



**REQUEST FOR PROPOSALS
COMMERCIAL PROPERTY MANAGEMENT:
113-121 N. ADDISON, ELMHURST**

SECTION 1: PROJECT SUMMARY

1.1 Purpose

The City of Elmhurst (hereafter referred to as “City”) requests proposals for selection of a qualified property management company to provide management services for certain proposed City-owned real property located at 113-121 N. Addison Ave consisting of a .49-acre site including approximately 9,204sf of interior gross leasable area and 6,000sf of exterior leasable area (collectively referred to as “the Project”). The City does not currently have property management in place at the Project, which will be a new acquisition in 2019.

The successful respondent (hereafter referred to as “the Proposer”) will enter into a Professional Services Agreement (“PSA”) with the City for provision of services related to day-to-day management functions, including, but not limited to, operating, maintaining, servicing, improving, and leasing the Project. The Proposer shall use its best efforts to secure full compliance of all lessees and subleases, concessionaires, and others in possession of all or any part of the Project with the terms and conditions of their respective leases, subleases, and/or concessionaire agreements. The individual who will have direct responsibility for the management of the property is preferred to hold either their Real Property Administrator (RPA) or their Certified Property Manager (CPM) designation.

1.2 Term of Agreement

The objective of this project is to select a preferred Proposer to provide property management at the Site for a term of three (3) years from date of contract.

1.3 Insurance

Upon signing of a contract, the Proposer is required to maintain, at his/her own expense, certain insurance coverage that names the City of Elmhurst as “additionally insured with respects to error and omission liability only.”

SECTION 2: SCOPE OF SERVICES

The City will appoint the accepted Proposer, who shall work in close collaboration and maintain close communication with the City Manager and City administration. The services of the property manager are to be of a scope and quality not less than those generally performed by professional managers of other, similar complexes and properties in the area. The Property Management services shall include all or any combination of the duties described as follows:

- Perform property inspections to evaluate building conditions and suitability for occupancy;
- Facilitate the execution of leases, rental agreements, amendments, renewals, and cancellations with existing and future tenants, with approval of the City;
- Collect monthly rent payments and deposit them into a separate bank account at a bank chosen by the City. Both the City Treasurer and Property Management firm shall be the signatories on said account. Property Manager will then pay all invoices for the property from this account;
- Ensure that rental properties are well maintained and provide safe and sanitary conditions for occupancy;
- Ensure that tenants are in compliance with terms and conditions of their lease, and address any tenant issues;
- Perform minor repairs to occupied or vacant property including heating, plumbing, electrical, glass replacement and general maintenance such as pest control, grass cutting and snow removal. For common areas which are shared by multiple tenants, the above scope may be increased to include janitorial services for the common areas, refuse removal, and exterior maintenance, and landscaping;
- Advise the City of extensive repairs or conditions that pose a threat to health or safety that may warrant vacating the property and schedule long term , higher priced repairs with enough lead time for City to afford;
- Provide 24-hour service to respond to emergency situations;
- Develop and follow affirmative marketing plans and tenant selection procedures that ensure non-discrimination for race, color, religion, national origin, handicap, familial status, and all protected statuses;
- Coordinate real property management activities with appropriate City staff, residents, neighboring property owners, and others as required;

- Assist City staff with vacate orders and eviction of non-paying tenants and/or tenants who violate terms of the lease agreement when necessary;
- Assist City staff with conducting showings of City property for lease or sale;
- Establish and maintain a property management record and file system to be implemented upon contract execution;
- Collect from applicable tenants and deliver monthly to the City Finance Department with relevant form, the City's 1% Food & Beverage Tax which is placed upon the purchase of prepared food, beverage, or alcoholic liquor at a restaurant or liquor establishment, and upon the purchase of packaged alcoholic liquor at retail.
- Attend occasional meetings with City administration which may occur during, or outside of normal business hours;
- Prepare monthly rent roll report to submit to the City Manager. The report should include the parcel, address/description, lease terms, amounts collected by the month, amounts past due, a brief description of collection efforts for delinquent accounts and next steps;
 - Submit a monthly report detailing all services provided. The report shall include the address/unit services, the nature of the work and any additional information;
 - The Property Manager shall furnish or procure all labor, equipment, tools, services, skills etc. required to maintain the City's property to a condition which is satisfactory to the City;
 - Obtain a minimum of 3 bids for the purchase of materials and services procured outside your firm; except for emergency repairs.
 - The Property Manager shall maintain a certified payroll showing hours and days worked by each worker for services procured outside your firm, the occupation at which he/she worked, the hourly wages and the supplements paid and provided.

SECTION 3: CONTACT AND SUBMISSION INFORMATION

3.1 Contact Information

All inquiries about this RFP must be submitted via email to: Business Development Coordinator, Erin Jason via erin.jason@elmhurst.org.

3.2 Submission Deadline and Address

Please submit one (1) electronic copy of the proposal on a thumb drive and one (1) paper copy. Proposals shall be submitted in a sealed envelope/package. Responses must be received by 3:00 p.m., on June 21, 2019 at the following address:

Erin Jason, c/o City Hall Administration Office, 209 N. York St. Elmhurst, IL 60126

Time is of the essence. Any proposal received after the announced time and date for submittal will not be considered. However, nothing in this RFP precludes the City from requesting additional information at any time during the proposal evaluation. Proposals received after the deadline will be returned unopened.

3.3 RFP Amendments

The City reserves the right to amend this RFP at any time. Amendments will be posted on the City's website at <http://www.elmhurst.org>.

3.4 Right to Reject Proposals

The City reserves the right to reject any and all proposals, and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the City to pay any costs incurred by respondents in the preparation and submission of a proposal. Furthermore, the RFP does not obligate the City to accept or contract for any expressed or implied services. The City reserves the right to solicit new proposals on the same project or on a modified project, which may include portions of the original proposed project as in the best interest of the City.

3.5 Award of Project and Approval of Agreement

Award of a contract to the successful proposer is subject to funding approved by the City of Elmhurst City Council. The City reserves the right to negotiate the terms of an agreement for the Property Management project with one or more Proposers, as the City deems fit and most advantageous to the City's completion of the project. Upon completion of the review period, the City will notify those Proposers who will be considered for further evaluation and negotiation. Proposers may be requested to make a presentation demonstrating the merits of their proposal or provide references from other clients who have utilized similar property management services from the Proposer.

3.6 Cost of Preparation of Proposal

The City will not pay costs incurred by the Proposer for the preparation, printing, or negotiation process. All such costs shall be borne by the Proposer.

3.7 Proposals are Public Records

Each Proposer is hereby notified that, upon submittal of its proposal to the City in accordance with this RFP, the proposal becomes the property of the City and is a public record subject to

disclosure in accordance with Illinois Public Records Law. If a Proposer believes that any portion of its proposal is confidential and thus subject to a legal exception to Illinois Public Records Law, the Proposer shall: (1) clearly mark the relevant portions of its proposal “Confidential”; (2) identify, the legal basis for the exception; and (3) defend, indemnify, and hold harmless the City regarding any claim by any third party for the public disclosure of the “Confidential” portion of the proposal.

SECTION 4: PROPOSAL FORMAT

Proposals must include the following information:

1. Summary: Proposal summary that discusses the highlights, key features, and distinguishing points of the proposal. 2. Experience: Prior experience in managing and leasing commercial properties for a Municipality is preferred. Please list all municipalities served and type of projects handled. 3. Scope of Services: A complete description of the scope of services and deliverables that the Proposer intends to provide in order to achieve the project objectives and expectations listed in Sections 1. 4. Cost: Include the total annual and monthly project costs to the City. Include the estimated project cost per emergency response after hours. The Proposer should use its best judgment, based on the information contained in this RFP, to determine all professional services needed for successful implementation. 5. Proposer’s Contract: A copy of Proposer’s contract or other document(s), if any, that the City would be required/requested to execute prior to Proposer’s delivery of the goods and services described in this RFP and in the proposal.

SECTION 5: EVALUATION AND AWARD CRITERIA

- Selection of a proposal(s) will be based on the following criteria:
- Firm’s ability and capacity to meet specified needs of this RFP.
- Related project experience and demonstrated success.
- Company profile and key personnel connected to this project.
- Costs associated with required and emergency services.
- Knowledge of the community.