

# **RFQ FOR** **PROPERTY MANGEMENT SERVICES** **THE WHITNEY TOWNHOMES**

## **Introduction**

The Columbus Metropolitan Housing Authority (DBA The Whitney Townhomes) wishes to procure the services of a Property Management Company to manage, maintain and operate a twenty eight (28) unit MARKET RATE housing community (the "Property"), known as The Whitney Townhomes located at Hamilton, Martin Luther King, and Mt Vernon Avenues, Columbus, Ohio 43203. This is a request for qualifications.

### **1. Program Information**

Property Overview:

The Columbus Metropolitan Housing Authority (CMHA) will own and operate the Property doing business as The Whitney Townhomes.

The Whitney Townhomes is a "market-rate" property consisting of 11 3-BR townhomes with 2 car garages and upscale finishes; 9 3-BR townhomes with an attached 1 car garage and upscale finishes; and 8 2-BR townhomes with attached 1 car garage and upscale finishes. All units have 2 ½ baths, master suites with walk-in closets, second floor laundry, basements, and equipped kitchens.

Two of the twenty eight units will be AFFORDABLE and need to comply with HOME 80% area median income (AMI) restrictions.

### **2. Scope of Services**

Role of Property Manager:

CMHA will enter into a professional service contract (Respondent should include a proposed Property Management Agreement), with the Property Manager for the daily management, maintenance, and operation of the property. The contract will be for a one (1) year period, renewable each year for up to three (3) years. The contract shall be effective on or about **February 1, 2012**.

#### Responsibility of the Property Manager:

The Property Manager's responsibilities shall include but not be limited to performing the following tasks:

- Oversight of General Contractor through completion of interior build-out of the remaining 26 units currently under construction.
- Initial and continuing lease-up of all housing units. This will include ensuring that two units meet HOME 80% AMI eligibility.
- Daily management, maintenance and operation of the townhome community
- Submission of monthly reports to CMHA

#### Expectations of the Property Manager:

The Property Manager will perform its services in full compliance with applicable Federal, State and local government regulations and also with the terms and conditions of the executed Property Management Agreement.

#### Fee Structure:

It is anticipated that the Property Manager's fee structure will be based on either:

- A **dollar-per-unit** amount, based on the number of units occupied during the previous month.
- A **percentage of rental income**, based on the total unit rental income during the previous month.

The Respondent should include a proposed management budget for the project that includes projected expenses for managing the project.

### **3. Authority Options**

CMHA reserves the right to reject any or all submissions received in response to this RFQ, to re-advertise, postpone or cancel this RFQ or to waive any irregularities in this RFQ or in the submissions received. The determination of the criteria and process whereby submissions are

evaluated, and the decision whether or not to award a contract shall be at the sole discretion of CMHA.

#### 4. **Submission and Evaluation Requirements:**

Submission of Essential Documents:

The response to the RFQ shall include the following documents:

- Cover Letter and introduction
- Firm's resume or qualifications (please include previous Market Rate and subsidized housing experience)
- Organizational Chart
- Proposed marketing and management plan
- Proposed Property Management Agreement
- Proposed hours and fees for GC oversight (est. at 6 months)
- Management Fee proposal
- Proposed Management Budget for the Project
- Most recent audited Financial statement or equivalent

Evaluation Criteria

• Qualifications	30 points
• Previous related work experience	30 points
• Fee structure	20 points
• Management and marketing plan	20 points
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TOTAL	100 points
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#### 5. **Schedule and Required Information**

- |                             |                                    |
|-----------------------------|------------------------------------|
| • Pre-proposal conference   | January 5, 2012                    |
| • RFQ submission date       | January 13, 2012                   |
| • Interviews (if necessary) | Week of January 16 <sup>th</sup>   |
| • Award/Contract            | Effective February 1 <sup>st</sup> |

The Pre-proposal conference will be held at CMHA's central office located at 880 East 11<sup>th</sup> Avenue, Columbus, Ohio 43211 on **Jan 5<sup>th</sup> @ 10:00 am.**

Interviews may be conducted with the short listed proposers at CMHA's central office facility. CMHA will notify each short listed proposer of the date and time of their interview. A second round of interviews may be scheduled as deemed necessary by CMHA.

## **6. RFQ Submission Information**

RFQ documents must be submitted in five (5) counterparts as follows:

Date: January 13, 2012

Time: 4:00 PM

Place: Columbus Metropolitan Housing Authority  
880 East 11<sup>th</sup> Avenue  
Columbus, Ohio 43211

Attention: Bryan Brown, Vice President of Business Development

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All questions, comments and concerns should be addressed to:

Bryan Brown, VP, Business Development  
Telephone: (614) 421-6215  
Facsimile: (614) 421-6680  
E-mail: [bbrown@cmahnet.com](mailto:bbrown@cmahnet.com)