



Economic Development Department · 555 Santa Clara Street · Vallejo · CA · 94590 · 707.648.4326

CITY OF VALLEJO

REQUEST FOR PROPOSALS TO MANAGE THE CITY OF VALLEJO'S REAL PROPERTY

RFP Issued	August 30, 2013
Questions Due	September 13, 2013
Addendum Issued <i>(answering questions, if applicable)</i>	September 20, 2013
Proposal Due	September 26, 2013 by 4:00 PM <u>Proposal Submittals To:</u> City of Vallejo Economic Development Dept, 2 nd Floor 555 Santa Clara Street Vallejo, CA 94590

The City of Vallejo is seeking the services of a consultant to manage the City's real property assets.

It is the responsibility of the offeror to inquire about and clarify any requirement of this RFP that is not understood. **Questions concerning the RFP must be submitted in writing no later than 5:00 p.m. Friday, September 13, 2013.** Written questions or inquiries should be e-mailed to:

Contact Person for this RFP: Dan Marks,
Interim Economic Development Director

E-mail: dmarks@ci.vallejo.ca.us

Economic Development Dept. – City of Vallejo

BACKGROUND

Vallejo is located in the northeastern edge of San Francisco Bay Region, in Solano County, encompassing approximately 30.7 square miles of land area. The City has a portfolio of approximately 560 properties, including leased property, open space, parks, watershed, and residential properties.

SCOPE OF CONSULTANT SERVICES

This RFP is for comprehensive real estate management services, including:

- To manage, negotiate, acquire, review, inspect, lease, rent or sell real property and sites for public use and improvement projects that are owned or will benefit the City of Vallejo.
- Prepare monthly rent roll report to submit to the Department Director and Finance. The report should include the parcel, address/description, lease terms, amounts collected by month, amounts past due, a brief description of collection efforts for delinquent accounts and next steps;
- Ensure all terms of the lease are met and no liens are filed on the property;
- Manage real properties, including administration of contracts or lease agreements, preparation of deeds, appraisals, and title insurance;
- Market real property to prospective private parties;
- Collect rents, lease payments and other payments for real property and submit them to the Finance office in a matter suitable for entry into the City's ledger system;
- Coordinate eminent domain proceedings with the City Attorney's office and outside legal counsel, including valuation of property, follow-up and preparation of reports;
- Collect, research, analyze and act on information related to property values, site locations, buildings, title clearance, acquisition or disposition of property rights;
- Coordinate with City of Vallejo Staff to determine property ownership, appraise property, survey property, and prepare property descriptions;
- Coordinate real property management activities with appropriate City staff, current property owners, neighboring property owners and others as required;
- Negotiate and prepare grant deeds, leases, quitclaims, partial releases, deeds of partial reconveyance and other instruments and agreements with document templates provided by the City of Vallejo;
- Establish and maintain a property management record and file system within the first 3 months of contract execution;
- Maintain a comprehensive list of all City owned property with the exception of City rights-of-way, by parcel number, parcel size and dimensions, zoning designation and other data pertinent to its disposition;
- With the assistance of Public Works, prepare a comprehensive map showing all City owned parcels and keep it updated and current;
- Prepare comprehensive reports and cost estimates for the acquisition of real property and leases and prepare acquisition booklets and related information;

- Prepare cost estimates and written reports for maintenance and repair of city property not maintained by Public Works, including preparing and managing maintenance contracts;
- Make recommendations regarding contracting with independent appraisers, relocation specialists and negotiators, and supervise their work consistent with City administrative practices;
- With the assistance of the Economic Development Director and other City Staff, identify properties potentially surplus to the City and assist in their sale, including appraisal, marketing, collection of bids, and preparation of other documents incidental to public property sales.

SUBMITTAL REQUIREMENTS

Submittal date and documents. Proposals should be submitted in accordance with the requirements set forth in this Request for Proposals. Please submit an electronic copy of your proposal to ltrybull@ci.vallejo.ca.us. The preferred file type is a PDF document. Proposals must be received by the City no later than Thursday, September 26, 2013 at 4:00 p.m. PST. Late proposals will not be accepted. Questions regarding this RFP may be addressed to Dan Marks, Interim Economic Development Director, at (707) 648-4382 or dmarks@ci.vallejo.ca.us.

Statement of Firm's Qualifications. Describe the firm's qualifications for providing the services requested in this RFP. Identify the names and titles of those that will be assigned this project if your firm is selected and provide résumés for each individual proposed to be assigned to this project.

Proposed Compensation. Provide a definitive cost for the services and deliverables described. The costs provided are not based on time and materials; rather they are to be set amounts to deliver the services and deliverables outlined.

Contractual Proposal. The selected firm will enter into a contract with the City of Vallejo. The City's standard form contract is included as Attachment A to this RFP. Please indicate acceptance of the standard form contract, or provide a description of any exceptions to this form.

Professional References. Provide three professional references for projects where the services were similar to those outlined in this RFP that your firm has completed. Please identify all public agencies for which the firm has provided services in the past five years.

Conflict of Interest. Please provide any information on potential conflicts of interest that the firm may have related to the services requested under this RFP. The selected consultants and firm may be required to submit a Statement of Economic Interest Form.

TERMS AND CONDITIONS

1. The City reserves the right to reject any and all proposals.
2. All proposals will be retained by the City of Vallejo and will be a matter of public record. Proposers must identify all copyrighted material, trade secrets or other proprietary information they claim are exempt from disclosure under the Public Records Act (California Government Code Sections 6250 et. seq.). In the event such an exemption is claimed, the proposer shall state in the proposal that they will defend any action brought against the City for its refusal to disclose such material, trade secrets or other proprietary information to any party making a request therefor.
3. All materials submitted will become a part of the proposal, and may be incorporated in a subsequent contract between the City and the selected proposer.
4. The firm and the City will enter into an agreement for services in a form to be agreed upon by the parties. The agreement will include insurance and indemnity clauses meeting the minimum requirements identified in Attachment A to this RFP.

EVALUATION CRITERIA

The City will consider all of the materials submitted in response to this RFP. The evaluation of proposals will be based upon the following criteria:

1. Responsiveness to the requirements of the RFP.
2. The depth and breadth of the firm's experience and qualifications for providing the services described in the RFP.
3. The experience and qualifications of each of the persons proposed to be assigned to provide services.
4. The ability of the firm to provide direct and responsive services described in the RFP.
5. Professional references.
6. The proposed cost of services.
7. Other information or factors pertinent to the services required under the RFP.

EVALUATION PROCESS

Request for Proposals

Real Property Management

Staff will review the proposals and may elect to conduct interviews. It is anticipated that staff will select a consultant by October 10. Following tentative agreement on a contract, staff will request City Council authorization to enter into the contract. It is anticipated that a recommendation to the City Council to select a firm to provide services will be made on October 22, 2013.