

**Request for Action
By
Board of Commissioners**

Approval of Engagement of Residential Real Estate Brokerage Firms

A. SUMMARY OF REQUEST

This Request for Action (“RFA”) is for authorization for Rhode Island Housing and Mortgage Finance Corporation (“RIHousing”) to engage a roster of residential real estate brokerage firms to assist in the disposition of properties RIHousing has obtained title to either through the foreclosure process, tax sale, or deed-in-lieu-of-foreclosure.

B. DISCUSSION

The REO disposition process may require listing some properties on the open market. This requires engaging Residential Real Estate Brokerage Firms to handle the process.

These Residential Real Estate Brokerage Firms also provide additional services, included but not limited to obtaining required documentation to facilitate closings (condo bylaws, condo certificates, smoke detector certificates, etc.), preparing Broker Price Opinion (BPO) reports to determine property values for scheduled foreclosures, testifying on behalf of RIHousing during legal proceedings, and guidance marketing occupied properties.

On April 24, 2023 RIHousing issued a Request for Proposals (“RFP”) through which it sought proposals from qualified firms to provide Residential Real Estate Brokerage services for the agency’s single family mortgage loan servicing portfolio. The RFP was posted on RIHousing’s website and the website for the State of Rhode Island’s Division of Purchases. It was also distributed to RIHousing’s RFP email distribution list, sent directly to brokers on the existing approved list, and those who had previously made direct inquiries to RIHousing about this service. Sixteen applications were received in response to this RFP. The applications were reviewed and scored by a committee of staff members from across the corporation. Scoring was based on the criteria set forth in Attachment B, with a potential maximum score of 45 points.

The top scoring firms include a combination of existing residential brokerage firms who already provide this service to RIHousing and new residential brokerage firms who are first-time applicants. Firms will be compensated based on commission per listing.

C. RECOMMENDATION

The attached resolution authorizing RIHousing to engage the top seven scoring brokerage firms is recommended for approval.

D. ATTACHMENTS

- A. Resolution of the Board of Commissioners of RIHousing
- B. Scoring criteria
- C. Scoring matrix

Attachment A

Resolution of the Board of Commissioners of RIHousing and Mortgage Finance Corporation

Whereas: Rhode Island Housing and Mortgage Finance Corporation's ("RIHousing's") enabling act provides it with all the power and authority to make and execute contracts necessary to exercise the powers and functions provided to it under the act (R.I. Gen. Laws §42-55-5(6)); and

Whereas: RIHousing has identified a continual need for Residential Real Estate Brokerage Firms.

Whereas: RIHousing has solicited proposals pursuant to an open competitive process for real estate brokerage firms to provide real estate brokerage services and who are able to substantially meet the requirements associated with this set of functions; and

Whereas: A selection committee comprised of staff across different divisions at RIHousing reviewed the proposals for these services, evaluated them pursuant to the criteria set forth in the Request for Proposals and determined that the top seven real estate brokerage firms had submitted the highest-scoring proposals to RIHousing.

NOW, THEREFORE, IT IS HEREBY:

Resolved: that RIHousing be, and hereby is, authorized to enter into a contract with the following seven brokerage firms to provide real estate brokerage services, as such services are set forth in the Request for Proposals and the proposals submitted in response thereto:

- Westcott Properties - Joy Riley
- RE/MAX Preferred - Richard Zompa
- RE/MAX Flagship - Barry Gross
- Slocum Homes - Philip C. Slocum
- Keller Williams/The Ponte Group - Cliff Ponte
- Keller Williams Coastal - Jennifer Bove Kelly
- Century21 - Kyle Seyboth

Resolved: that such engagement shall be for a three (3) year term, with an option to renew the engagement for an additional one (1) year; and

Resolved: that the Executive Director, Chief Financial Officer, and Assistant Deputy Director of Loan Servicing, each acting singly, be and hereby are authorized and empowered to take any and all actions necessary or desirable to carry out the foregoing resolutions, including without limitation the authority to negotiate the terms and fees

of the engagement as he or she may determine are in the best interests of RIHousing, and to execute any and all agreements or documents as he or she deems necessary to carry out the foregoing and to take such further actions as he or she deems necessary to carry out the foregoing resolutions.

Attachment B

Scoring Criteria

- Proposed fee structure. 10%
- Professional capacity. 20%
- Professional experience. 20%
- Geographic coverage and location of offices. 10%
- Proposed marketing plan. 15%
- Previous work experience and performance with RIHousing and/or similar organizations. 10%
- Firm minority status and affirmative action program or activities. 5%
- Foreign language capabilities of the firm. 5%
- Other pertinent information submitted. 5%

Attachment C

Scoring Matrix

| Residential Real Estate Brokerage Firms - RFP 2023 Scoring | | | | | | | | | | | | |
|---|-----------------------|-----------------------|-------------------------|--|-------------------------|--------------------------------------|--|-----------------------------|---------------|----------|--------------------------------|---------------------------------|
| Agency name & Principals | Proposed fee schedule | Professional capacity | Professional experience | Geographic coverage/location of office | Proposed marketing plan | Previous work experience RIH/similar | Firm minority status/affirmative action program or | Foreign language capability | Other factors | Comments | Total Score by Points (Max 45) | Percentage based on point score |
| Response value | 10% | 20% | 20% | 10% | 15% | 10% | 5% | 5% | 5% | | 45 | 100% |
| Westcott Properties - Joy Riley | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | | 45 | 100% |
| RE/MAX Preferred - Richard Zompa | 5 | 5 | 5 | 5 | 5 | 5 | 3 | 5 | 5 | | 43 | 100% |
| RE/MAX Flagship - Barry Gross | 5 | 5 | 5 | 5 | 3 | 5 | 3 | 5 | 4 | | 40 | 96% |
| Slocum Homes - Philip C. Slocum | 5 | 5 | 5 | 5 | 5 | 5 | 2 | 0 | 5 | | 38 | 89% |
| Keller Williams/The Ponte Group - Cliff Ponte | 5 | 5 | 5 | 1 | 5 | 5 | 3 | 5 | 4 | | 38 | 84% |
| Keller Williams Coastal - Jennifer Bove Kelly | 5 | 5 | 5 | 5 | 5 | 0 | 3 | 5 | 5 | | 38 | 84% |
| Century21 - Kyle Seyboth | 3 | 5 | 4 | 5 | 5 | 3 | 3 | 5 | 3 | | 36 | 84% |
| Premier Homes Realty - Stephanie Soscia | 5 | 5 | 5 | 4 | 2 | 5 | 3 | 3 | 2 | | 34 | 80% |
| Custodio Realtors - Stephanie Custodio | 5 | 2 | 4 | 4 | 3 | 5 | 3 | 5 | 3 | | 34 | 76% |
| Bruce Allen Realtors-Donald B. Colletti | 5 | 4 | 5 | 4 | 2 | 5 | 3 | 4 | 2 | | 34 | 76% |
| Hogan Associates Real Estate - Matt Hadfield & Leslie Hogan | 5 | 4 | 5 | 3 | 2 | 5 | 3 | 3 | 3 | | 33 | 76% |
| Keller Williams/Elite - Eric Coury | 5 | 3 | 3 | 3 | 4 | 5 | 3 | 0 | 4 | | 30 | 73% |
| Beretta Realty Company-Norman R. Beretta / Michael Glynn | 5 | 4 | 5 | 4 | 3 | 3 | 0 | 4 | 2 | | 30 | 67% |
| Instinct Real Estate & Develp - Janice Falconer | 5 | 1 | 2 | 1 | 2 | 2 | 3 | 5 | 1 | | 22 | 67% |
| Keller Williams - Elise Vetri | 0 | 3 | 5 | 3 | 1 | 5 | 0 | 0 | 0 | | 17 | 49% |
| Home Island Realty - Marino De La Cruz | 2 | 2 | 3 | 0 | 1 | 0 | 0 | 5 | 0 | | 13 | 38% |