

**CITY OF NEWBURGH
RESIDENTIAL PROPERTY MANAGEMENT SERVICES**

REQUEST FOR PROFESSIONAL SERVICES

Release Date: December 12, 2012

Due: January 9, 2013 – 4pm

Invitation

The City of Newburgh is seeking a Proposals Package from licensed and bonded residential property management firms to manage City-owned occupied properties.

Submission Details

Interested parties are requested to submit three (3) paper copies to the office of Planning and Development, City of Newburgh, 83 Broadway, Newburgh, New York 12550. The submission should be in a sealed envelope with the words, "RESIDENTIAL PROPERTY MANAGEMENT SERVICES" stated in the lower right had corner.

Closing Date: The Request for Proposal is due by 4pm on January 9, 2013.

The City of Newburgh reserves the right to cancel this **REQUEST FOR PROFESSIONAL SERVICES** for any reason or to waive irregularities at their own discretion, without any liability to any applicant.

The applicant has the sole responsibility for any costs associated with preparing the response to this RFP.

Proposals shall constitute a valid and irrevocable offer until the City of Newburgh awards this contract or cancels this **REQUEST FOR PROFESSIONAL SERVICES**, whichever occurs first.

All packages will remain confidential subject to the Freedom of Information Law (FOIL).

Any interpretation of, additions to, deletions from, or any other corrections to the Proposals document will be issued as written addenda by the City of Newburgh. It is the sole responsibility of the potential to check with the City of Newburgh to ensure that all available information has been received prior to submitting a bid.

Inquiries

Clarification of the terms and conditions of the Proposal process are to be directed to Courtney Kain, Community Development Director via e-mail (ckain@cityofnewburgh-ny.gov).

Project Description & Scope of Work

The City of Newburgh maintains ownership of approximately 15 occupied properties with tenant occupants.

The City of Newburgh is seeking experienced professionals and would encourage applicants to include any and all additional pertinent information not expressly requested by this RFP as part of their Proposals. The scope of work to be undertaken by the Property Manager includes, but is not limited to the following activities:

- Prepare a tenant lease and other required documents.
- Complete leases with tenants, collect security/damage deposits and make arrangements for payment of rent.
- Maintain a current tenant list.
- Act as a liaison between the City of Newburgh and tenants.
- Conduct regular annual property inspections.
- Ensure repairs and maintenance of property.
- Request approval for repair expenditures above a specified amount.
- Prepare accommodation inspection reports for incoming and outgoing tenants.
- Collect rents monthly and manage rental funds.
- Pursue and collect delinquent rents.
- Submit rents collected to the City of Newburgh monthly.
- Submit income and expenditure reports to the City of Newburgh monthly.
- Post notices at the building to notify tenants of planned events such as maintenance or construction.
- Service of eviction notices and carrying out of the eviction process.
- Respond to tenant request.

Proposals Submissions

All applicants are required to provide the following information with their Proposals and in the order that follows.

- Corporate profile of the firm.
- Listing of experience delivering property management services.
- Description of your understanding of the objectives and outcomes for the City of Newburgh and how these will be achieved.
- Listing of all key personnel that will be assigned to this project, including their relevant experience, Proposals, roles and responsibilities, and availability.

- List of required Proposals for property management firms and your firm's compliance with these Proposals.
- Statement indicating what will be delivered.
- Three (3) client references from projects of a similar size and scope.
- All costs and management fees to provide the service. All costs and fees shall be firm, in American dollars, include all costs to perform the services required and exclude GST.

Working Agreement

The successful applicant will enter into a contract for services with the City of Newburgh for a one-year period. The contract will include the options for two one-year extensions upon mutual consent. The contract will include a 60-day cancellation clause. Applicants shall include their standard terms of engagement in their Proposals.

Proposals Amendments

Applicants may amend or withdraw their Proposals prior to the deadline for Proposals submission by submitting written notice to the City of Newburgh. All Proposals package become irrevocable after the deadline for Proposals submission.

Amendments to Proposals package after submission will be permitted. Amendments are to be endorsed by the same parties who signed the original agreement. The onus is on the applicant to ensure timely receipt by the City of Newburgh of any modifications to what has been proposed.

Proposals Withdrawals

Applicants may withdraw their Proposals prior to a written Notice of Award for the project from the City of Newburgh. The applicant will provide a written request to withdraw.

Evaluation Criteria

Proposals shall be evaluated to determine the best value offered to the City of Newburgh with the following objectives:

- Understanding of project objectives/outcomes
- Proposed Management Program, including reporting and proposed agreement
- Team composition and demonstrated experience in similar projects
- Project deliverables
- Value for money
- References
- Interview (if required)

Proposals Acceptance/Rejection and Conditions

The City of Newburgh reserves the right to accept or reject any or all Proposals and to waive irregularities and informalities at its discretion. The City of Newburgh reserves the right to accept a Proposals package other than the lowest priced Proposals with stating reasons.

By submitting a Proposals package the applicant waives any right to contest in any legal proceeding or action the right of the City of Newburgh to award the project to whomever it chooses, in its sole discretion, and for whatever reasons the City of Newburgh deems appropriate. Without limiting the generality of the foregoing, the City of Newburgh may consider any other factor besides price and capability to perform the project that it deems to be relevant to its decision.

Acceptance of a Proposals package by the City of Newburgh shall only be through written Notice of Award to the successful applicant.