REQUEST FOR PROPOSALS

Downtown Residential and Commercial Property Management Services

City of Livermore

1052 South Livermore Avenue

Livermore, CA 94550

Deadline for Submittals:

October 30, 2013

INTRODUCTION

The City of Livermore ("City") requests proposals from qualified, licensed, and bonded Property Management firms to manage the City's downtown residential and commercial properties and provide property leasing services as requested. The City seeks a qualified firm capable of site management and oversight in compliance with all applicable requirements, including residential rental program requirements, and City property maintenance requirements. The objective of this Request for Proposals is to provide the City with capable, qualified candidates.

SUBMISSION DETAILS

Three (3) copies of the proposal should be marked "City of Livermore Property Management Response" and submitted in person or via certified mail to the following address no later than **5:00 p.m., Wednesday, October 30, 2013**:

City of Livermore
1052 S. Livermore Avenue
Livermore, CA 94550
Attention: Frances Reisner, Housing Specialist

Faxed or emailed submissions will not be accepted.

The City reserves the right to cancel this Request for Proposals at any time, or reject any and all proposals.

INQUIRIES

Questions or clarifications regarding this solicitation should be directed to Frances Reisner, Housing Specialist, at (925) 960-4582 or via email at fdreisner@cityoflivermore.net.

BACKGROUND

The City of Livermore owns five (5) residential rental "Workforce Housing Program" units and ten (10) scattered-site commercial properties which are held in anticipation of various future projects. Detailed information on the location and occupancy status of the commercial properties is listed in the Property Description, below. The residential units are located in the Station Square development on Railroad Avenue and South L Street. These units are restricted for rent to Moderate Income households (120% Area Median) at Below-Market Rate affordable rents. Tenant income verifications are required. The City's Residential Rental Program Policies are available upon request.

SCOPE OF SERVICES

Residential Rental Program

The property manager is to attend to all aspects of renting and managing the residential units and is to act as a liaison between the City and tenants, including but not limited to the following:

- Market units;
- Locate, screen, and recommend new tenants to City for approval;
- Provide information on market rental conditions as related to leasing the units;
- Collect rents;
- Complete income verifications;
- Serve notices of eviction and other notices;
- Negotiate vendor service accounts, as needed for utilities, garbage, Homeowner's Association and HVAC servicing/repair
- Receive and order repairs to the properties as required;
- Conduct regular inspections of the properties, per program guidelines;
- Develop a property operating budget and operate a property maintenance reserve account;
- Provide a prompt response to tenant inquiries, calls, and emergency issues;
- Submit monthly property reconciliation expense reports and property unit reports to the City; and
- Submit rental payments to the City by the 15th of the month following receipt.

Commercial Property Management & Leasing

The property manager is to attend to all aspects of managing the commercial units and is to act as a liaison between the City and tenants. The property manager may also be requested to provide marketing and leasing services for properties, as requested by the City. Tasks include but are not limited to the following:

- Collect rents and Common Area Maintenance fees as applicable;
- Submit rent payments to the City by the 15th of the month following receipt;
- Serve notices of eviction and other notices;
- Provide a prompt response to tenant inquiries, calls, and emergency issues;
- Receive and order repairs to the properties, in consultation with the City, as required;
- Develop a property operating budget and operate and account for a property maintenance reserve account, as applicable;
- Submit monthly accounting and property unit reports to the City;
- Negotiate vendor service accounts, as needed such as landscaping, janitorial, utilities, garbage, fire protection, security, and HVAC servicing/repair;
- Conduct regular inspections of the properties; and
- Advise City at change of tenancy.

LOCATION AND DESCRIPTION OF PROPERTIES

The property manager would be responsible for providing services outlined in the scope of services section for each of the residential and commercial properties described unless otherwise indicated below.

Residential Rental Properties

Five residential units owned by the City are located within the Station Square development in downtown Livermore. These units were purchased by the City in 2007 as part of the Workforce Housing Program. Units will be rented through 2014 when they will be re-evaluated for possible sale. All units are currently leased.

- 153 Gillette Place, Units 106 & 110
- 161 North L Street, Units 103 & 113
- 1921 Depot Drive, Unit 113

Commercial Properties:

- 62, 76 & 90 South L Street: Properties are located within a commercial strip mall and are occupied by a restaurant and non-profit arts use. One space is vacant and would require general oversight.

- 2324 Second Street: Currently vacant. Services would include general oversight until sale/disposition of the property.

- 241 North M Street: Property is currently occupied by a machine shop tenant.

- 2205 Railroad Avenue: Property is currently occupied by an automotive services tenant.

- 2121 & 2139 Railroad Avenue: Properties are currently vacant however potential interim reuses are currently being evaluated and property management activities could include those described in the scope of services.

- 1635 Chestnut Street: This property is currently occupied by a consignment retail use and for intermittent storage by several non-profits.

- 2047 First Street: This is currently a vacant lot. Services would include general oversight and upkeep.

INSTRUCTIONS TO RESPONDENTS

All proponents are required to provide the following information as part of their submission. Please provide brief, succinct responses:

- A profile of the firm outlining history, philosophy, and target market including geographic service area.

- A detailed listing of property management service experience, especially including relevant clientele and experience contracting with municipal agencies or large institutions. Also, indicate experience managing local properties; if out of area, please describe how project oversight will occur.

- Team composition – a complete listing of key personnel who will be assigned to this project. This should include their relevant experience, qualifications for this project, roles and responsibilities in addition to their availability for this project.

- Detail your proposed property management program and fee structure. Describe all financial considerations required from the City, including monthly costs for services provided, incidentals, any initial set-up fees, and if applicable and leasing fees.

- A minimum of three (3) client references from projects of similar size and scope.

WORKING AGREEMENT

The successful firm will enter into a contract for services with the City for a two-year period (with a provision for a 30-day cancellation clause) and option for a one-year extension upon mutual consent of the parties based upon the information contained in this Request for Proposals and the successful proponents' submission and any modifications.

EVALUATION CRITERIA

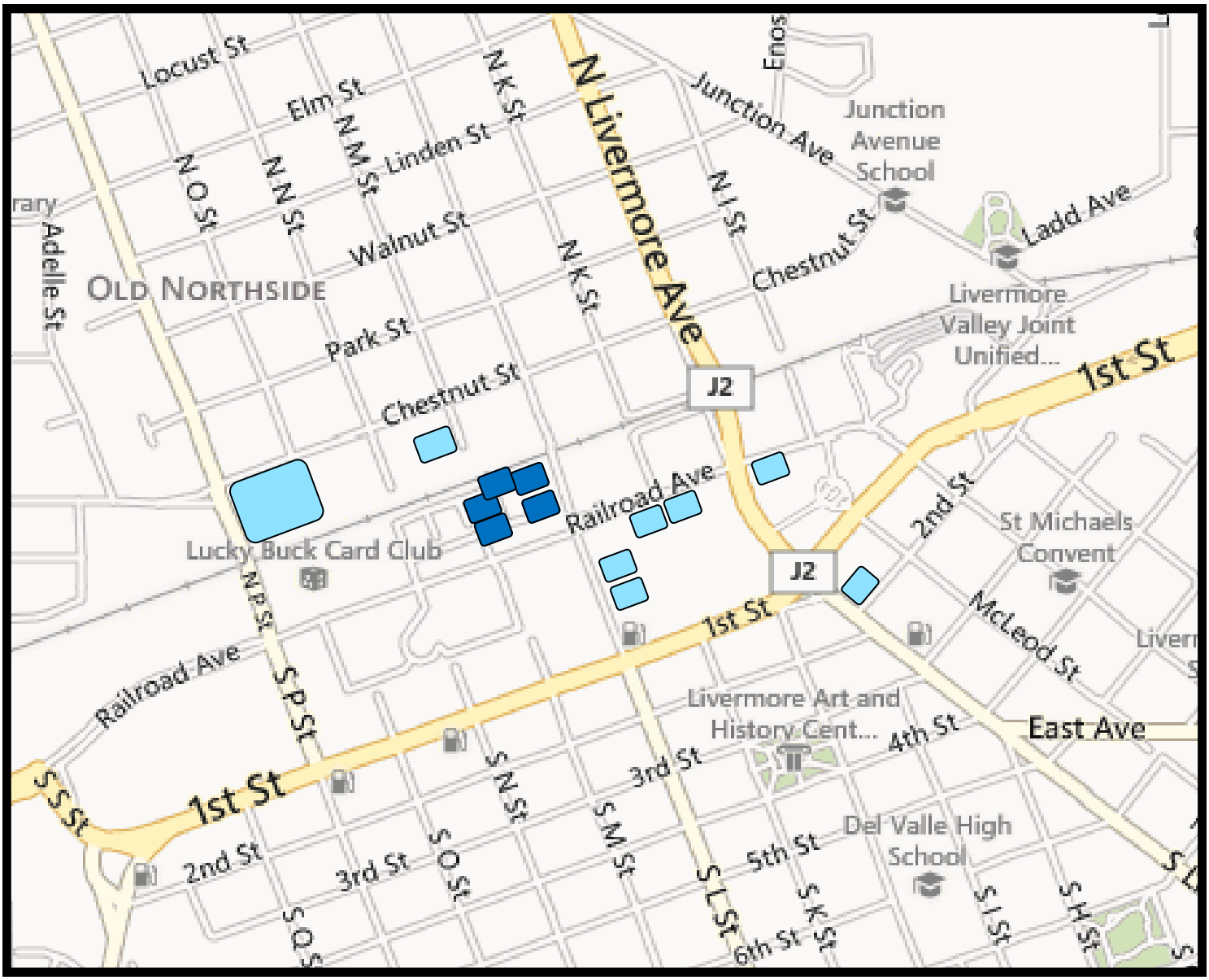
Proposals will be evaluated to determine the best value offered to the City against conformance to the following criteria:

- Fulfillment of the RFP requirements and understanding of objectives/outcomes
- Proposed management program, including capacity/ability to meet the service objectives and provide exemplary oversight, reporting and accounting services.
- Experience and qualifications of the firm, and list of staff to be assigned to the project; should demonstrate ability to maintain outstanding working relationships with City staff and tenants.
- Fee structure and demonstrated value including any cost efficiencies (competitive rates)
- Ability to provide the specified deliverables
- Review of References
- Interview (if required)

ATTACHMENT

Map of subject City Properties

LIVERMORE
CALIFORNIA



Commercial Properties

Residential Properties