



## **REQUEST FOR QUALIFICATIONS (RFQ 14.20) FOR PROPERTY MANAGEMENT SERVICES FOR THE CITY OF NEWBURGH, NY**

Released: Wednesday, October 21, 2020  
Due: Friday, November 13, 2020

### **Purpose**

The City of Newburgh has a portfolio of properties acquired under the provisions of the New York State Real Property Tax Law (RPTL). The City of Newburgh seeks a Property Manager to provide professional property management services for select, occupied City-owned properties.

### **Qualifications**

The Property Manager should have a minimum five years' experience in all aspects of property management, with an emphasis in managing properties in the City of Newburgh.

### **Scope of Work**

The scope of work to be undertaken by the Property Manager, under the direction of the City of Newburgh's Department of Planning and Development, includes but is not limited to the following services:

- Act as a liaison between the City of Newburgh and occupants of the properties.
- Establish market-justified dollar amounts for monthly rents for each property, in consultation with the City's Department of Planning and Development.
- Prepare and complete leases and other required documents as directed by the City's Department of Planning and Development.

- Make arrangements for monthly collection and submission of rents to the City of Newburgh.
- Maintain a current tenant list containing - at a minimum - names of occupants, contact telephone numbers and email address.
- Obtain copies of keys for each property.
- Arrange access to each property for inspections by City of Newburgh staff as soon as possible after the City acquires ownership.
- Manage vendors, such as for lawn and landscaping maintenance, snow and ice removal, and other general maintenance items, or self-perform.
- Pay vendors, utility bills and any other obligations.
- Make regular visits to the site. Perform exterior inspections at least on a monthly basis.
- Provide the City's Department of Planning and Development with monthly operating reports (income and expense statements).
- Perform necessary repairs and maintenance if building has deficiencies, requesting approval if repairs exceed an agreed-upon threshold amount (an amount to be determined or proposed).
- Perform emergency repairs to up an agreed-upon amount (an amount to be determined or proposed).
- Get proposals/quotes from professional/licensed subcontractors (if necessary).
- Obtain building permits for repairs (if required).
- Provide construction management and inspection services (if requested).
- Post notices at the building notifying tenants of planned events such as maintenance or construction projects.
- Provide a 24-hour phone service for emergency issues, and notify the City of Newburgh of any emergencies within one (1) business day
- Contact tenants when entry into the building is requested by the City of Newburgh or if walk-through tours are requested by the City of Newburgh.
- Manage any Release of Liability ("hold harmless") forms for anyone entering the building.
- Respond to tenant requests.
- Maintain general liability insurance that lists the "City of Newburgh" as the insured party.
- Other duties as assigned.

## Submission Material

All applicants should submit one original and four copies of the following:

- Resume of the Property Manager (the principal(s) of the firm), along with a listing of all key personnel involved with property management, including relevant experience, qualifications, roles and responsibilities.
- Provide an overview of the experience and qualifications of the Property Management Firm, and describe its property management services.
- List of all properties currently managed in the City of Newburgh. Managed properties should not have any outstanding building code violations or have a significant history of building code violations. Managed properties should have rental licenses issued by the City of Newburgh Code Compliance Department.
- List of all properties in the City of Newburgh owned by the Property Manager – as an individual, partner or as a principal/officer in a corporate entity. Any properties owned by the property manager should be current on all municipal obligations (taxes, water and sanitation), should not have an Installment Payment Agreement (IPA) in place, and should not have any outstanding building code violations or have a significant history of building code violations. Any vacant properties owned by the Property Manager should be registered on the Vacant Building Registry (VBR) maintained by the City of Newburgh Code Compliance Department. Any rental properties owned by the Property Manager should have a current rental license issued by the City of Newburgh Code Compliance Department.
- Proposed fee and cost structure for the management of the select City-owned properties based on the Scope of Work.
- Three (3) client references (name, telephone number, email address).
- Disclose any potential conflicts of interest with any City of Newburgh elected official(s) or staff.

## Evaluation Criteria

- Experience - Demonstrated experience of the Property Manager and key personnel in all aspects of property management, most particularly in property management experience in the City of Newburgh. (70%)
- Fee/Cost Structure: Competitiveness of fee/cost proposal. (20%)
- Office Location: Preference given to property manager who has a physical office within a 10-mile radius of the City of Newburgh. (10%)

## **Other Criteria**

The relationship to the City of the successful respondent will be that of an independent contractor. As an independent contractor, the property manager or the property manager's employees will not claim to be an officer or employee of the City of Newburgh.

## **The Process**

Responses to this RFQ will be evaluated by a selection committee comprised of City of Newburgh staff. The City of Newburgh reserves the right to verify the accuracy of all information submitted.

One or more applicants may be asked to meet with the selection committee in a formal interview process. However, selection may take place without such interviews. Therefore, applicants are urged to submit proposals as complete as possible on their initial submission. Applicants may be asked to submit additional information, if deemed warranted.

When the selection committee reaches a consensus, their recommendation – along with the terms and conditions of the arrangement - will be submitted to the City Council for approval. Once the Council approves the selected Property Manager, a written agreement must be signed by both the designated Property Manager and the City Manager. The Property Manager is expected to commence work as soon as the agreement is fully executed.

## **Submission of Proposals**

An evaluation of the responses contained in the previous section will serve as a basis of selection of a Property Manager best suited to meet the City's needs. This may or may not be the Property Manager who offers the lowest fee or costs. The City of Newburgh reserves the right to amend its evaluation criteria, at its sole discretion.

The City of Newburgh may terminate the RFQ process at any time for any reason. The City of Newburgh also reserves the right to reject any and/or all proposals received, to waive any submission requirements contained within this RFQ, and to waive any irregularities in any submitted response.

The issuance of the RFQ does not obligate the City of Newburgh to select a Property Manager and/or enter into any agreement. Any submission does not constitute business terms under any eventual agreement.

This RFQ does not in any way commit the City of Newburgh to reimburse respondents for any costs associated with the preparation and submission of this request.

The City may issue addendums or answers to questions for this RFQ through the City of Newburgh's website ([www.cityofnewburgh-ny.gov](http://www.cityofnewburgh-ny.gov)). It is the responsibility of the applicant to monitor and respond as requested.

All responses must be received by Friday, November 13, 2020 by the close of business (4:00 pm). Responses which do not meet this deadline will not be considered. **Faxed or electronic submissions will not be considered.** All responses – again, one original and four copies - must be submitted either by mail or in person to:

City of Newburgh,  
Office of the Comptroller  
City Hall  
83 Broadway, 4th Floor  
Newburgh, NY 12550

Please direct all questions regarding this RFQ in writing to the City of Newburgh's Department of Planning and Development Department at:  
[planning@cityofnewburgh-ny.gov](mailto:planning@cityofnewburgh-ny.gov)