

Town of Simsbury

66 TOWN FOREST ROAD, P.O. BOX 495, SIMSBURY, CONNECTICUT 06070
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~ Thomas J. Roy, P.E. – Director of Public Works ~

REQUEST FOR PROPOSALS PROPERTY MANAGEMENT SERVICES – RESIDENTIAL RENTAL PROPERTIES TOWN OF SIMSBURY, CT

Project: Property Management of Six Low-Income Residential Rental Properties

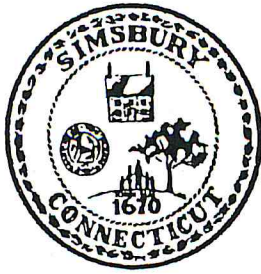
Proposals for property management services for residential rental properties will be received by the office of the Director of Finance, 933 Hopmeadow Street, (Route 10/202), Simsbury, CT until September 16, 2010 at 10:00 am.

Included in the scope of work for this engagement is the complete management of the six Town owned residential rental properties located throughout Simsbury, including: tenant selection and evaluation, recommendation of rental rates, lease enforcement, rent collection, maintenance of properties, and development of a plan for capital improvements.

The selected firm must be thoroughly familiar with property management for low-income residential properties and demonstrate considerable knowledge and experience for the required tasks. The selected firm will enter into a three-year contract with the Town, with the option for two one-year extensions.

The Town of Simsbury is an Affirmative Action/Equal Opportunity Employer. Minority/Women's business Enterprises are encouraged to apply. The Town reserves the right to reject any or all proposals or to waive defects in same if it is deemed to be in the best interest of the Town of Simsbury.

Thomas J. Roy, PE
Director of Public Works



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Project Overview:

The Town of Simsbury owns six residential rental units located throughout the Town. These properties consist of four single-family homes and one duplex unit. These units have been acquired by the Town through various means and range from converted cottages, to historic homes, to an old boarding facility that has been converted to a duplex rental unit. The Town has maintained these units for years and used them to provide low-income housing to the community. A detailed listing of the properties is attached as Appendix A. The Town is now seeking an experienced full service property management firm to take over the management and maintenance of these units as affordable housing.

Scope of Services:

- Recommendation of appropriate rental rates for each property. Rates should be based on HUD guidelines and meet all requirements for affordable housing
- Preparation of a standard lease for all properties and tenants
- Collection of all rents, security deposits and other appropriate fees
- Routine inspection of properties and enforcement of lease requirements, including annual inspections prior to lease renewal
- General maintenance, including responding to resident complaints. A 24-hour emergency contact must be available and staffed to manage maintenance issues at all times
- Solicit tenants to fill any unit vacancies (seek applicants from a broad base and encourage protected classes to apply) and conduct thorough background checks on all prospective tenants
- Provide move-in / move-out reports
- Provide a quarterly report on all activity within the six rental properties to the Town
- Provide routine and annual maintenance services to the properties, costs will be billable to the Town
- Develop a yearly capital improvement plan for the six properties, including proposed projects over a six year period with budgetary cost estimates
- Submit an annual budget for the rental properties, including proposed rental rates to the Board of Selectmen for approval

Services Excluded:

The following services are included in each units lease and are the responsibility of the tenant:

- Trash collection
- Snow removal
- Leaf pickup
- Lawn maintenance
- Utilities - The Town will continue to pay for normal water usage for each property, tenants are responsible for heating oil and electricity.

Term of Contract:

The selected property management firm will enter into a three-year agreement with the Town of Simsbury, with the option for two, one-year contract extensions. All multi-year contracts are subject to approval during the Towns annual budget process.

Reporting:

The selected property management firm will report to the Director of Public Works or his designee. The property management firm may be asked to present to the welfare sub-committee and or the Board of Selectmen on occasion. It is anticipated that there will be less than three presentations to town boards in any given year.

Agreement:

The selected firm will be required to enter into an agreement with the Town. As part of this agreement the firm will be required to provide proof of insurance and to name the Town as an additional insured.

Payment:

The selected firm will provide monthly invoicing to the Town. Invoicing will cover costs for management services and any maintenance work required during the month.

Information Available to RFP Respondents:

All prospective respondents are invited to attend a walk thru of each unit. Walk thru's will be scheduled for the week of September 7th to 10th. The schedule for each walk thru will be provided to all interested parties on September 1st. For privacy reasons we are asking that no more than two representatives from any firm attend the walk thru and each unit will only be available for one date.

The current lease agreements for all of our occupied buildings are attached as appendix B. Lease agreements can be changed to the respondents standard lease as they expire.

RFP Submission Guidelines:

I. Firm Qualification Statement

Provide information on the history of the firm, including but not limited to year of inception, number of offices, number of employees, number of employees in the office that would be managing this project, name of all principals within the firm (years with the firm), list of current clients and properties managed, list of an municipal clients and summary of work for each.

II. Firm Management Experience

Provide resumes of key management staff that will be assigned to this project. Include a summary of ongoing management training efforts within the firm, management philosophy, computer based management software or other methods that would allow your firm to effectively manage the Town's properties.

III. Proposed Management Plan

Proved a plan outlining how your firm would manage the Town's six properties, including: tenant selection plan, routine inspections, sample letters to tenants for violations etc., sample report's that would be provide to the Town, sample lease agreement, staff assigned to this project, maintenance staff (internal or external contractors) and any other pertinent information on how your firm would approach this work.

IV. Bid Form

Complete the attached bid form included as Appendix C. The property management fee is exclusive of any fees or rents collected; all fees and rents will be collected by the property management firm and submitted to the Town of Simsbury.

V. List of References

Provide a list of at least three references including names, titles, current phone number and a summary of the work performed for this reference.

Questions:

Questions regarding this RFP may be submitted in writing, either by Fax 860.408.5416 or mail to Thomas J. Roy, PE, Director of Public Works, Town of Simsbury, PO Box 495, Simsbury, CT 06070. Questions must be received no later than four business days prior to the submission deadline. Responses to questions will be posted on the Town's web site on the Finance Department's web page under RFQs/RFP's.

Selection:

Selection will be made by a panel of Town Staff and possibly elected officials and be based on choosing the firm that will best meet the Town's needs for managing the six properties. This selection process will consider a combination of management experience, quality of the management plan, references and pricing.

Appendix A
Property Schedule

Address	Monthly Rent	Sq. Footage	Rental Status	Lese Expires
69 Wolcott Hill Road	\$ 926.82	2,400	Occupied	Month to Month
71 Wolcott Hill Road	\$ 926.82	2,300	Occupied	Month to Month
15 Sugar Loaf Cut	\$ 926.00	2,000	Occupied	Month to Month
60B Old Farms Road	na	1,250	Vacant	na
60C Old Farms Road*	na	1,025	Vacant	na
60D Old Farms Road	\$ 854.99	1,575	Occupied	Month to Month

*Unit requires work prior to being rented.

Request for Proposals
Property Management Services - Residential Rental Properties

Appendix C

Bid Form

Property Management Fee:

Annual fee to provide property management services as described in the RFP for six remedial rental properties. Inclusive, of recommendation of rental rates, lease preparation, collation of rents and fees, property inspection, providing 24-hr emergency contact, tenant selection, reporting, development of capital improvement plan and other related duties:

\$ _____

Maintenance

Provide average hourly fees for the following maintenance activities:

General Maintenance (painting, mowing, handy-man services, etc.)

\$ _____

Plumber

\$ _____

HVAC

\$ _____

Electrician

\$ _____

Other:

Specify type of work

\$ _____

Other:

Specify type of work

\$ _____

Submitted By:

Company *Phone*

Street *City* *Zip Code*

Fax *E-mail*

Authorized Signature: _____ Date: _____

Printed Name: _____