



MACON-BIBB COUNTY, GEORGIA

Request for Qualifications Professional Services (RFQ)

FOR

Macon-Bibb County Affordable Housing Fund's Exclusive Residential Brokerage Partnership

26-047-LH

95883

MACON-BIBB COUNTY

ISSUE DATE: May 11, 2026

DUE DATE: June 11, 2026

MBE/WBE/DBE Participation: Minority, Women Owned, and other Disadvantaged Business Enterprises are encouraged to participate in the solicitation process. Additionally, respondents are encouraged to use M/W/DBE sub-consultants where possible. Small and other disadvantaged businesses requiring assistance with the competitive process can contact Cherise Stephens of Small Business Affairs at (478) 300-2297 or cstephens@maconbibb.us

GENERAL

A. Invitation

Notice is hereby given that Macon-Bibb County will receive responses to the Request for Qualifications Professional Services (original **plus 3 copies and flash drive**) in the Procurement Department, 700 Poplar Street, Suite 308 Macon, Georgia 31201, until **12:00 o'clock NOON** at the time legally prevailing in Macon, Georgia on June 11, 2026, for Macon-Bibb County Affordable Housing Fund's Exclusive Residential Brokerage Partnership.

NO LATE RESPONSES WILL BE CONSIDERED

The names of responding firms will be publicly read on Thursday, June 11, 2026, at 2:00 P.M. in the Macon-Bibb County Procurement Department Conference Room, located at 700 Poplar Street Suite 308, Macon Georgia 31201. Deadline to submit questions is **Friday, May 29, 2026, by 3:00 p.m. All questions must be submitted by email only to Lhardwick@maconbibb.us**

B. Definitions

Wherever the term "Owner", "County", or "Macon-Bibb County" occur in this document, it shall mean Macon-Bibb County, a political subdivision of the State of Georgia acting through the Macon-Bibb County Board of Commissioners.

C. Solicitation Documents

1. Bid documents may be examined and obtained on Macon-Bibb County website to be viewed and downloaded from one of the links included below:

Georgia Procurement Registry website

http://ssl.doas.state.ga.us/PRSapp/PR_custom_index.jsp?agency=61100

Macon-Bibb County Procurement Page www.maconbibb.us/purchasing

D. Insurance Requirements

Insurance coverage shall be carried with an insurance company licensed to do business in the State of Georgia. All coverage should be written with insurance companies with a Best Rating of A or better. Insurance shall be obtained prior to commencement of work and shall remain in force throughout the period of the contract. Macon-Bibb County shall be named as additional insured on the policy.

Errors and Omission: \$1,000,000

E. Submittals

Responses must be sealed and identified on the outside of the package as and delivered to

**"26-047-LH Macon-Bibb County Affordable
Housing Fund's Exclusive Residential
Brokerage Partnership"**

Macon-Bibb County Procurement Department 700
Poplar Street
Suite 308
Macon, Georgia 31201

Submissions may not be withdrawn for a period of one hundred and twenty (120) days after the deadline for closing. Macon-Bibb reserves the right to reject any and all submissions and to waive technicalities and formalities. Respondents shall carefully read the information contained herein and submit a complete response to all requirements and questions as directed. Submittals and any other information submitted by in response to the RPQ shall become the property of Macon-Bibb County.

F. Responsiveness

In order to be considered “*responsive*” the submission must include completed copies of the following documents:

- Proposer Qualification Form
- List of Sub-Consultants
- Minority Participation Goal
- Financial & Legal Stability Statement
- Georgia Security and Immigration Compliance Act (E-Verify) Affidavit
- Non-Collusion Affidavit

G. Responsibility

In order to be considered “*responsible*” the submitting firm must meet the following minimum qualifications:

- Three (3) years of experience providing the services included herein
- Licensed to do business in the State of Georgia
- Financially and legally responsible to perform the services included herein

H. Reservations

Macon-Bibb County will not provide compensation to Respondents for any expenses incurred by the Respondent(s) for submittal preparation or for any demonstrations that may be made, unless otherwise expressly stated or required by law.

Each submission should be prepared simply and economically, providing a straightforward, concise description of your firm’s ability to meet the requirements of this RPQ. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of the Owner’s needs.

Macon-Bibb County makes no guarantee that an award will be made because of this RPQ and reserves the right to accept or reject any or all submittals, with or without cause, waive any formalities or minor technical inconsistencies, or delete any item/requirement from this RPQ or contract when deemed to be in the Owner’s best interest.

Macon-Bibb County will consider only representations made within the submission in response to this RPS. Owner will not be bound to act by any previous knowledge, communication, or submission by the firms other than this RPQ.

Failure to comply with the requirements contained herein may result in the submission being deemed “non-responsive” or “non-responsible”. Non-responsive submissions will not be reviewed for potential awards.

I. Local Preference

1. Macon-Bibb County reserves the right to award bids to County businesses and merchants whose bid is within **5% (five percent)** of the lowest responsive and responsible bid which conforms to the Invitation to Bid.

II. BACKGROUND

The Macon-Bibb County Affordable Housing Fund (MBCAHF) is seeking statements of qualifications from local real estate brokerages to serve as an exclusive broker for MBCAHF properties. The selected brokerage(s) will market and sell newly constructed, income-restricted single-family homes. The selected brokerage(s) will play a critical role in ensuring fair, equitable, and compliant sales to income-qualified homebuyers while advancing MBCAHF's affordable homeownership objectives.

MBCAHF has committed resources to increase access to quality, affordable homeownership opportunities for low- to moderate-income households. MBCAHF has committed to building a minimum of 7 homes in the next 6 months with expected price ranges between \$150,000-\$220,000. Homes are intended for homeownership to income qualified households but may be considered for a Community Land Trust model if homes are unable to sell in a reasonable amount of time. Homes constructed under this program are subject to income eligibility requirements, subsidy layering, and buyer assistance programs, including but not limited to:

- Georgia Dream Homeownership Program
- Federal Home Loan Bank (FHLB) Down Payment Assistance programs
- MBCAHF Down Payment Assistance
- Community Land Trust
- The Community HOME Investment Program

MBCAHF seeks brokerages with demonstrated experience navigating these programs and serving buyers in historically underserved communities.

III. EXCLUSIVE BROKERAGE OPPORTUNITY

We are seeking written proposals from local brokerages to serve as an exclusive broker for MBCAHF residential properties. MBCAHF may choose up to 2 brokerages to hire under this exclusive arrangement. This partnership is not available to individual agents.

Key Details

- The broker and up to two additional agents of the brokerage must be designated to work with MBCAHF on listings and purchases, participate in occasional training, and be available for calls/emails about current listings and offers. The agents chosen to do not have to have prior experience with MBCAHF but must be available for training regarding MBCAHF expectations.
- A brokerage will be the exclusive agent for all MBCAHF's residential property needs. If two brokerages are chosen, then property activity will alternate as best as possible in the interest of fairness and competitive service.

IV. SCOPE OF SERVICES

Selected agent(s) will be responsible for, at minimum, the following services:

- Marketing and listing newly constructed, income-restricted affordable homes
- Coordinating buyer outreach
- Screening buyers for income eligibility and program compliance
- Educating prospective buyers on affordable homeownership programs
- Coordinating with participating lenders to provide buyers with Georgia Dream, Federal Home Loan Bank, and MBCAHF down payment assistance
- Coordinating with buyers, lenders, housing counselors, and MBCAHF staff
- Managing purchase contracts, disclosures, inspections, and closings
- If necessary, educating buyers on a Community Land Trust model

V. QUALIFICATIONS AND SUBMITTAL FORMAT

Submissions must be limited to a total of ten (15) pages and must be organized in a manner to display the required information in easily accessible labelled tabs: Table of contents required.

Minimum Qualifications

Respondents must clearly demonstrate the following qualifications:

1. Licensure: Active Georgia broker/real estate license in good standing. Broker and (for maximum points) up to 2 agents of the brokerage may be designated to work with MBCAHF.
2. Experience in South Macon or comparable neighborhoods
 - Documented experience listing and selling residential properties in South Macon or comparable neighborhoods, including a list of property sales that the brokerage has facilitated in the last 3 years broken down by zip code.
 - Knowledge of local market conditions and local initiatives and investments in the area
3. Buyer Assistance Coordination
 - Experience working with first-time homebuyers
 - Ability to collaborate with lenders, housing counselors, and public agencies
4. Describe how the brokerage would support MBCAHF's goals through its agents and staff, its marketing approach, and its overall track record.

Preferred Qualifications

Preference may be given to respondents with:

- Previous work with public-sector or nonprofit affordable housing programs
- Bilingual capacity or access to multilingual marketing resources
- A community mindset and passion for the revitalization of Macon's underserved neighborhoods
- Understanding and ability to communicate the pros and cons of a Community Land Trust model
- Income-Restricted Housing Experience
- Proven experience selling income-restricted and/or subsidized housing
- Familiarity with compliance requirements, covenants, resale restrictions, or affordability periods
- Direct experience with one or more of the following:
 - Georgia Dream Homeownership Program
 - Federal Home Loan Bank (FHLB) Down Payment Assistance
 - MBCAHF Down Payment Assistance
 - Community Land Trusts

Submittal Format

Responses must include the following:

1. Primary Contact Information (must be the broker)
2. Real Estate Firm Overview
3. Resumes and roles of key personnel participating in the project
4. Licensing & Certifications
5. Description of Minimum Qualifications including;

- Documented experience listing and selling residential properties in South Macon or comparable neighborhoods
- Knowledge of local market conditions and local initiatives and investments in South Macon
- Experience working with first-time homebuyers
- Ability to collaborate with lenders, housing counselors, and public agencies
- Description of marketing approach

6. Description of Preferred Qualifications including;

- Bilingual capacity or access to multilingual marketing resources
- A community mindset and passion for the revitalization of Macon’s underserved neighborhoods
- Understanding and ability to communicate the pros and cons of a Community Land Trust model
- Proven experience selling income-restricted and/or subsidized housing
- Familiarity with compliance requirements, covenants, resale restrictions, or affordability periods
- Direct experience with one or more of the following:
 - a) Georgia Dream Homeownership Program
 - b) Federal Home Loan Bank (FHLB) Down Payment Assistance
 - c) MBCAHF Down Payment Assistance
 - d) Community Land Trusts

VI. SCORING (total possible number of points = 100)

Minimum Requirements - 25	Max Pts
Licensing & Certification	10
Experience with South Macon/Comparable Market	5
Experience with First-Time Home Buyers	5
Ability to collaborate with lenders, housing counselors and public agencies	5
Preferred Requirements - 75	
Bilingual capacity or access to multilingual marketing resources	10
A community mindset and passion for the revitalization of Macon’s underserved neighborhoods	15
Understanding and ability to communicate the pros and cons of a Community Land Trust model	10
Proven experience selling income-restricted and/or subsidized housing	10
Familiarity with compliance requirements, covenants, resale restrictions, or affordability periods	10
Direct experience with one or more of the following:	20
1. Georgia Dream Homeownership Program	
2. Federal Home Loan Bank (FHLB) Down Payment Assistance	
3. MBCAHF Down Payment Assistance	
4. Community Land Trusts	

Scoring will be performed by a team of reviewers utilizing the Point Allocation Guidelines above.

VII. AWARD BASIS

Awards (s) will be recommended to the respondent with the highest number of points.

VIII. SUBCONTRACTOR REPORTING REQUIREMENTS

A. Contractor shall submit a "Subcontractor/Supplier Participation Report" on this contract quarterly to the Macon-Bibb County Office of Small Business Affairs which shall include the following:

1. The name of each subcontractor or supplier participating in the contract.
2. A description of the work to be performed, materials, supplies, and services provided by each subcontractor or supplier.
3. Whether each subcontractor or supplier is a minority owned, woman owned, LGBTQIA+ owned, veteran owned, disabled person owned, Certified Disadvantaged Business Entity, non-profit, or local business.
4. Whether each subcontractor is a supplier, subcontractor, or other.
5. The dollar value of each subcontract or supply agreement.
6. The actual payment to date of each subcontractor or supplier participating in the contract

B. The report shall be updated during the applicable quarter by the Contractor whenever any of the approved subcontractors or suppliers have completed the portion of the work they were contracted to perform. Copies of this report should be transmitted promptly to the Macon-Bibb County Office of Small Business Affairs.

C. The County may withhold any payment due to the Contractor on any project for failure to submit the Subcontractor/Supplier Report within thirty (30) days following the end of the calendar quarter or for the failure to submit updates to the quarterly report within thirty (30) days of any subcontractor or supplier having completed the portion of work they were contracted to perform.