

**REQUEST FOR PROPOSALS No. P24012, Real Estate Brokerage Services
ATTACHMENT A**

(This Form must be fully completed and placed under Tab No. 1 of the tabbed proposal submittal.)

(1) **Instructions.** Unless otherwise specifically required, the items listed below must be completed and included in the proposal submittal. Complete this form by marking an "X," where provided, to verify that the referenced completed form or information has been included within the proposal submitted by the proposer. Also, complete all the statements and certifications listed following herein:

[Table No. 1]

(1) "X" = Item Included	(2) Tab No.	(3) Submittal Item (One original signature copy of each document)
	1	Form of Proposal and Pricing (Attachment A)
	2	form HUD-5369-C (Attachment B)
	3	Profile of Firm Form (Attachment C)
	4	Proposed Services
	5	Managerial Capacity/Financial Viability, including resumes
	6	Client Information
	7	Equal Employment Opportunity Statement
	8	Subcontractor/Joint Venture Information (Optional)
	9	Other Information (Optional)

(2) **Debarred Statement.** Has this firm, or any principal(s) thereto, ever been debarred from providing any services by the Federal Government, any state government, the State of Alabama, or any local government agency within or without the State of Alabama? Yes No If "Yes," please attach a full detailed explanation, including dates, circumstances, and current status.

(3) **In compliance with Section 34-8-8 of pertinent Alabama Law,** the undersigned hereby attests that the owner of the firm Is or Is Not a resident of the State of Alabama, and his/her current State of Alabama License Number is: _____.
Failure to complete this Section may, and most likely will, pursuant to the aforementioned law listed within this Section, cause the Agency to deem that firm non-responsive and to not be considered for award.

(4) **Disclosure Statement.** Does this firm or any principals thereof have any current, past personal or professional relationship with any Commissioner or Officer of the Agency? Yes No If "Yes," please attach a full detailed explanation, including dates, circumstances, and current status.

Signature Date Printed Name Company

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(5) Felony Disclosure. Has any principal(s) or any person(s) proposed to perform the work ever been convicted of a felony? Yes No If "Yes," please attach a full detailed explanation, including dates, circumstances, and current status. PLEASE NOTE: The Agency reserves the right to not make award to any proposer that has staff who has been convicted of a felony if the Agency feels that doing such is in its best interests.

(6) Non-Collusive Affidavit. The undersigned party submitting this proposal hereby certifies that such proposal is genuine and not collusive and that said proposer entity has not colluded, conspired, connived or agreed, directly or indirectly, with any proposer or person, to put in a sham proposal or to refrain from proposing, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the proposal price of affiant or of any other proposer, to fix overhead, profit or cost element of said proposed price, or that of any other proposer or to secure any advantage against the Agency or any person interested in the proposed contract; and that all statements in said proposal are true.

(7) Proposer's Statement. The undersigned proposer hereby states that by completing and submitting this Form and all other documents within this proposal submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if the Agency discovers that any information entered herein to be false, such shall entitle the Agency to not consider or make award or to cancel any award with the undersigned party. Further, by completing and submitting the proposal submittal, and by entering and submitting the costs, the undersigned proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by the Agency, including an agreement to execute the attached Sample Contract form. Pursuant to all RFP Documents, this Form of Proposal, and all attachments, and pursuant to all completed Documents submitted, including these forms and all attachments, the undersigned proposes to supply the Agency with the services described herein for the pricing entered below pertaining to this RFP.

(8) Pricing. _____ shall provide services as detailed in the
(Company Name)
attached proposal for Real Estate Brokerage Services, subject to the term, scope of services, and general conditions set forth in the Request for Proposal, for an hourly rate of:

COMPLETE FEE PROPOSAL FORM (NEXT PAGE)

Signature

Date

Printed Name

Company

HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT, AL

Attachment A

FEE PROPOSAL FORM

RFP P24012

Real Estate Brokerage Services

(Return with Proposal-page 1 of 2)

_____ shall provide the services as detailed in the attached
(Company Name)

proposal for Real Estate Services, subject to the term, scope of services and general conditions set forth in the Request for Proposal, for a total commission rate of:

_____ %).

(Note): Offeror shall break down all elements of cost in such a manner that HABD will have an opportunity to fully understand the make-up of the proposed rate/dollar amount.

Proposer's Initials:

- _____ 1. Firm has read and understand the documents, and firm's proposal made in accordance therewith;
- _____ 2. Firm has reviewed the RFP for Real Estate Services prepared by HABD and understands that it will apply to this project and his/her proposal is made in accordance therewith;
- _____ 4. Firm has included in the RFP the cost of all labor, material and items required for the proper execution and completion of the work;
- _____ 5. Firm's proposal is based upon the materials, system and equipment required by the RFP documents without exception;
- _____ 6. Firm is licensed and qualified under the laws of the State of Alabama to perform the quantity and type of work shown on the RFP and Contact documents if applicable;
- _____ 7. Firm has reviewed the HABD policy on Section 3 compliance provided. All Proposer's will be required to meet the HABD minimum required for Section 3, non-compliance is not an option.

Proposer acknowledges receipt of the following addenda:

- No. ____, dated _____ No. ____, dated _____
- No. ____, dated _____ No. ____, dated _____
- No. ____, dated _____ No. ____, dated _____

The Undersigned Proposer Agrees to the following:

- 1. The proposal will not be modified, withdrawn or canceled during the period following the time and date designated for the receipt of proposal until the Contract Award is announced.

**HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT
REAL ESTATE BROKERAGE SERVICES
RFP No. P24012**

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2. Proposer will be required to hold given prices for a period up to sixty (90) days until the owner issues a Notice to Proceed.

3. Proposer understands that the HABD reserves the right to reject any or all proposals and waive any informalities or irregularities in the bid or in the bidding.

Contractor _____
Business Address _____
City _____ State _____ Zip _____
Proposer's Signature _____ Date _____
Title _____

If firm is a corporation, set forth the legal name of the corporation together with the signature of the officer or officers authorized to sign contracts on behalf of the corporation.

If firm is a partnership, set forth the name of the firm together with the signature of the partner or partner authorized to sign contracts on behalf of the partnership.