



MAKING PHILADELPHIA BETTER, BLOCK BY BLOCK

Germantown/Mount Airy Properties, Property Management Services

Request for Proposals

August 12, 2020

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**Exhibit A:** Address List with Approximate Unit Counts

**Exhibit B:** Tax Status Certification Request and Conflict of Interest Form

**Exhibit C:** Campaign Contribution Disclosure Forms

**Exhibit D:** Insurance Requirements

## Application Process

PHDC, on behalf of the Philadelphia Redevelopment Authority ("**PRA**"), is pleased to issue this Request for Proposals ("**RFP**") to qualified professional property management firms (each, a "**Respondent**", and collectively, the "**Respondents**") to provide property management services for a portfolio of residential properties (each, a "**Property**", and collectively, the "**Properties**") in the Germantown section of Philadelphia which are owned by the PRA.

### Submission Deadline

Respondents must submit a proposal ("**Response**") no later than September 16, 2020 at 3:00 PM; absolutely no Response will be accepted after this time.

### Related Parties

Respondents may only submit one (1) Response to this RFP. Individuals, businesses, or entities that are legally related to each other or to a common entity may not submit separate Responses. PHDC, in its sole and absolute discretion, retains the right to reject any Response where:

1. Respondents or principals of Respondents are substantially similar or substantially related parties; or
2. PHDC has determined that the Respondents has violated these conditions or the spirit of these conditions.

### Mandatory Virtual Pre-bid meeting

PHDC will hold a **mandatory** virtual pre-bid meeting on August 26<sup>th</sup> at 2:00 PM. If you are interested in this solicitation and plan to attend the pre-bid meeting, please email [RFP@phdc.phila.gov](mailto:RFP@phdc.phila.gov) with subject line "Property Management Services RFP" to receive the meeting details.

### Questions

Questions and requests for additional information should be directed in writing to [RFP@phdc.phila.gov](mailto:RFP@phdc.phila.gov) with the subject line "Property Management Services RFP," and will be accepted until 3:00 PM on August 28, 2020. Questions, responses, and additional information will be posted on the PHDC website within seven (7) business days after that date.

### Submission Process

Responses will only be accepted via online submission through the electronic portal on PHDC's website at <https://phdcpbila.org/contractors-and-businesses/businesses/professional-services-rfps/>. Emailed submissions will **not** be accepted.

### Disqualification

Responses will be disqualified if:

1. They are submitted after the specified deadline;
2. They are submitted by some means other than the two (2) formats listed above. Responses sent as an attachment to an email, through Dropbox, or any other electronic venue other than PHDC's online portal will not be accepted;
3. They are incomplete.

[Schedule](#)

RFP posted	August 12, 2020
<b>Mandatory</b> Pre-bid virtual meeting	August 26, 2020, 2:00 PM
Questions and requests for additional information due	August 28, 2020, 3:00 PM
Responses due	September 16, 2020, 3:00 PM

PHDC reserves the right, in its sole discretion, to alter this schedule as it deems necessary or appropriate.

**Overview**

After two (2) years of litigation to regain possession of the Properties, the PRA is now the title owner of the Properties, which have been a blight on the Germantown neighborhood for years. The Properties exist in various stages of disrepair and consist of forty-five (45) buildings containing approximately one hundred forty (140) units total. Eighteen (18) of those units are currently occupied by tenants and are managed by Philadelphia Asset and Property Management Company ("**PAPMC**"), the property management arm of Philadelphia Housing Authority ("**PHA**"); the rest of the units are vacant and most of the Properties are being maintained in a sealed and safe condition.

PHDC, on behalf of the PRA, is pursuing a planning and community engagement process prior to disposing the Properties for redevelopment. The intended redevelopment program for these Properties will be as affordable housing. PHDC anticipates that PRA will hold the Properties for a duration of no more than five (5) years. During that time, PRA intends to keep the eighteen (18) currently occupied units in service and may bring other units on line if they can be brought up to the United States Department of Housing and Urban Development ("**HUD**") Section 8 Housing Quality Standards ("**HQS**") without significant expense. For the rest of the Properties, PRA intends to leave them vacant but maintained in a clean, safe, and stable condition.

The purpose of this RFP is to solicit proposals from vendors to act as the property manager for Properties set forth in **Exhibit A**. The ideal firm(s) will have experience marketing, managing, leasing, operating and maintaining multi-family and affordable housing units.

Respondent(s) must submit Responses to carry out property management services as described in the Requested Services section below.

The Properties are as follows:

PREMISES A	6526-34 Germantown Ave	<b>(OPA Account No. 886614710)</b>	6526 Germantown Units 1, 3, and 4 are occupied.
PREMISES B	6657-59 Blakemore Street (including 530-34 Vernon Road)	<b>(OPA Account No. 886614700)</b>	
PREMISES C	5429-43 Lena Street	<b>(OPA Account No. 886651000)</b>	
PREMISES D	60-74 Collom Street	<b>(OPA Account No. 886651100)</b>	
PREMISES E	101 E. Collom Street	<b>(OPA Account No. 121070205)</b>	
PREMISES F	36 E. Wister Street	<b>(OPA Account No. 121047715)</b>	Occupied
PREMISES G	38 E. Wister Street	<b>(OPA Account No. 121047815)</b>	
PREMISES H	40-46 E. Wister Street	<b>(OPA Account No. 121047925)</b>	40 and 42 East Wister are occupied.

PREMISES I	63 E. Wister Street	<b>(OPA Account No. 121053515)</b>	Occupied
PREMISES J	50 Collom Street	<b>(OPA Account No. 121062105)</b>	
PREMISES K	56 E. Collom Street	<b>(OPA Account No. 121062410)</b>	
PREMISES L	45 E. Garfield Street	<b>(OPA Account No. 121044310)</b>	
PREMISES M	47 E. Garfield Street	<b>(OPA Account No. 121044410)</b>	
PREMISES N	51 E. Garfield Street	<b>(OPA Account No. 121044605)</b>	
PREMISES O	67 E. Church Lane	<b>(OPA Account No. 122039205)</b>	Occupied
PREMISES P	83 Church Lane	<b>(OPA Account No. 122039702)</b>	
PREMISES Q	85 Church Lane	<b>(OPA Account No. 122039805)</b>	Occupied
PREMISES R	87 E. Church Lane	<b>(OPA Account No. 122039905)</b>	Occupied
PREMISES S	117 W. Manheim Street	<b>(OPA Account No. 123076605)</b>	Occupied
PREMISES T	4949 Germantown Avenue	<b>(OPA Account No. 121151105)</b>	Occupied
PREMISES U	4951 Germantown Avenue	<b>(OPA Account No. 121151205)</b>	
PREMISES V	5417 Lena Street	<b>(OPA Account No. 122138205)</b>	Units A and B are occupied.
PREMISES W	5513 Lena Street	<b>(OPA Account No. 122138805)</b>	Occupied
PREMISES X	5515 Lena Street	<b>(OPA Account No. 122138915)</b>	Occupied
PREMISES Y	5423-27 Lena Street	<b>(OPA Account No. 886650950)</b>	

### Requested Services

The services requested include:

- Maintaining the vacant Properties, and ensuring they are not a hazard to passersby, that they are free from squatters, that they are free from graffiti, and maintaining the properties and grounds in safe and clean condition including mowing and trimming weeds, keeping the sidewalks clear, and timely snow removal;
- Monitoring the Properties multiple times per week to ensure none of the Properties were broken into or vandalized;
- Maintaining the occupied Properties in clean and safe condition, and maintaining common areas, sidewalks, and grounds including mowing, trimming weeds, and snow removal;
- Setting rents of occupied units according to rents established by PHDC/PRA (these rents will likely be below market in accordance with PRA's and PHDC's mission to provide affordable housing);
- Maintaining rent rolls and collecting rent and late charges;
- Providing a monthly report/statement for each individual Property clearly indicating the income received, income withheld for services, and monthly rent roll;
- Providing yearly financial reporting;
- Providing tenants with 24-hour emergency telephone contact numbers for emergency repairs and responding to calls on a timely basis;

- Ordering timely repairs, services and maintenance on various buildings and grounds as preventive maintenance based on observed need and tenant calls, and as requested by PHDC/PRA and as needed to maintain the occupied units in accordance with HUD HQS;
- Performing an annual full inspection of Properties, including review of management plans, annual tenant income recertification (if requested by PHDC/PRA), and recommendation for maintenance needed;
- Marketing Properties for lease, screening, and tenant selection as needed when there are vacancies;
- Preparing and executing lease agreements as needed;
- Re-keying locks for new tenants when appropriate;
- Changing electrical, gas, garbage, sewer and water billing as required between property occupancies;
- Preparing a list of damages and related charges for tenants when necessary;
- Attending court hearings and retaining counsel for eviction processing when necessary;
- Inspecting Properties, in the company of the tenant, prior to move in and complete a detailed inspection report that shall be provided to the PRA; and
- Conducting a final inspection when any Property is vacated, with a move out inspection report;

### Contract Length

This contract for services is expected to be a one (1) year contract with four (4) possible extensions of one (1) year at PHDC/PRA's sole option.

### Eligible Respondents

Respondent(s) must be a corporation or company that is validly existing and permitted to do business in the Commonwealth of Pennsylvania ("**Commonwealth**") and City of Philadelphia ("**City**"). Respondent(s) must possess all necessary licensing under Commonwealth and City laws to provide the services specified in this RFP.

The Respondent(s) must clear the federal debarment list under the U.S. System for Award Management ("**SAM**"). Federal debarment is checked for both the company and principal(s) of the company.

The Respondent(s) must have a proven record of providing the services required.

The Respondent(s) must satisfy all conditions set forth below in the "Declarations & Other Information" section.

### Response Submission Requirements

*Cover Letter (not to exceed two (2) pages).* Provide a cover letter that summarizes:

- a) the Respondent's interest in providing the requested service,
- b) a brief description of qualifications,
- c) statement of understanding of the services solicited by this RFP,
- d) identification of a primary contact person,
- e) a not-to-exceed annual price proposal
- f) whether the Respondent or any proposed subcontractors to the Respondent are certified Minority-owned, Women-owned, and/or Disabled-owned business enterprises (collectively "**M/W/DSBE**").

*Description of Respondent.* Provide a *one (1) page* concise description of the Respondent, the resumes and relevant certifications of all key personnel to perform the services solicited by this RFP.

*Statement of Qualifications. (not to exceed two (2) pages)* Explain the knowledge and experience that qualifies the Respondent's firm and personnel to perform the services solicited by this RFP.

*List of other properties managed.*

*Copy of Sample Lease.*

*Fee Proposal.* Provide a proposed **schedule of compensation**.

A *narrative* describing the Respondent's track record of diverse hiring, workforce, and contracting (not to exceed two (2) pages).

### Evaluation & Selection

PHDC, on behalf of PRA, intends to award this RFP to the Respondent that best demonstrates the level of experience, skill and competence required to perform the services called for in this RFP in the most efficient, cost-effective, and professional manner. Priority will be given to Respondents that demonstrate a commitment to diversity and inclusion in their workforce, hiring, contracting, and business practices.

## Events of Disqualification or Default

Subsequent to the selection of Respondent(s), and before the execution of an Agreement for Professional Services ("**Agreement**"), PHDC may treat any of the following as an event of disqualification or default:

1. Unilateral withdrawal by a selected Respondent;
2. Failure to proceed substantially in accordance with the Response as submitted;
3. Failure by a Respondent for any reason whatsoever to timely execute the Agreement when tendered;
4. Material misrepresentation, omission, or inaccuracy contained in any document submitted either as part of this RFP, or subsequent thereto; and/or
5. Failure to provide in a timely manner any additional materials required after selection.

Upon the happening of an event of disqualification or default by a Respondent, PHDC shall have the right, at its election, to:

1. Rescind its selection; or
2. Declare null and void an Agreement that may already have been executed.

## Declarations & Other Information

### Economic Inclusion

PHDC strongly encourages and promotes the employment of certified **M/W/DSBE** firms all aspects of its procurement of goods and services. If Respondent is a certified M/W/DSBE firm, please submit information to confirm certification with the Philadelphia Office of Economic Opportunity as part of the Response.

### Tax Clearance & Conflict of Interest Form

**Respondents** must provide evidence satisfactory to PHDC that:

- all municipal taxes, including business taxes, real estate, school, water and sewer charges, if applicable, are current for both the individual contractor and a Respondent's firm and neither is currently indebted to the City; and
- will not at any time during the term of the Agreement be indebted to the City, for or on account of any delinquent taxes, liens, judgments, fees or other debts for which no written agreement or payment plan satisfactory to the City has been established.

Please complete the Philadelphia Tax Status Certification and Conflict of Interest form (**Exhibit B**) and submit it with your Response.

#### [Campaign Contribution Disclosure Forms](#)

Please complete the applicable disclosure forms and submit with your Response (**Exhibit C**).

#### [Insurance Requirements](#)

Please submit a certificate of insurance evidencing the required coverages as outlined in **Exhibit D** with your Response. If, for any reason, you cannot comply with the insurance requirements, please provide the reasons for your inability to do so and PHDC will consider any deviations from the insurance requirements on a case-by-case basis.

#### [Terms & Conditions](#)

By submitting a Response to this RFP, Respondents affirmatively acknowledge: (i) acceptance of the terms and conditions of this RFP; (ii) that PHDC and/or PRA may exercise in its sole discretion the following rights; and that PHDC and/or PRA may exercise the following rights at any time and without notice to any Respondent:

1. to reject any and all Responses;
2. to supplement, amend, substitute, modify, or re-issue the RFP with terms and conditions materially different from those set forth here;
3. to cancel this RFP with or without issuing another RFP;
4. to extend the time period for responding to this RFP;
5. to solicit new Responses;
6. to conduct personal interviews with Respondent(s) to assess compliance with the selection criteria;
7. to request additional material, clarification, confirmation, or modification of any information in any and all Responses;
8. to negotiate any aspect of Responses, including price;
9. to terminate negotiations regarding any and all Responses at any time;
10. to expressly waive any defect or technicality in Responses;
11. to rescind a selection prior to execution of the Agreement if PHDC and/or PRA determines that such Response does not conform to the specifications of this RFP;
12. to rescind a selection prior execution of the Agreement if PHDC and/or PRA determines that the specifications contained in this RFP are not in conformity with law or that the process in selection of Responses were not in conformity with law or with the legal obligations of PHDC and/or PRA;
13. in the event an Agreement is awarded, the successful Respondent(s) shall procure and maintain, during the life of the Agreement, liability insurance in an amount to be determined prior to the award of any Agreement;
14. in the event an Agreement is awarded, all Respondents agree to perform their services as an independent contractor and not as an employee or agent of PHDC and/or PRA;
15. in the event an Agreement is awarded, all Respondents agree that no portion of performance of the Agreement shall be subcontracted without the prior written approval of the PHDC and/or PRA; and
16. each Respondent agrees to indemnify, protect and hold harmless PHDC, PRA and the City from any and all losses, injuries, expenses, demands, and claims against PHDC, PRA or the City sustained or alleged to have been sustained in connection with or resulting from: (i) submission of a Response; (ii) the delivery by Respondents to PHDC of any documents or information; and (iii) any other conduct undertaken by the



Respondents in furtherance of or in relation to the Response. Each Respondent agrees that its duty to indemnify and hold harmless shall not be limited to the terms of any liability insurance, if any, required under this RFP or subsequent contract.

**Neither PHDC nor PRA is under any obligation whatsoever to any Respondent as a result of this RFP. The RFP does not represent any commitment on the part of PHDC and/or PRA. In no event shall PHDC and/or PRA be responsible for any cost, expense, or fee incurred by or on behalf of any Respondent in connection with this RFP. All Respondents shall be solely responsible for all such costs, expenses, and fees.**

**NOTICE: PHDC, PRA and/or the City reserve the right to disclose any information provided in your Response to this RFP to the public. Documents provided in your Response to this RFP may also be required to be disclosed by applicable law, including Pennsylvania's New Right to Know Law, subpoena and/or court order.**