

CIMPORTANT NOTICE!!

If you download these materials and wish to be added to the proposer contact list send an email to:

`purchasing@springfield-or.gov`

Information to be provided:

- “RFP# **S3477 Commercial Property Management Services**” in the subject line
- Company name
- Primary contact name
- Primary contact title
- Primary contact direct phone #
- Primary contact email

It will be the responsibility of each participating supplier to refer daily to the City of Springfield – Purchasing/Contracts website <http://www.springfield-or.gov/city/finance/itbrfp> to check for any available addendum to current opportunities, cancellations or intents to award posted.

**CITY OF SPRINGFIELD
OREGON**

**Request for Proposal # S3477
City Manager's Office
Commercial Property Management Services**

Sealed proposals will be received by the Finance Department, City of Springfield, 225 5th Street. Springfield OR, 97477, Attn: Yueyin Lin until 2:00 p.m. local time, the 25 of October, 2023 and opened at 3:00 p.m. local time the same day. Sealed proposals must be marked “**RFP# S3477: Commercial Property Management Services**”.

The City of Springfield issues this Request for Proposals for the purpose of soliciting property management services for real property owned by both the City of Springfield and Springfield Economic Development Agency (SEDA). The City and SEDA seek a responsive and responsible firm to manage these leased and unleased properties through the City Council and SEDA Board's considerations and decisions for the properties' future uses. These properties range from industrial buildings, commercial buildings, future property for redevelopment, and light-medium industrial properties both with and without tenants. The intent of holding these properties ranges, and ultimately it is up to City Council and the SEDA Board for what their future entails. The City and SEDA appreciate your input and participation in this process.

A Request for Information (RFI) was solicited in 2017 for information on property and portfolio management services. The posting and responses to that RFI served as a foundation for this solicitation. Since 2017, the City and SEDA's property portfolio has grown and requires professional contract and tenant oversight until the policymakers determine the future use of the properties.

The City has greatly improved its property management program since 2017. However, it is still administered in a piecemeal fashion, and many of the tenants are long-term, “legacy” lessors. The goals of hiring this body of work are as follows:

- To establish a consistent, predictable, effective, and professional implementation of lease administration.
- To market tenant spaces as directed.
- To protect and enhance the value of the City and SEDA's property portfolio.

The complete list of properties at the time of this proposal is included in *Attachment 1 Scope of Work*. Additional properties may be added to the scope of services provided under this RFP upon acquisition by the City or SEDA.

Proposal packets are available on the City's website at www.springfield-or.gov (City > Finance > Purchasing and Contracts then **Request for Proposal # S3477** or by contacting Yueyin Lin at (541)736-3709 or by email: ylin@springfield-or.gov .

The City of Springfield reserves the right to accept or reject any or all proposals or to waive any specifications or requirements, or to negotiate with any vendor submitting a proposal regarding any aspect of this Request for Proposals when doing so is deemed to be in the best interest of the City.

The City of Springfield encourages proposers or sub-contractors who are minority, woman-owned and emerging small businesses to participate in City projects.

If any respondent requires special assistance or auxiliary aids during the proposal, evaluation or award process, please contact Yueyin Lin at (541)736-3709 at least two (2) business days prior to the required assistance. TTY users dial Oregon Relay Services at 711.



Request for Proposal

S3477

COMMERCIAL PROPERTY MANAGEMENT SERVICES

City of Springfield
CITY MANAGERS Department
Springfield, Oregon 97477

September 21, 2023

I. Project Overview

The City of Springfield issues this Request for Proposals for the purpose of soliciting property management services for real property owned by both the City of Springfield and Springfield Economic Development Agency (SEDA). The City and SEDA seek a responsive and responsible firm to manage these leased and unleased properties through the City Council and SEDA Board's considerations and decisions for the properties' future uses. These properties range from industrial buildings, commercial buildings, future property for redevelopment, and light-medium industrial properties both with and without tenants. The intent of holding these properties ranges, and ultimately it is up to City Council and the SEDA Board for what their future entails. The City and SEDA appreciate your input and participation in this process.

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The City has greatly improved its property management program since 2017. However, it is still administered in a piecemeal fashion, and many of the tenants are long-term, "legacy" lessors. The goals of hiring this body of work are as follows:

- To establish a consistent and professional approach to managing tenants in current spaces and marketing new spaces as directed.
- To achieve stability and expertise in managing the City and SEDA's leased and unleased properties.
- To build predictability for tenants and the City by creating a cycle for the administration work within property management.

The complete list of properties is included in *Attachment 1 Scope of Work*.

II. Overall Project Description and Scope of Work

The City of Springfield's purpose for issuing this RFP is to establish a contract with a real estate or property management firm for commercial property management services. The scope of commercial property management services is described in Attachment 1 - Scope of Work.

III. Proposal Submission Requirements

Your response to the Request for Proposal must contain all of the information requested in the Request for Proposal along with acknowledgement of all addenda. These are considered the mandatory submission materials and are referenced as such in Section IV.

A completeness check will be conducted for each submission. Incomplete submissions will not be accepted. Submissions must include the items organized and numbered to correspond to each requirement below:

Content requirements

1. **General** – Proposals will be clear and concise. The City encourages green options and discourages the use of materials that cannot be recycled such as PVC and spiral binders, plastic or glossy covers and dividers. Further, the City encourages Proposers to print on both sides of a sheet of paper whenever possible.
2. **Cover Letter** – All Proposals must be accompanied by a cover letter signed by an individual who is legally authorized to enter into a contract on behalf of the proposing individual/firm. The letter must:
 - a. Introduce the Proposal, provide an overview of your representation according to the Attachment 1 Statement of Work.
 - b. Affirm that the Proposer accepts all terms and conditions of the Request for Proposals, including the Attachment 2 Sample Contract terms and conditions.
 - c. Designate the Proposer’s contact person during the Proposal review process.
 - d. Identify whether you qualify as resident bidder as described in ORS279A.120 (1)(b) and if you are licensed to do business in the State of Oregon.
 - e. Include a statement of the firm’s ability to begin work **November 8, 2023** and a statement that the submission is a firm offer for a 90-day period.
 - f. Pending Litigation: Identify any past, pending or threatened litigation or administrative or state ethics board or similar body proceedings to which you or any of your partners are a party and which would either materially impair your ability to perform the services enumerated herein, or, if decided in an adverse manner, materially adversely affect the financial condition of your firm. Any firm selected pursuant to this RFP will be required to advise the city of any developments during the term of this appointment with respect to existing and/or any new civil or criminal legal investigations, pertinent litigation and/or regulatory action involving the firm or its employees which could impact the firm’s role or ability to perform the consulting services.
3. **Qualifications**- Include a detailed statement of the qualifications of the firm. The statement of qualifications should include organizational history, clients presently served in commercial property management, and extent of **commercial property management** work with a variety of property types.
4. **Resumes**- Include a resume for the **property manager and key administrative team members** assigned to this engagement.
5. **Approach** - **The commercial property management approach must include the following information:**
 - a. Discussion of the firm’s property management methodology, including owner and tenant communication approach.
 - b. Strategies for assuring compliance with leases.
 - c. Strategies for advertising leasable spaces and verifying tenant financials and responsibility.
 - d. Strategies for managing tenant default and ongoing maintenance needs.

- e. Systems to manage existing leases, lease updates, new leases, and rate increases as approved by City Council or SEDA.
6. **Fee Proposal** – Firms should provide management percentages for leased facilities plus any hourly rates required for elements identified in *Attachment 1 Scope of Work*. Respondents are encouraged to provide an estimated cost for each element, if possible. Feel free to add other elements or sub elements as needed to best reflect the services your firm offers to meet the goals of the City and SEDA. The City understands that the estimates are preliminary.

A suggested format is below. The fee categories should be expanded as applicable to the applicant’s business to meet the Scope of Work tasks. These costs may be the same across multiple or all properties.

Sites	Monthly Management Fee Percentage	Rates applicable to administrative scope elements	Hourly rate applicable for maintenance trades	Anticipated reimbursable expenses
Leasable building/unit, occupied				
Leasable building/unit, unoccupied				
Non-leasable building				
Non-leasable site				

7. **Additional Services** - If it should become necessary for the City of Springfield to request the **Real Estate or Property Management Company** to render any additional services to either supplement the services requested in this RFP or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between the City of Springfield and the firm. Any such additional work agreed to between the City of Springfield and the firm shall be performed at the same rates set forth in the Fee Proposal. Submit an hourly fee estimate for additional services included in the scope of work.
8. **References** - Provide a minimum of five (5) references for **Commercial Property Management Services** for organizations for whom you have provided similar services. The references should include, at a minimum, the name of the organization, the address, the contact person, title, email address and a telephone number. References cannot include current City Staff.

9. **Attachment #2** – Sample Contract – in your cover letter acceptance of terms and conditions.
10. **Signed Attachment #3** – Authorization to Legally Bind Bidder
11. **Signed Attachment #4** – Minority Women Emerging Small Business Form (MWESB)

IV. Evaluation and Selection Criteria

A committee comprised of representatives from the City will review the Proposals for conformance with the requirements of the Request for Proposals. Conforming Proposals will be evaluated according to the criteria listed below.

1. Proposal Review

- a. The proposals will be examined to determine that the firm satisfies the mandatory elements as identified in *Section III Proposal Submission Requirements*. Firms who do not meet the mandatory elements will be eliminated from further consideration.
- b. Next the committee will use the selection criteria as identified in *Section IV Evaluation and Selection Criteria (2)(a)(b) and (c) if applicable* to score each proposal. Based on the strength of the Proposals received, the committee may elect to identify finalists and schedule appointments for presentations and/or interviews. Following the presentations and/or interviews, if any, the committee will make a final selection based on the best overall interests of the City of Springfield. The committee will rely on information provided in the Proposals and during interviews, if any, as well as information provided by references.

2. Evaluation Criteria

Proposals will be evaluated using two sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored. The following represent the criteria which will be considered during the evaluation process.

- a. Mandatory elements: Proposal Submission Requirements (*Section III Proposal Submission Requirements*)

b. Proposal Evaluation Criteria

Criteria	Possible Points
Understanding of work to be performed and ability to manage work (<i>Reference Section III (3)</i>)	20
The qualifications of the firm (<i>Reference Section III (4)</i>)	15
Approach (<i>Reference III(5)</i>)	20
References (<i>Reference Section III (8)</i>)	15
Cost (<i>Reference III (6)(7)</i>)	25
Completeness of RFP	5
Total	100
Oral Presentation for selected firms (if any)	20
Grand Total	120

c. Oral Presentations (if any) and Final Scoring

- i. After the technical proposals have been evaluated and finalist firms have been identified, those firms will be invited to make an oral presentation to the committee.
- ii. Presentations provide the firms an opportunity to answer any questions or provide clarifications to the committee; however, no changes are allowed to be made to the originally submitted cost.
- iii. The committee will score the firm's presentations in the context of the criteria listed in section *Section IV Evaluation and Selection Criteria (2)(a)(b)* of this document and whether the presentation and responses enhance the scoring of the written proposals. Firms may receive up to an additional 20 points on the presentation.
- iv. Based upon the addition of the presentation scores to the written proposal scores, a final cumulative score for each finalist will be compiled, from which the selection of a firm will be made.

d. Tie Breaker

In the event of a tie during the evaluation process, the tie will be broken by taking the highest scoring proposer based on Cost. If these scores are also tied, then by taking the highest scoring proposer based on their Qualifications.

V. Schedule for Selection Process

RFP Package Available	September 21, 2023
Request for Clarification Due (if applicable)	October 5, 2023, noon local time
Solicitation Protests Due	Same as request for clarification
Response to Clarification Due (if applicable)	October 12, 2023
Proposals Due:	October 25, 2023, 2pm local time
Review & Interview (if applicable)	October 31, 2023
Intent to Award Notice (approximate)	November 3, 2023
Contract Award (approximate)	November 14, 2023

Public opening of the RFP responses will take place on **October 25, 2023** at **3pm** at Finance Department, City of Springfield, 225 5th Street. Springfield OR, 97477. All interested parties are invited to attend.

Prospective Proposers may contact Yueyin Lin by email at purchasing@springfield-or.gov for further information regarding this process or to request clarification. **Contact with other City officials may be grounds for disqualification.** Please note that the City of Springfield has implemented this policy to ensure fairness and transparency in the selection process. Upon receipt of an inquiry from a prospective proposer, the message is promptly relayed to the project's lead staff person, who then prepares a written reply. City staff, in turn, posts the questions and responses in an Addendum. Follow-up questions and/or clarifications may continue to be submitted in this fashion until noon local time **October 5, 2023**.

VI. Instructions to Proposers

The Request for Proposals may be found on the City of Springfield website at www.springfield-or.gov (<http://www.springfield-or.gov/city/finance/itbrfp> select the document titled **RFP# S3477 Commercial Property Management Services** or in-person at the Springfield City Hall, Finance Department, 225 Fifth Street, Springfield, OR, 97477.

Each Proposal must include one (1) original signed submission, marked "**RFP S3477 Commercial Property Management Services**" and (1) electronic copy (PDF format) on a CD or thumbdrive. Each original Proposal and required materials must be contained in a sealed envelope or box and must be received no later than 2pm, local time, **October 25, 2023** at the following address:

City of Springfield
Finance Department
Attention: Yueyin Lin
225 Fifth Street,
Springfield, Oregon 97477

VII. Late Proposals Not Considered

Proposals must be received by the time specified at the address listed above. Any Proposal received after the deadline will not be considered. Faxed or emailed submissions will not be accepted.

VIII. Addenda to RFP

In the event that it is necessary to amend, revise, or supplement any part of the Request for Proposal, addenda will be posted on Springfield's website at www.springfield-or.gov (<http://www.springfield-or.gov/city/finance/itbrfp> select the document titled **RFP# S3477 Commercial Property Management Services**). The City will make a reasonable effort to provide the addenda to all Proposers to whom the City provided the initial Proposal. This includes the amendment of dates in the Schedule for Selection Process. Any addenda so issued are to be considered part of the specifications of the Proposal. The City is not responsible for any explanation, clarification, interpretation or approval made or given in any manner except by written addenda issued by City.

In case of any doubt or differences of opinion as to the services to be furnished hereunder, or the interpretation of the provisions of the Proposal, the decision of the City shall be final and binding upon all parties.

IX. Contract

The successful Proposer will be expected to enter into a professional services contract with the City. The contract will specify the extent of services to be rendered, the means and methods of providing the services, and the amount of compensation. A sample contract is included as Attachment 2.

X. Negotiation of Price Agreement

Springfield reserves the right to negotiate a final contract which is in the best interest of the City considering cost effectiveness and quality central control. Once a tentative selection has been made by the evaluation committee, City staff will attempt to negotiate a contract with the preferred Proposer. If the negotiations are not successful, City staff will negotiate with other qualified Proposers in the order of their respective qualifications until an agreement is reached or City staff decides to terminate the selection process.

XI. City Selection Discretion

Springfield reserves the right to reject any or all bids and to waive irregularities and informalities in the selection process. Springfield further reserves the right to negotiate, amend, and refine bids in consultation with one or more of the prospective Proposers.

XII. Proposal Ownership

All material submitted by the Proposers shall be considered property of Springfield, and the City will not be required to return same to any Proposer. The material submitted by Proposer will be treated in the same manner as the City's own records.

After opening, all Proposals become part of the public record unless exempt under Oregon Public Records Law. Proposers wishing to exempt appropriate portions of their Proposals from disclosure as public records are encouraged to discuss their concerns with City's Finance Director (address listed below) prior to the submissions of their Proposals.

Nathan Bell Finance Director
City of Springfield Finance Department
225 Fifth Street
Springfield, OR 97477

XIII. Exceptions to Request for Proposal

If, for any reason, a Proposer should find fault with the structure of this Request for Proposal or with the evaluation process, concerns may be submitted in writing to:

Yueyin Lin
Springfield Finance Department
225 Fifth Street
Springfield, OR 97477
Phone: (541) 736-3709
purchasing@springfield-or.gov

The City will make every effort to answer questions and, if warranted, to amend the Request for Proposal. Responses to questions and amendments to the Proposal will be posted on the Springfield website www.springfield-or.gov (<http://www.springfield-or.gov/city/finance/itbrfp> select the document titled **RFP# S3477 Commercial Property Management Services**). Proposers who are unable or unwilling to meet any of the requirements of this Request for Proposal must include, as part of their response, written exceptions to those requirements. Such request shall be delivered on or before noon local time **October 5, 2023**.

XIV. Solicitation Protest Procedure

A prospective Proposer may submit formal protests to this Request for Proposal or any addenda to purchasing@springfield-or.gov. This request must be delivered no later than noon local time **October 5, 2023**, or the close of the next business day following issuance of an addenda, whichever occurs later. A written protest of this Request for Proposals must include:

- Sufficient information to identify the solicitation being protested, such as including "RFP #S3477 **Commercial Property Management Services** Protest" in the email subject line;

- The grounds that demonstrate how the procurement process is contrary to law or how the solicitation document is unnecessarily restrictive, legally flawed, or improperly specifies a brand name;
- Evidence or supporting documentation that supports the grounds on which the protest is based; and
- The relief sought, including a statement of the desired changes to this RFP or the procurement process the prospective Proposer believes will remedy the conditions that form the basis for the protest.

The City will review protests to the solicitation that are timely filed, and notify the prospective Proposers of the decision in writing no fewer than three business days before the closing date, unless the City finds that circumstances warrant a shorter time period. In response to a valid Protest, the City may issue an addendum to this RFP. An adversely affected Proposer must exhaust all avenues of administrative relief and review before seeking judicial review of this RFP.

XV. Award Protest Procedure

Any Proposer who has submitted a Proposal to the City and who is adversely affected by the City's award of the Contract to another Proposer has seven (7) days after issuance of the Notice of Intent to Award the Contract, to submit a written protest of the award to the City. This right to protest shall conform to the written requirements of OAR 137-047-0740 and specify the grounds upon which the protest is based.

An adversely affected Proposer must exhaust all avenues of administrative relief and review before seeking judicial review of City's Contract award. Protests must be submitted to:

Nathan Bell
Finance Director
City of Springfield
225 Fifth Street
Springfield, OR 97477

XVI. Cost of Proposal

The City is not liable for any costs incurred by vendors for the preparation and presentation of their Request for Proposals. This includes any costs in the submission of a Proposal or in making necessary studies or designs for the preparation thereof.

XVII. AMERICANS WITH DISABILITIES ACT COMPLIANCE

If any respondent requires special assistance or auxiliary aids during the proposal, evaluation or award process, please contact Yueyin Lin, 541.736.3079 at least two (2) business days prior to the required assistance. TTY users dial Oregon Relay Services at 711.

Attachment 1

Scope of Work

The City of Springfield seeks a property management or real estate firm to meet the following goals.

- To establish a consistent and professional approach to managing tenants in current spaces and marketing new spaces as directed.
- To achieve stability and expertise in managing the City and SEDA's leased and unleased properties.
- To build predictability for tenants and the City by creating a cycle for the administration work within property management.

The City anticipates the following scope elements on a regular basis:

- Management of current leases; administration of new leases as communicated by staff and directed by City Council or SEDA.
- Collection of rents, bookkeeping, and associated monthly reporting.
- Communication with tenants regarding maintenance needs, lease renewals, access, information regarding potential activities or impacts nearby.
- Marketing of leasable spaces and negotiation of new leases, as communicated by staff and directed by City Council or SEDA.
- Screening of applications for leasable spaces.
- Regularly scheduled drive by visits of vacant property to assure cleanliness, no damage, no trespassing.
- Provision of building maintenance (HVAC, plumbing, electric, and small-scale improvements), landscaping, snow removal, junk/garbage removal services, pressure washing on an as-needed basis.

The City anticipates the following scope elements on a less frequent basis:

- Management of tenant improvements.
- Managing customer communications regarding late rent payments, default, and cure.
- Management of lease terminations.

Property information

The City and SEDA own a variety of properties. Below is a brief description of each. This list will expand and contract over time as acquisition and redevelopment occurs. Additional properties may be added to the scope of services provided under this RFP upon acquisition by the City or SEDA.

Glenwood Master Plan Area

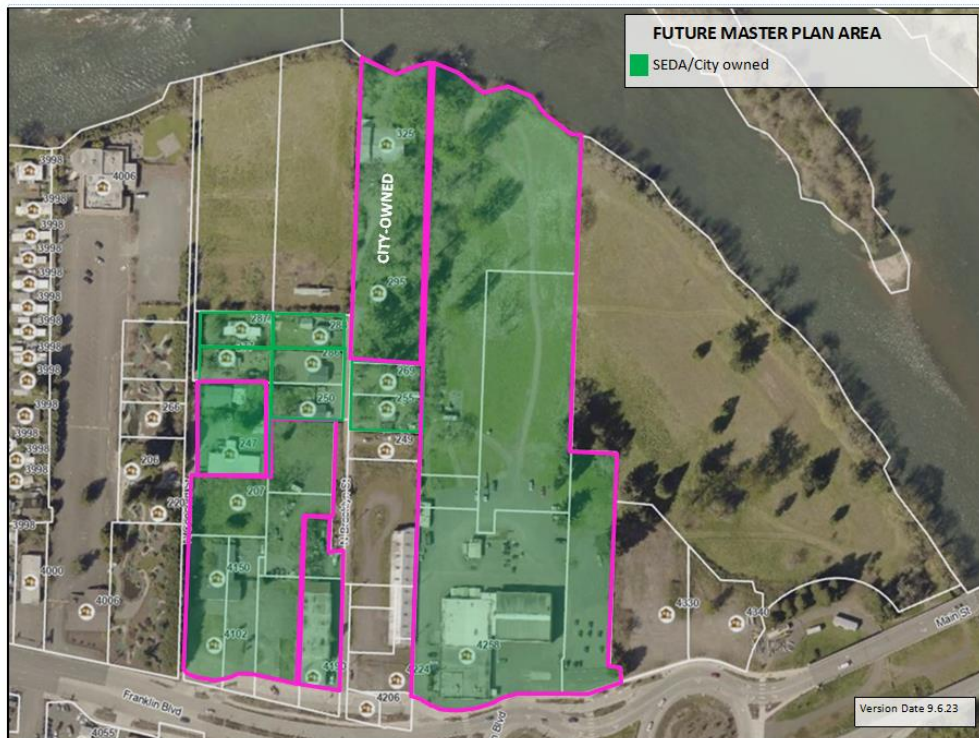
Map included below- areas in green are City/SEDA ownership. The tax lots included in this scope of work are highlighted with pink.

- 4190 Franklin Boulevard (the Skillern building)- industrial building; currently vacant and will remain vacant; will require regular drive by visits to assure it remains clean, safe, secured.
- 207 N. Concord- industrial building; currently vacant and will remain vacant; will require regular drive by visits to assure it remains clean, safe, secured.
- 4102-4150 Franklin Boulevard- vacant lot; will require regular drive by visits to assure it remains clean, safe, secured.
- 325 N. Brooklyn Street (the Carveture Building)- small fabrication shop with seven tenants sharing space; currently working through leasing structure.
- 4250-4258 Franklin Boulevard (the location of Trax Motor Sports)- leased to an individual who subleases to the sports shop on the site.

Unaddressed tax lots in the Glenwood Master Plan Area

Map included below- areas in green are City/SEDA ownership. The tax lots included in this scope of work are highlighted with pink.

- TL 17-03-34-41-00400- vacant lot; adjacent to 4250-4258 Franklin Boulevard.
- TL 17-03-34-41-00500-
- TL 1703344101300
- TL 1703344100700
- TL 1703344201000
- TL 1703344200700
- TL 1703344200504
- TL 1703344200501



Glenwood other

- 3697 Franklin (Ace Trading)- small commercial building; approximately 3,200 square feet; currently vacant and will remain vacant; purchased for future Franklin Boulevard improvements; will require regular drive by visits to assure it remains clean, safe, secured.
- 4095 Franklin Boulevard (formerly Tom Tapper's Tavern)- fully fenced vacant lot; purchased for Franklin Boulevard improvements and future redevelopment; will need landscaping services.

Downtown

- 138 Main Street - office building, approximately 1,800 square feet, 1 tenant contracted for the space as part of their service contract with the City (tenant does not pay rent).
- 236 and 240 Main Street (Vino and Vango)- commercial, storage, and surface parking; one tenant; approximately 2,600 and 3,100 square feet respectively.
- 303 S 5th Street (Booth Kelly Industrial Complex)- office/commercial/light industrial/storage; approximately 250,000 square feet; 16 tenants, mostly long term; one vacant tenant space; minimal vacant non-tenant space; will require landscaping and regular drive by visits to assure it remains clean, safe, secured.
- 220 5th Street (Carter Building site)- vacant lot, undeveloped; will require regular drive by visits to assure it remains clean, safe, secured.
- 101 S. A Street (The Depot Building)- office building approximately 3,500 square feet; a portion of the adjacent parking lot; 1 tenant.
- 101 S. A Street (Train car)- small historic train car; currently being maintained by the Springfield Rotary with plans for future project inside; will require separate lease once project solidifies.
- 735-765 A Street (The Memorial Building)- commercial building approximately 17,700 square feet; small adjacent parking lot; currently utilized by Springfield Police Department for training; will need landscaping services.