



City of Fraser

Request for Proposal Property Management Services for City of Fraser Rental Properties

Issue Date: January 27, 2020

Due Date: February 19, 2020 – 3:00 p.m. (Local Time)

REQUEST FOR PROPOSALS

Notice is hereby given that proposals will be received by the City of Fraser, Michigan, for:
Property Management Services for City of Fraser Rental Properties

File with City Manager, 33000 Garfield Road, Fraser MI,48026

Proposals received later than **3:00 p.m. February 19, 2020 will not** be considered.

A copy of this Request for Proposal (RFP) may be obtained from City's web site at <http://www.micityoffraser.com>

The City of Fraser reserves the right to reject any and all proposals, and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the City to pay any costs incurred by respondents in the preparation and submission of a proposal. Furthermore, the RFP does not obligate the City to accept or contract for any expressed or implied services. A Service Provider response that indicates that any of the requested information in this RFP will only be provided if and when the Service Provider is selected as the apparently successful Service Provider is not acceptable, and, at the City's sole discretion, may disqualify the proposal from consideration.

The City of Fraser assures that no person shall, on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The City of Fraser further assures that every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs are federally funded or not.

In addition to nondiscrimination compliance requirements, the Service Provider(s) ultimately awarded a contract shall comply with federal, state and local laws, statutes and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

Dated this 27th Day of January, 2020.

Background Information

The City of Fraser, Michigan is located in Macomb County and is approximately 6 miles north of Detroit. It has a population of approximately 14,680 and is four square miles.

Scope of Work

The City of Fraser is seeking proposals from qualified, professional property management firms to provide property management services for the City of Fraser's rental properties which currently include a 75 Unit Senior Housing Project.

Project Description

The purpose of this RFP is to solicit proposals from vendors to act as the exclusive leasing broker and agent for a 75 Unit Senior Housing Project, with the responsibilities and upon the terms and conditions set forth herein. The ideal vendor(s) will have experience marketing, leasing and maintaining single family, multi-unit properties.

Response Requirements

- Qualifications and Experience – summarize your firm's qualifications, experience and special expertise in providing the type of services identified in the project description, include resumes of key personnel.
- Project Approach – provide a brief overview of your property management philosophy, methods and practices and how they would meet the needs identified in the requested services section. Describe how communication and reporting would occur between your firm, the tenants and the City.
- Pricing Methodology – provide base property management fees expressed as a fixed monthly fee for property management services. Any additional fees (above the fixed fee) should be itemized as a separate line item and priced as a cost reimbursement plus administrative markup with the markup clearly identified.
- References – include a list of references (including contact names, telephone numbers and email addresses) of at least two (2) recent or current properties managed by your firm within the last four years of the same size and nature. The City reserves the right to contact references without prior notification.
- Proposals must be made in the official name of the firm or individual under which the business is conducted (showing official business address) and **MUST BE SIGNED** by a person duly authorized to legally bind the person, partnership, company or corporation submitting the proposal. A corporation must indicate place and date of incorporation.
- A statement to the effect that respondent understands and agrees to obtain a City of Fraser business license as a requirement for performing these services.

- A statement indicating the number of calendar days the proposal shall be valid. (The City's minimum number of days is 60.)

Requested Services

Currently the City of Fraser owns 75 apartment units. We are seeking a property management firm to rent, lease and manage this property.

The services we are requesting include:

- Prepare market analysis of each property establishing fair market rental value during each rental period. The City of Fraser shall make the decision on what the rental rates will be.
- Providing tenants with 24-hour emergency telephone contact numbers for emergency repairs
- Ordering repairs, services and maintenance on the various buildings, appurtenances and grounds as requested by the City of Fraser
- Yearly inspection of properties, including management plans and recommendation for maintenance needed
- Advertise properties for lease, screen and select tenants using the following tools:
- Credit application, personal and business reference checks and personal interviews
- Prepare and execute lease agreements using only lease forms approved by the City of Fraser
- Conduct a minimum of two exterior and interior inspections per year of the properties, providing a written report of major deficiencies with photos to the City of Fraser
- Determine and verify insurance requirements for tenants when appropriate
- Re-key locks for new tenants when appropriate
- Change electrical, gas, garbage, sewer & water billing as required between property occupancies
- Acknowledge and comply with the provisions of the landlord/Tenant Act of Michigan State particularly concerning deposits. Vendor will collect a deposit from every tenant, additional deposits required for properties allowing animals
- Collect rent and late charges as needed

- Inspect the properties, in the company of the renter, prior to move in and complete a detailed inspection report that shall be provided to the City of Fraser
- Conduct a final inspection when the property is vacated, with a move out inspection report
- Provide a monthly report/statement for each individual property clearly indicating the income received, income withheld for services, what those services are, vacancies, turn-over schedule and budget for unit/property turn over. The City reserves the right to request further information from the chosen property management professional.

Length of Contract

The length of the contract is expected to be a two-year term with a City option to extend for one additional year.

Official Contact

Upon release of this RFP, all vendor communications concerning the overall RFP should be directed to the RFP Coordinator listed below. Any oral communications will be considered unofficial and non-binding on the City. Vendors should rely only on written statements issued by the RFP Coordinator.

Name: D. Wayne O'Neal, City Manager or his designee. Address: 33000 Garfield Road, Fraser, MI, 48026 E-mail: wayneo@micityoffraser.com

Proposal Submittal Instructions

Proposals must be received by no later than **3:00 pm on February 19, 2020.**

We prefer that proposals be submitted by email. Emailed proposals should include "Request for Proposals, 75 Unit Senior Housing Project" in the subject line and be addressed to: wayneo@micityoffraser.com.

As an alternate to email, proposals can be mailed or delivered to:

City of Fraser
Attn: D. Wayne O'Neal
75 Unit Senior Housing Project
33000 Garfield Road
Fraser, MI 48026

If submitting a paper proposal, the original plus two (2) copies of all proposals in printed form must be submitted in a sealed envelope or box with the following words clearly marked on the outside of the envelope "75 Unit Senior Housing Project RFP". The supplier's name and address must be clearly indicated on the envelope.

A mandatory informational meeting will be held on February 4, 2020 at 10 a.m. in the Senior Housing Project, 34950 Hidden Pine Drive, Fraser, MI 48026.

Submittal Deadlines

January 27: Release RFP
February 4: Questions Due
February 4: Mandatory informational meeting
February 6: Answers to questions Posted
February 19: Proposals due

March 2: Interviews
March 11: RFP Award
March: Contract preparation/processing
April 1: Anticipated start work date

Evaluation Procedures

City staff will evaluate the submitted proposals and make a recommendation to the City Council who will formally award the bid.

The evaluators will consider how well the vendor's proposal meets the needs of the City as described in the Project description of this RFP. It is important the responses be clear and complete so the evaluators can adequately understand all aspects of the proposal. The evaluation process is not designed to simply award the contract to the lowest cost vendor. Rather, it is intended to help the City select the vendor with the best combination of attributes, including price and demonstrated experience providing comprehensive property management services for multi-unit properties. The City reserves the right to require a subset of finalist vendors make a presentation to a selection team.

Following selection, the City of Fraser and the selected firm will negotiate the services to be provided. Any agreement resulting from acceptance of a proposal by the City shall be in the form supplied by the City. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications in the RFP and which is not approved by the City Attorney's office.

The City reserves the right to renew the agreement for a one (1) year period. Should renewal of this agreement occur, the City would consider a request for price increase not to exceed the local Consumer Price Index (CPI) for the most recent completed year.

Required Information

The proposal must include the following:

1. Cover Letter
2. Proposal Summary
3. Acceptance of Terms and conditions
4. General Vendor Information
5. Customer Reference
6. Fee Schedule

Pricing Request

Pricing must be complete and list any available discounts. Pricing information supplied with the response must be valid for at least 180 days. All one-time and recurring costs must be fully provided. Provide estimates of total hours and hourly rates associated to each requested

services associated with this RFP.

Acceptance of Terms and Conditions

Use this form to indicate exceptions your firm takes to any terms and conditions listed in this RFP. Proposals which take exception to the specifications, terms or conditions of this RFP or offer substitutions shall explicitly state the exception (s), reason(s) therefore, and language substitute(s) (if any) in this section of the proposal response. Failure to take exception(s) shall mean the proposer accepts the conditions, terms and specifications of the RFP.

If your firm takes no exception to the specifications, terms, and conditions of this RFP please indicate so.

By: _____

Title Date

For: _____

General Information

1. Name of parent company
2. Length of time in business
3. Length of time in business of providing proposed services
4. Gross revenue for the prior fiscal year (in US dollars)
5. Percentage of gross revenue generated by proposed services
6. Total number of clients
7. Total number of clients in the proposed service area
8. Number of public sector clients
9. Number of full-time personnel
10. Where is your headquarters located, do you have any field offices, if so where
11. Which office would service this account?
12. Please provide a list of references that can verify the financial standing of your company.