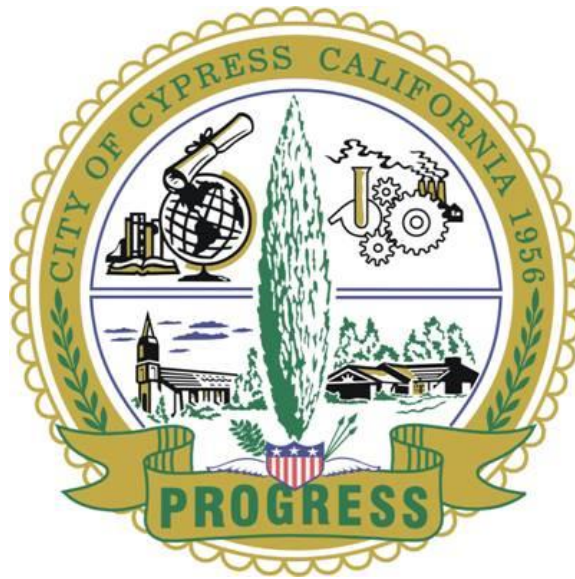


REQUEST FOR PROPOSALS

PROPERTY MANAGEMENT SERVICES



CITY OF CYPRESS

City Contact:
Jason Machado

March 10, 2023

Overview

The City of Cypress is soliciting qualified and experienced firms to provide real estate property management services. In general, the property management firm selected will provide rent collection, eviction, inspection, maintenance and repair, tenant move in/out, financial services, and work cooperatively with City of Cypress staff to manage the property referenced below.

Background

In February, the City acquired a single-family home located at 5121 Myra Avenue in the City of Cypress. The acquisition was completed in order to replace a pump station that is next door along Myra Avenue. Construction of the pump station is not slated to begin for at least two years. The City intends to rent the property until construction on the pump station begins.



5121 Myra Avenue

- The property was constructed in 1962 and contains 3 bedrooms and 1.5 baths
- Total square footage: 1,340 square feet
- Similar rents in Cypress range from \$3,200 - \$3,900/month.

Project Schedule

RFP issued	March 10, 2023
Submittals due	March 24, 2023
Contract begins	April 1, 2023

Primary Contact

The primary contact person for this RFP is Jason Machado. Contact information is as follows:

Jason Machado, Senior Management Analyst
City of Cypress, Finance Department
5275 Orange Avenue
Cypress, CA 90630
(714) 229-6728 jmachado@cypressca.org

Scope of Services/Requirements

The selected firm must be a professional firm with expertise in property management services.

- The firm must have been in existence as a business entity performing such services for a minimum of five years.
- The firm must have experience with performing property management services for similarly sized properties.
- The firm must have all necessary permits and licenses to perform the requested service. The selected firm must be bonded where applicable.
- The selected firm shall provide all personnel, equipment, tools, materials, vehicles, supervision, and other items and services necessary to perform all services, tasks, and functions as defined in this RFP.
- Core skills include comprehensive knowledge and understanding of relevant property management laws and operations in California, excellent oral and written communication skills, and sound judgement to deliver services in a timely and cost effective manner.
- The selected firm shall comply with all Federal, State, and local laws and follow the most restrictive guidance in cases of conflicting guidance. All work shall be performed in accordance with all applicable laws and codes, manufacturers' recommendations, and accepted industry standards.
- The selected firm shall provide a dispatch function 24 hours a day, seven days a week. The firm shall accept work requests from designated Cypress staff and tenant of property listed above for rented space.

Property Management Details:

- Administer lease and enforce tenant leasehold obligations

- Field tenant work order calls, dispatch, and follow up as appropriate
- Log all tenant maintenance requests for future reference
- Coordinate all scheduled and unscheduled maintenance work
- Communicate to City and tenant regarding issues that will affect them
- Meet with City staff to discuss status of repair items
- Prepare quarterly narrative regarding property operations, financial results, and delinquencies

Accounting / Financial Reporting Details:

- Prepare annual operating budget with a detailed narrative
- Collect rents
- Prepare monthly financial reports including actual versus budget operating statements, accounts receivables/aging report, rent roll, security deposit ledger, and variance reports
- Perform periodic property assessments.

General Requirements

- Responses are due no later than the date and time stated on the cover sheet
- The City will determine which firm best meets its requirements
- The City will negotiate final scope and pricing with the most qualified firm
- The City may invite selected firms to meet with the evaluation team at no cost to the City
- The City's standard Contract Services Agreement is included as Attachment I. The successful firm is expected to the Agreement terms and conditions "as is" without modification
- The consultant selected must possess an active City of Cypress Business License while conducting its work
- Any costs incurred in the preparation of a response, presentation to the City, travel in conjunction with such presentations, or samples of items shall be the responsibility of the respondent. The City assumes no responsibility and no liability for costs incurred by respondents prior to issuance of a contract or purchase order
- The consultant shall furnish the City with such additional information as the City may reasonably require
- All data, documents and other products used or developed during performance of the services will remain the property of the City

Proposal Requirements

I. Proposal

A. Cover Letter

- Description of the services to be provided

B. Information Regarding Abilities and Experience

- A brief history of the consultant's experience providing these services and similar work performed
- At least three references with other agencies/companies who have received similar types of services from your firm

C. Work Plan

- Description of work activities to be performed listing specific deliverables and benchmarks
- Description of information and support required of City staff

II. Cost Summary

Compensation for services provided shall be based upon the Consultant's detailed fee proposal

Response Submittal

Any requests for clarification or other questions concerning this RFP should be submitted via email to Jason Machado jmachado@cypressca.org.

Interested consultants shall submit an electronic copy **no later than Friday, March 24, 2023 at 5:00 p.m. to Jason Machado at jmachado@cypressca.org.**

Selection Process

The City intends to evaluate the qualifications based on the data presented in response to the RFP. The following general selection criteria will be used to evaluate each proposal:

1. Ability to meet service requirements
2. Understanding the needs and requirements of the City
3. Scope of work and services offered
4. Experience, qualifications and knowledge of key personnel
5. References for similar work completed within the last three years