

## Southeast Neighborhood Development

### Request for Qualifications Real Estate Agent / Broker



#### INTRODUCTION

Southeast Neighborhood Development (SEND) is seeking qualifications from Real Estate Agents or Brokers to market, sell and lease property on the near southeast side of Indianapolis. This program is part of the Housing and Economic Recovery Act of 2008 (HERA), Neighborhood Stabilization Program (NSP).

#### SUMMARY AND BACKGROUND

SEND is a non-profit community development corporation, which has served the southeast side of Indianapolis for the past twenty-five years. Created by residents, SEND's mission is to revitalize the neighborhood and enhance the quality-of-life for its diverse population by creating and maintaining quality affordable housing. For more information on SEND, please visit our website: [www.sendcdc.org](http://www.sendcdc.org).

#### REQUEST FOR QUALIFICATIONS

SEND is seeking qualifications from Real Estate Agents and Brokers to market, sell and lease residential property on the southeast side of Indianapolis. Agents and Brokers will work closely with SEND staff on all projects. Chosen Agents and Brokers will be placed on a list and provided an opportunity to work on specific projects as they become available.

#### QUESTIONS & ANSWERS

**SEND will not respond to individual inquiries. Do not contact SEND staff with questions regarding this RFQ or related projects.** All questions / inquiries regarding and related to this RFQ and SEND projects will be answered during a one hour **questions and answers session on Tuesday, January 26 at 4:00 PM in the SEND Office** (1030 Orange St. Indianapolis, IN 46203). The session will end promptly at 4:55 PM. All questions and answers discussed during the session will be posted on SEND's website [www.sendcdc.org](http://www.sendcdc.org) and made available for pickup at the front desk on January 28.

#### QUALIFICATIONS DUE DATE

Qualifications are due **Monday, February 1, 2010 at 5:00 PM**. Please address all qualifications to:

**Bryan Conn, Housing Programs Manager  
SEND  
1030 Orange St.  
Indianapolis, IN 46203**

E-mail submittals are acceptable: [bryan@sendcdc.org](mailto:bryan@sendcdc.org) (questions directed to this email address will **NOT** be answered).

**SELECTION CRITERIA, FORMAT AND SCORING**

Each submittal will be considered and scored based on the information provided for each section as outlined below. All qualifications must be organized in the following format and contain all of the following information **(incomplete and / or unorganized submittals will not be considered)**:

**I. Required Documents**

- a. Indiana Real Estate Sales or Broker’s License
- b. MIBOR certificate / status
- c. Broker information (for Sales Persons)

**II. Qualifications & Experience ----- 40 points**

- a. Demonstrate real estate sales or brokerage experience
- b. 3 references

**III. Project Approach ----- 30 points**

- a. Description of marketing techniques and tools
- b. How will you maintain the schedule and meet production?

**IV. Capacity ----- 10 points**

- a. How many projects can you assume at one time?

**V. Cost ----- 20 points**

- a. Rate for sale of a single-family residential property
- b. Cost for other real estate services provided by you or your firm