

## **REQUEST FOR QUALIFICATIONS (RFQ)**

### **Property Management Services**

Growing Together seeks outlines of qualifications from professional property management firms as it develops a residential portfolio. Growing Together will interview the most qualified respondents between February 24, 2021 through March 10, 2021.

#### **GENERAL INFORMATION**

Growing Together, is a local community quarterback, based in the Kendall-Whittier neighborhood. Growing Together's mission is to, "Create pathways for children to break the cycle of poverty through education, community vibrancy and the built environment". Simply put, Growing Together helps to guide and support community members, organizations and funders to collaboratively create vibrant communities, where children live, learn and thrive.

Key to its core mission is housing. Since its inception, Growing Together has partnered to inject new mixed-income housing and commercial development, in Kendall-Whittier, to ensure economically diverse families live and invest in the neighborhood. From 2016 to present, Growing Together continues to partner with the best affordable housing and market housing developers to create quality housing opportunities for families of all income levels.

Beginning in 2020, Growing Together expanded its partnerships and developed an in-house affordable housing product - the MINT (mixed-income neighborhood trust). The MINT creates new opportunities for affordable housing development, that establishes renter stability now and into the future. Fundamentally, Growing Together's aim is to ensure that Kendall-Whittier becomes Tulsa's inclusively grown neighborhood of choice.

#### **SCOPE OF SERVICES**

A qualified, property manager, under the direction of Growing Together and the Mixed-Income Neighborhood Trust (MINT), typically provide the following services:

- Manage tenants – act as agent for Growing Together and the KW MINT, collect and deposit rent payments and assure compliance with landlord obligations and compliance under lease agreements
- Manage vendors such as lawn and landscaping maintenance, snow and ice removal, cleaning, maintenance, HVAC and the like, or self-perform if approved by Growing Together and the KW MINT
- Make regular visits to individual properties, including, annual visual inspections of each property
- Assure vacant properties are secured, including but not limited to:
  - Locks on doors
  - Security monitoring (if needed)
- Provide Growing Together and the KW MINT with monthly operating reports, including maintenance requests and service calls
- Perform required maintenance, make recommendations and perform necessary repairs
  - Advise on capital replacement timelines and repair scopes
  - Get proposals/quotes from professional/certified subcontractors (if necessary)

- Provide construction management and inspection services (if requested)
- Keep up to date with necessary permits
- Provide a 24-hour phone service number and/or provide an online platform for property management services for all tenants, directing where to call with questions or concerns
- Provide entry into properties at request of Growing Together
  - Perform walk-through tours at the request of Growing Together
  - Manage “hold harmless releases” for those entering MINT properties
- Serve as emergency point of contact and notify the KW MINT and Growing Together of emergencies within one (1) business day
- Perform emergency repairs to secure the property up to an agreed upon amount
- Be willing to work with a preferred list of vendors
- Other duties as assigned

## **SUBMISSION REQUIREMENTS**

Each submission should include the following:

1. Title Page – include the property management firm’s name, contact person and contact information
2. Table of Contents
3. Qualifications - Provide a brief narrative that explains why your firm is well qualified to perform this work, including prior relevant experience
4. a. References – Provide three (3) references from other entities or clients that you have performed similar work for. Include the reference’s name, title, direct telephone number, and email address.
5. Firm Profile - Provide a brief profile of your firm
6. MWBE Narrative – State as succinctly as possible how your firm will incorporate Minority and Women-Owned Business Enterprise (MWBE) participation on the contract. MWBE participation can be satisfied by:
  - a. a. Ownership/partnership of firm
  - b. b. Use of minorities and/or women as part of property management team or as subcontractors
7. Pricing Methodology - Describe your preferred fee structure and current rates
8. Other Information – Please provide any other information which you believe is pertinent to Growing Together and the KW MINT’s consideration of your firm. Please limit your response to this question to no more than one (1) page.

Qualifications must be submitted to [info@gttulsa.org](mailto:info@gttulsa.org) no later than 5 p.m., CST, February 23, 2021. Proposals will not be returned.

## **RESPONSES**

Responses to this RFQ will be evaluated by a selection committee. The selected respondent(s) will be chosen based on the evaluation criteria listed above. Growing Together reserves the right to verify the accuracy of all information submitted. One or more respondents may be asked to meet with the selection committee in a formal interview process.

Growing Together shall be the sole judge as to which respondent(s) meet the evaluation criteria. Growing Together reserves the right, at its sole discretion, to reject any or all responses received, to waive any submission requirements contained within this RFQ, and to waive any irregularities in any submitted response.

Once Growing Together and the KW MINT establishes the pool of property managers, Growing Together and the MINT intend to solicit proposals from the pool of qualified property managers; however, Growing Together preserves the discretion to select one firm, directly from the pool. Growing Together will notify the selected property manager of a contract award in writing and the selected property manager will be required to enter into a contract within two (2) weeks of notification. If the successful respondent is unwilling or unable to execute the contract, Growing Together has the right to request another respondent from the pool to enter into the contract with Growing Together.

The respondent acknowledges by submitting information and proposals to Growing Together that Growing Together does not undertake any obligations and shall have no liability with respect to this RFQ, and responses thereto, nor with respect to any matters related to any submission by a respondent.

## **QUESTIONS**

All questions regarding this RFQ should be submitted to, and will be answered by, [info@gttulsa.org](mailto:info@gttulsa.org).