submit proposals to the JCRA, and does not represent an offer, obligation or agreement on the part of the JCRA. The JCRA reserves the right to protect the best interests of the JCRA and the City of Jersey City (the “**City**”), and to accept the proposal that, in the JCRA's sole judgment, provides the most qualified professional services through costs and fees that are fair and reasonable, in terms of the JCRA’s budget, the general market rate for the requested services, and the level of experience, breadth of services, and expertise of the proposer.

The JCRA reserves the right to waive any technical errors, to reject any proposal (or any part thereof) for any reason whatsoever, or to reject all proposals. The JCRA reserves the right at any time to withdraw this RFP. In addition, the JCRA retains the right to make modifications or additions to the RFP.

No oral interpretation of any requirements of this RFP will be given to any prospective Respondent. All questions or inquiries regarding this RFP should be directed, in email format, to Phillip A. Orphanidis, Real Estate Officer at the JCRA:

Jersey City Redevelopment Agency
66 York Street, 3rd floor
Jersey City, New Jersey 07302
Email: philo@jcnj.org

Respondents are required to submit written questions to the JCRA regarding the RFP and its attachments, no later than the Submission date set forth on the cover of this RFP. This deadline for questions is intended to permit the JCRA sufficient time to issue an Addendum, if appropriate, without disrupting the procurement schedule. Consequently, Respondents are cautioned that questions submitted after the question deadline will not be accepted.

Both the questions and responses will be posted on the Agency's website at <http://www.thejcra.org>. Respondents should check the website periodically for updates to the RFP as well as any questions/responses posted.

A non-refundable fee of \$50.00 Fifty Dollars in the form of a check will be required for each set of proposal documentation. Any proposals received after the deadline or without the submission fee will be rejected.

All proposals must be delivered, electronically only, to the JCRA by the Submission Date set forth on the cover of this RFP. Responses submitted after 4:00 p.m. EST on the Submission Date will not be accepted. Responses must be submitted electronically, via email, to: philo@jcnj.org in a single PDF, with "REAL ESTATE MARKETING AND BROKERAGE SERVICES RFP" in the subject line thereof.

Submissions should consist of 1 PDF document, containing all of the requested information and documentation.

All proposals will become the property of the JCRA and will not be returned to the Respondent.

MISSION STATEMENT

The staff and Board of Commissioners of the JCRA are committed to stimulating responsible reinvestment in Jersey City that enhances the quality of life in all neighborhoods and communities of Jersey City. We believe that the strength and health of a great city is the economic, housing and quality of life opportunities that the city provides to its residents. The JCRA is committed to providing the residents of Jersey City with the widest range of job, housing and economic opportunities available to any city in the country today.

We are committed to enhancing the quality of life for all of the residents of Jersey City by guiding responsible development and reinvestment in all neighborhoods and communities in Jersey City.

SECTION 1. SCOPE OF SERVICES

The successful Respondent shall agree to contract with JCRA to provide the following:

- Perform market analysis.
- Develop strategies for sale of properties.
- Work with the JCRA Project Manager to negotiate the sale of properties with buyers and prospects.
- Coordinate real estate appraisals, if required.
- Coordinate real estate transaction closings.
- Handle all other customary activities and services associated with real estate transactions. Attendance and presentations at meetings of JCRA may be required.

SECTION 2. BROKER'S QUALIFICATIONS

Respondents to this RFP shall have the following qualifications:

- Must be licensed and in good standing in New Jersey.
- Must have an excellent reputation in the real estate community.
- Must be knowledgeable in the local real estate market and have experience with residential properties.
- Must be knowledgeable in the use of all public real estate records.

SECTION 3. INSURANCE REQUIREMENTS

For proposal purposes, Respondents must submit copies of certificates of insurance for general liability and workers compensation. The successful Respondent must provide original certificates prior to commencing services.

SECTION 4. OTHER GENERAL TERMS AND CONDITIONS

Mandatory Affirmative Action Compliance

During the performance of the Contract hereunder, the Respondent shall be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27. Specifically, the Respondent shall not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status or sex. The Respondent shall be required to take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Respondent shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provision of this non-discrimination clause.

The Respondent shall in all solicitations or advertisements for employees placed by or on behalf of the Respondent, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status or sex.

If applicable, the Respondent shall send to each labor union or representative of workers with which it has collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer advising the commitments under this Act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The Respondent shall comply with the regulations promulgated by the New Jersey State Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time.

The Respondent shall attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Officer pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time.

The Respondent shall inform in writing appropriate recruiting agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The Respondent shall review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status or sex, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The Respondent shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (N.J.A.C. 17:27).

The successful Respondent shall furnish, within 3 days of the notice of intent to award or the signing of the Contract hereunder, one of the following to the Library:

1. Evidence of an existing, federally approved or sanctioned affirmative action program

or

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-
2. A certificate of Employee Information Report Approval
or
 3. A completed Employee Information Report (AA302).

Americans with Disabilities Act

The Respondent shall also be required to comply with the provisions of the Americans With Disabilities Act (42 U.S.C. 12101 et seq.), as amended from time to time. The Respondent shall not discriminate against disabled persons in any aspect of employment inclusive of the application process, hiring, training, advancement and wages, benefits or employer-sponsored social activities.

SECTION 5. FEE SCHEDULE

The proposed fee schedule shall include your commission rate for selling the properties and suggested commission rate for buyer's broker. The fee shall include all expense.

SECTION 6. TERM OF CONTRACT

The contract period for the successful firm will be from date of award for 1 year. The contract may be terminated by either party with 60 days' prior notice.

SECTION 7. ORAL PRESENTATION/INTERVIEWS

Firms submitting a proposal in response to this RFP may be required to give an oral presentation of their proposal. Additional technical and/or cost information may be requested for clarification purposes, but in no way will change the original proposal submitted. Interviews are optional and may or may not be conducted.

SECTION 8. SELECTION CRITERIA

- Knowledge of local real estate market.
- Residential real estate experience, qualifications and references.
- Proven residential real estate track record.
- Ability of the firm to meet or exceed the requirements defined in the RFP.
- Fee schedule
- Completeness of response to RFP as outlined in this solicitation.

SECTION 9. RFP SUBMITTAL REQUIREMENTS

By submitting a proposal, you represent that you have thoroughly examined and become familiar with the scope of services outlined in this RFP and are capable of performing quality work to achieve JCRA's objectives. The following information must accompany your proposal:

- List years in business, previous names of the firm, if any.

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- Description of your firm, including size of firm, location, number and nature of the professional staff to be assigned; staff experience and training, including a brief resume for each key person listed.
 - Describe your firm residential real estate experience (minimum 5 years previous experience with proven effectiveness).
 - Describe your experience in assisting similar size entities, including any and all services for government agencies.
 - List at least three references where and when your firm provided similar services. Please provide names and telephone numbers of contact persons for each reference.
 - Additional services offered through your firm.
 - Listing of current litigation, outstanding judgments and liens, if any.
 - Fee schedule:
 - State your proposed commission rate and proposed commission rate for buyer's broker.
 - State any other costs JCRA may anticipate relating to the services to be provided.

RESPONDENT'S CHECKLIST

This Respondent's Checklist lists each of the items required to be submitted with the proposal, and a place for the Respondent to indicate, by initialing each entry, that the Respondent has included those required items with the completed proposal. Each Respondent shall complete this form, and submit it with the proposal, in addition to those documentary and informational forms, certificates and other documents that are listed.

Initials:

1. _____ Written proposal
2. _____ Ownership Disclosure Statement (Schedule A)
3. _____ Non-Collusion Affidavit (Schedule B)
4. _____ Acknowledgment of Receipt of Addenda (Schedule C)
5. _____ Disclosure of Contributions to NJ Election Law Enforcement Commission (Schedule D)
6. _____ Investment in Iran Disclosure Form (Schedule E)
7. _____ Business Registration Certificate
8. _____ This Respondent's Checklist

Respondent's Signature

Name of Respondent Printed or Typed

SCHEDULE A
OWNERSHIP DISCLOSURE STATEMENT

STOCKHOLDER OR PARTNERSHIP DISCLOSURE STATEMENT

Respondents must comply with Chapter 33, Public Laws of 1977 (N.J.S.A. 52:25-24.2), requiring corporate and partnership Respondents for State, County, Municipal or Authority Contracts to submit a list of names and addresses of all stockholders owning ten percent (10%) or more of their stock of any class, or in the case of a partnership, the names and addresses of those partners owning ten percent (10%), or greater interest therein.

Check the box that represents the type of business organization:

- | | | |
|---|--|--|
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Corporation | <input type="checkbox"/> Sole Proprietorship |
| <input type="checkbox"/> Limited Partnership | <input type="checkbox"/> Limited Liability Corporation | <input type="checkbox"/> Limited Liability Partnership |
| <input type="checkbox"/> Subchapter S Corporation | | |

Check the appropriate paragraph:

_____ I certify that the list below contains the names and home addresses of all stockholders holding ten percent (10%) or more of the issued and outstanding stock of the undersigned (partnership/corporation).

_____ I certify that no one stockholder owns ten percent (10%) or more of the issued and outstanding stock of the undersigned (partnership/corporation).

Authorized Signature: _____

Name of Signatory: _____

Title of Signatory: _____

Company Name: _____

If there are no stockholders or partners owning a ten percent (10%) or greater interest therein, insert the word "NONE" below.

STOCKHOLDERS

Name: _____

Home Address: _____

Percentage of Ownership _____

Name: _____

Home Address: _____

Percentage of Ownership _____

Name: _____

Home Address: _____

Percentage of Ownership _____

Name: _____

Home Address: _____

Percentage of Ownership _____

SCHEDULE B

NON-COLLUSION AFFIDAVIT

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY:

SS:

COUNTY OF _____

I, _____ of the _____ of _____ in the County of _____, and the State of _____, of full age, being duly sworn according to the law on my oath, depose and say that:

I am _____ of the firm of _____ the Respondent submitting the proposal for the contract involving the provision of property management and social services to the **Jersey City Redevelopment Agency**, and that I executed the said proposal with full authority to do so; that said respondent has not, directly or indirectly, entered into an agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive process in connection with this procurement; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the **Jersey City Redevelopment Agency** relied upon the truth of the statements contained in said proposal and in this affidavit in awarding the contract for the said proposal.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fees, except bona fide employees or bona fide established commercial or selling agencies maintained by _____.

(Name of Respondent)

Authorized Signature: _____

Name of Signatory: _____

Title of Signatory: _____

Company Name: _____

Company Address: _____

Telephone: _____

Date: _____

Subscribed and Sworn to before me
this ____ day of _____, 201__.

Signature of Notary Public

SCHEDULE C

**ACKNOWLEDGMENT OF
RECEIPT OF ADDENDA**

**JERSEY CITY REDEVELOPMENT AGENCY
ACKNOWLEDGMENT OF RECEIPT OF ADDENDA**

The undersigned Respondent hereby acknowledges receipt of the following Addenda:

<u>REFERENCE NUMBER OR TITLE OF ADDENDUM OR REVISION</u>	<u>Date Received</u>

No addenda were received:

Acknowledged for: _____
(Name of Respondent)

By: _____
(Signature of Authorized Representative)

Name: _____
(Print or Type)

Title: _____

Date: _____

SCHEDULE D
POLITICAL CONTRIBUTION DISCLOSURE FORM

C. 271 POLITICAL CONTRIBUTION DISCLOSURE FORM

Business entities (contractors) receiving contracts from a public agency that are NOT awarded pursuant to a “fair and open” process (defined at N.J.S.A. 19:44A-20.7) are subject to the provisions of P.L. 2005, c. 271, s.2 (N.J.S.A. 19:44A-20.26). This law provides that 10 days prior to the award of such a contract, the contractor shall disclose contributions to:

- any State, county, or municipal committee of a political party
- any legislative leadership committee*
- any continuing political committee (a.k.a., political action committee)
- any candidate committee of a candidate for, or holder of, an elective office:
 - of the public entity awarding the contract
 - of that county in which that public entity is located
 - of another public entity within that county
 - or of a legislative district in which that public entity is located or, when the public entity is a county, of any legislative district which includes all or part of the county

The disclosure must list reportable contributions to any of the committees that exceed \$300 per election cycle that were made during the 12 months prior to award of the contract. See N.J.S.A. 19:44A-8 and 19:44A-16 for more details on reportable contributions.

N.J.S.A. 19:44A-20.26 itemizes the parties from whom contributions must be disclosed when a business entity is not a natural person. This includes the following:

- individuals with an “interest” ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit
- all principals, partners, officers, or directors of the business entity or their spouses
- any subsidiaries directly or indirectly controlled by the business entity
- IRS Code Section 527 New Jersey based organizations, directly or indirectly controlled by the business entity and filing as continuing political committees, (PACs).

When the business entity is a natural person, “a contribution by that person’s spouse or child, residing therewith, shall be deemed to be a contribution by the business entity.” [N.J.S.A. 19:44A-20.26(b)] The contributor must be listed on the disclosure.

Any business entity that fails to comply with the disclosure provisions shall be subject to a fine imposed by ELEC in an amount to be determined by the Commission which may be based upon the amount that the business entity failed to report.

The enclosed list of agencies is provided to assist the contractor in identifying those public agencies whose elected official and/or candidate campaign committees are affected by the disclosure requirement. It is the contractor’s responsibility to identify the specific committees to which contributions may have been made and need to be disclosed. The disclosed information may exceed the minimum requirement.

The enclosed form, a content-consistent facsimile, or an electronic data file containing the required details (along with a signed cover sheet) may be used as the contractor’s submission and is disclosable to the public under the Open Public Records Act.

The contractor must also complete the attached Stockholder Disclosure Certification. This will assist the agency in meeting its obligations under the law. **NOTE: This section does not apply to Board of Education contracts.**

¹ N.J.S.A. 19:44A-3(s): “The term “legislative leadership committee” means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly or the Minority Leader of the General Assembly pursuant to section 16 of P.L.1993, c.65 (C.19:44A-10.1) for the purpose of receiving contributions and making expenditures.”

SCHEDULE E

RESPONDER'S DISCLOSURE – INVESTMENT IN IRAN

STATE OF NEW JERSEY
DEPARTMENT OF THE TREASURY, DIVISION OF PURCHASE AND PROPERTY
33 WEST STATE STREET, P.O. BOX 230, TRENTON, NEW JERSEY 08625-0230

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM

SOLICITATION # _____

VENDOR/BIDDER: _____

PART 1

CERTIFICATION

VENDOR/BIDDER MUST COMPLETE PART 1 BY CHECKING ONE OF THE BOXES
FAILURE TO CHECK ONE OF THE BOXES WILL RENDER THE PROPOSAL NON-RESPONSIVE

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that neither the person nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of the Treasury's Chapter 25 list as a person or entity engaged in investment activities in Iran. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. Vendors/Bidders **must** review this list prior to completing the below certification. **Failure to complete the certification will render a Vendor's/Bidder's proposal non-responsive.** If the Director of the Division of Purchase and Property finds a person or entity to be in violation of the law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

CHECK THE APPROPRIATE BOX

A. I certify, pursuant to Public Law 2012, c. 25, that neither the Vendor/Bidder listed above nor any of its parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be engaged in prohibited activities in Iran pursuant to P.L. 2012, c. 25 ("Chapter 25 List"). Disregard Part 2 and complete and sign the Certification below.

OR

B. I am unable to certify as above because the Vendor/Bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such information will result in the proposal being rendered as nonresponsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2

PLEASE PROVIDE ADDITIONAL INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

If you checked Box "B" above, provide a detailed, accurate and precise description of the activities of the Vendor/Bidder, or one of its parents, subsidiaries or affiliates, engaged in the investment activities in Iran by completing the boxes below.

ENTITY NAME: _____
RELATIONSHIP TO VENDOR/BIDDER: _____
DESCRIPTION OF ACTIVITIES: _____
DURATION OF ENGAGEMENT: _____
ANTICIPATED CESSATION DATE: _____
VENDOR/BIDDER CONTACT NAME: _____
VENDOR/BIDDER CONTACT PHONE NO.: _____

Attach Additional Sheet if Necessary

CERTIFICATION

I, the undersigned, certify that I am authorized to execute this certification on behalf of the Vendor/Bidder, that the foregoing information and my attachments hereto, to the best of my knowledge are true and complete. I acknowledge that the State of New Jersey is relying on the information contained herein, and that the Vendor/Bidder is under a continuing obligation from the date of this certification through the completion of any contract(s) with the State to notify the State in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification. If I do so, I will be subject to criminal prosecution under the law, and it will constitute a material breach of any agreement(s) with the State, permitting the State to declare any contract(s) resulting from this certification void and unenforceable.

Signature

Date

Print Name and Title