



**Town of Frisco, Colorado
Request for Proposals
Property Management & Maintenance Company
for
Town Owned Rental Units**

Town of Frisco
Public Works Department
102 School Road
PO Box 4100
Frisco, Co 80443
www.FriscoGov.com

Release Date: July 8, 2021
Submittal Deadline: July 29, 2021

Introduction

In the last couple of years, the Town's buildings and rental inventory has doubled. This has significantly increased Public Works staff time to oversee the property maintenance, which requires 24/7 on call staff capabilities to cover any issues that might arise, including repairs.

The Town of Frisco is seeking competitive bids from qualified companies to effectively and efficiently provide property management and property maintenance services for maintaining seventeen (17) Town owned rental housing units. As the Town continues to look to the future and the possibility of adding more workforce affordable housing units, there is potential for the current Town owned inventory to expand.

Background

The Town currently owns and manages seventeen (17) properties, in 6 locations, that are rented as employee housing units that are meant to provide affordable living to serve as transitional housing while an employee is seeking a more permanent place to live. Thirteen (13) rental units are reserved and occupied by Town employees. A lessee must be a full-time or a seasonal employee of the Town of Frisco and lease terms are typically in increments of six (6) or twelve (12) months.

The Town also owns four (4) units that are available to non-Town employees but must be occupied by a person employed within the Ten Mile Basin of Summit County (this is essentially areas around Frisco and Copper Mountain). Lease terms are in increments of twelve (12) months and a lessee cannot be the owner of any residential property within Summit County, Colorado. On an annual basis, typically in September, the Town of Frisco verifies employment of each tenant to ensure tenants are eligible to remain in the housing unit.

The Housing Coordinator is currently responsible for managing the town-owned rental units including the selection process of tenants, preparation and execution of leases, arrangement of rent collection, enforcement of leases, and handling tenant issues. The Housing Coordinator also oversees property management and maintenance, including use of contractors or Town staff. Staff time is estimated at about 10%-15% (16-24 hours) monthly on average.

The Building Foreman is currently the point person for handling maintenance issues and repairs, in coordination with the Housing Coordinator, as well as overseeing general upkeep and maintenance of the seventeen (17) rental units. The Public Works Department manages the budget, maintenance records and inspections (building checks). Staff time is estimated at about 35% (56 hours) monthly on average.

Scope of Work

Scope of Service details, but not limited to:

Collecting rents:

- Rents / Leases / Contracts
- Damage and Security deposits
- Late fees
- Adjusting rents

Managing Tenants:

- Coordinate with Housing Coordinator to find tenants and fill vacancies
- Enforce Leases: occupancy rules, complaints, emergencies and evictions
- Coordination of move ins & outs
- Keys
- Rules and Regulations including Pets
- Vehicles and Parking
- Trash and Recycling
- Housekeeping
- Safety
- Securing premises

Property Maintenance:

- On Call 24/7 (must respond to an emergency within 30 min. & 1 hr. for non-emergency)
- Manage Maintenance Requests/Repairs and Complaints
- Schedule Cleaners when applicable
- Schedule carpet cleaners
- Coordinate with Buildings Foreman to supervise and conduct repairs
- Weekly unoccupied unit checks
- Quarterly occupied building and unit checks (must give tenant at least 24 hr. notice and will need to be onsite to complete inspection checklist)
- Appliance issues/repairs
- Locks, lockouts and secure premises
- Gutter/ heat tape maintenance
- Heat, hot water, leaks, lighting, clogs, GFIs and power issues
- Life safety – Smoke detectors, carbon monoxide and fire extinguishers
- Minimal heat requirements and bleeders in older units (winter time)
- Items left in or outside of unit
- Snow removal (Galena units only)
- Landscaping (Galena units only)
- Irrigation (Galena units only)
- Damage cost estimates and recommendations (from tenants & pets)

Landlord / Tenant Laws

- Coordination with Housing Coordinator for ADA, screening, deposits, termination and evictions

Supervisor responsibilities

- Other employees and subcontractors

Manage Budget, Maintenance records & Inspections

- Maintain records, inspections and leases
- Repair costs that exceed \$250 must be approved by the Buildings Foreman/Housing Coordinator prior to work being completed
- Provide Reports to Buildings Foreman / Housing Coordinator

Proposal Requirements, Qualifications and Skills

- Licensed
- Insured
- Town of Frisco Business License
- Supply Background Check on Employees
- Professionalism
- Organized and Attention to Details
- Communication
- 1-3 years experience in the construction trade industry including familiarity with boiler systems

Deliverables

- The firm will provide a summary of costs for all services and materials anticipated to be incurred for this proposal.
- Provide explanation what can be done in house with company staff versus what needs to be outsourced
- Provide explanation of how billing/invoicing, receipts which includes repair work/and or expenses, will be handled and submitted to the Town of Frisco
- Provide details of property maintenance experience background
- Provide a list of local contractors/subcontractors used (prefer local contractors/local subcontractors)
- Supply (3) references

Submittal Information

Important Dates

RFP Release Date	Thursday, July 8, 2021
Examination of Sites (voluntary)*	Wednesday, July 14, 2021 at 10:00 a.m. <i>Plan to meet at Town Hall to start the walking tour – 1 Main St.</i>
Questions Due	Thursday, July 15, 2021 by 1:00 p.m. MST
Responses to Questions	Monday, July 19, 2021 by 1:00 p.m. MST
Proposals Due	Thursday, July 29, 2021 by 1:00 p.m. MST
Interviews	August 4-6, 2021
Selection and Contract Award	Late August 2021

Deadline and Instructions

Please submit digital copies of the proposal either via email to the address below or via flash drive delivered to the address below. Please note: files over 10 MG cannot be accepted via email and must be delivered via flash drive or through a file share service such as Dropbox. Submittals must be received no later than **1:00 pm on Thursday, July 29, 2021**.

Email: keithb@townoffrisco.com

Delivery: Town of Frisco
Attn: Keith Bilisoly, Buildings Foreman
Public Works Department
1 Main Street
PO Box 4100
Frisco, Colorado 80443

The Town will not accept late proposals. The Town reserves the right to reject any or all proposals or accept what is, in its judgment, the proposal which is in the Town's best interest. The Town further reserves the right, in the best interests of the Town, to waive any technical defects or irregularities in any and all proposals submitted.

During the Request for Proposal selection process, all proposals shall remain confidential. The entire selection process (procurement) file shall be opened to the public (which includes all proposers) after an agreement is approved by the Town, except those items for which confidentiality has been requested in writing by the Proposer, and providing that the Town Attorney has reviewed and determined this to be properly confidential under the State Open Records Act and other relevant statutes and regulations.

Questions and Answers

All questions concerning this RFP must be submitted by email to Keith Bilisoly, Buildings Foreman for the Town of Frisco, by **1:00 pm on Thursday, July 15, 2021**. Addenda and responses to questions will be distributed by 1:00 pm on Monday, July 19, 2021.

Proposer Interviews

The Town plans to conduct interviews with selected firms during **August 4-6, 2021**. The Town requests the proposers seek to make themselves available during this time. Any cost incurred by the respondents in preparing or submitting a response to this RFP or interviewing for this project shall be the respondents' sole responsibility.

The Town of Frisco reserves the right to make the award on the basis of the proposal deemed most favorable to the Town, to waive any information, or to reject any or all proposals. The proposal shall remain open and not be withdrawn for a period of sixty (60) days from the submittal date.

Attachments

1. Town of Frisco Rental Inventory Summary
2. Town of Frisco Contract for Goods and/or Services Template