

# **REQUEST FOR PROPOSALS**

**for**

**Property Management Services and Compliance Monitoring Services**

**at**

**Multiple Properties**

**Due: April 12, 2024**

**5:00 P.M., EST**

Housing Authority of the City of Fort Myers

4224 Renaissance Preserve Way

Fort Myers, FL, 33916

Attention: Marcia Davis

Executive Director

Phone: 239-344-3222

Email: [marcia@hacfm.org](mailto:marcia@hacfm.org)



## INTRODUCTION

The Housing Authority of the City of Fort Myers (HACFM) invites experienced property management and compliance monitoring firms interested in the management and compliance monitoring services for seven (7) affordable properties to submit a proposal in accordance with the specifications outlined in this Request for Informal Proposals (RFP).

## PROJECT OVERVIEW

The HACFM, through a development affiliate, has ownership interest in seven (7) affordable properties of which are LIHTC properties, and one is funded through the Tax Credit Assistance/Exchange Program. HACFM has an immediate need for property management services from a provider with experience with property management of affordable housing with various program compliance requirements, the accompanying regulatory reporting, and meeting investor/lender requirements for such. Currently, we have 7 LIHTC developments coming online in the next few years.

The following is a list of the subject properties:

Name of Development	Property Type	Financing Program/Compliance Type	LIHTC Investor	Unit Mix
Renaissance Preserve Senior "RP Sr"	Senior-midrise elevator	HOPE VI/SAIL/Bonds/LIHTC	RBC	120 total/96 ACC/LIHTC and 24 LIHTC
The Homes of Renaissance Preserve I "RP I"	Family/Townhomes	HOPE VI/TCAP/TCEP/HOME/FHLB	NIA-FHFC	96 total/74 ACC/LIHTC and 22 PBV/LIHTC
Renaissance Preserve II "RP II"	Family/Townhomes	HOPE VI/LIHTC/	RBC	88 total/66 ACC/LIHTC and 22 PBV/LIHTC
The Homes of Renaissance Preserve III "RP III"	Family/Townhomes	HOPE VI/LIHTC	RBC	104 total/82 ACC/LIHTC and 22 PBV/LIHTC
East Pointe Place	Family/ Garden style	LIHTC/HUD	Wells Fargo	86 total/12 ACC and 74 PBV
Sabal Palm Place/Landings at East Pointe	Family/ Garden style	LIHTC/HUD- Project Based HAP Contract	Wells Fargo	126 LIHTC/Section 8
East Pointe Phase II	Family / Garden style	LIHTC- Project Based HAP Contract		90 LIHTC (22 PBV units)

*LIHTC (Low Income Housing Tax Credit) ACC (Public Housing Unit)*

*PBV (Project/Site Based Housing Choice Voucher) FHLB (Federal Home Loan Bank)*

## **PROJECT SPONSOR**

HACFM was incorporated as a public housing authority in the State of Florida. It currently owns and operates over 1200 units of housing in Fort Myers and has budgetary authority for over 2500 Housing Choice Vouchers. HACFM has sponsored numerous development projects over the last ten years in partnership with various developers.

## **HACFM OPTIONS**

HACFM may, at its sole and absolute discretion, reject any and all, or parts of any and all, responses; re-advertise this RFP; postpone or cancel this RFP process at any time, or waive any irregularities in this RFP or in the responses received as a result of this RFP. The determination of the criteria and process whereby responses are evaluated, the decision as to who shall receive a contract award, or whether or not an award shall ever be made as a result of this RFP, shall be at the sole and absolute discretion of HACFM. In no event will the HACFM permit modification to a qualification statement after it has been submitted.

While all applicable program regulations must be obeyed, HACFM is prepared to allow Respondents the maximum flexibility possible in providing quality property management services. The Respondent will be expected to assume the same fiduciary and professional responsibilities that they would for a private development.

## **SECTION I - REQUIREMENTS FOR PROPOSAL SUBMISSION**

### MINIMUM QUALIFICATIONS TO PROVIDE THESE SERVICES

1. Proposer must have at least five (5) years of experience providing property management services for affordable housing developments and must currently manage at least 500 units of housing financed with Federal, State, local funding including tax credits. Must have expertise in income certifications and reporting requirements for such programs and possess experience in processing Project-Based Vouchers and HOME program.
2. Proposer must have at least five (5) separate client references where proposer has performed the same or similar professional services to those proposed in this solicitation.
3. Proposer must be a licensed real estate broker, authorized to perform property management services in the State of Florida and proposing firm must be in good standing.
4. The proposed onsite staff for Properties are expected to have at least two (2) years of experience providing property management services, preferably for an affordable housing development. Proposer must demonstrate adequate supervision and quality control mechanism to supervise properties and staff.
5. Proposer must have adequate home office administrative staff including adequate accounting and compliance functions.
6. Proposer must utilize an electronic record keeping system/property management software.

All proposals submitted for consideration must include a brief one-page cover letter summarizing the Respondent's interest in providing services to the Authority and or developer, naming a contact person on behalf of the Respondent and describing the Respondent's understanding of services required. In addition, the following information shall be provided in the order listed and clearly defined in the application package by index tabs:

1. Overall firm capabilities

Describe your firm's experience in property management of affordable housing and be sure to include specific experience in managing assisted units such as tax credit and units supported by housing choice voucher, project-based Section 8 voucher and Public Housing assistance. Similar size, disclose of any findings of non-compliance with FHFC or any State or Federal Agency

Provide three (3) references for Component A and three (3) references for Component B. See Attachment E for reference chart.

2. State of Florida experience

Describe your firm's current specific experience in property management in the State of Florida, including units subject to compliance with the tax credit requirements of the Florida Housing Finance Corporation (FHFC). Provide licenses, certifications or other relevant credentials for firm.

3. Staffing qualifications

For any individual and specific staff proposed for this project, including site-based, regional and central office staff, provide a resume and description of their relevant experience and certifications which are industry specific.

4. Price proposal/fee arrangement - See SECTION II

Please describe your proposed fee arrangement (not to exceed 6% of total adjusted rents collected for managing the subject property.) Respondents should include the proposed fee arrangements as part of their proposal. (please see HUD Mixed Finance "Safe Harbor Standards" for guidance)

A copy of the most current operating budget for each property is included as part of the solicitation see Attachment A.

5. Required submissions and certifications.

6. Required Insurance: Minimum of General Liability \$10,000,000, Worker's Compensation \$1,000,000, Fidelity Bond \$500,000, Professional Liability \$1,000,000.

## **Requirements for successful respondent**

### **A. Contract Terms**

It is anticipated that HACFM will enter into a three year contract and renewable for additional three years, for property management to permit transition services.

### **B. Operating Budget**

The successful Respondent will be required to submit annual operating budgets for the property that includes projected income and expenses. Operating expenses may not include accounting expenses or other administrative overhead items that are subsumed under the management fee and the Respondent must certify this to HACFM each month before receiving the management fee. Once approved, the Respondent may not exceed the budget by an amount greater than \$5,000, only with the expressed written approval of HACFM unless exigent health safety issues are at risk.

### **C. Management Fee**

The Respondent will receive a management fee not to exceed 6% of total adjusted rents collected. Respondents should include proposed fee arrangements as part of their proposal. (please see HUD Mixed Finance "Safe Harbor Standards" for guidance)

### **D. Management Plan**

Prior to the provision of any services, the successful Respondent will be required to submit a comprehensive site-specific Management Plan which provides a complete and detailed description of the policies and procedures to be followed in the management of the property. The Management Plan, including revisions that may be requested by HACFM, must be implemented by the Respondent within 10 days of the start of the contract. The Respondent will recommend to HACFM any necessary or desirable changes in the Management Plan and HACFM will advise the Respondent if changes are required due to changes in applicable federal regulations or HACFM policies.

#### **The Management Plan will cover, at a minimum, the following areas:**

- Management office staffing and hours
- Emergency and after-hours contacts
- Site staff positions, minimum qualifications, and wage rates
- Procedures for performing and documenting applicant screening and selection process
- Leasing and resident orientation procedures
- Rent collection procedures and requirements
- Procedures for collection of receivables including those due from vacated tenants
- Procedures for assessment and collection of resident charges
- Recertification procedures and documentation
- Move-out procedures
- Procedures for expediting and monitoring vacant unit turnover

- Lease enforcement and eviction procedures and reporting to HACFM
- Management agent will review and recommend and implement safety plan for projects
- Procedures and standards for handling emergency and routine maintenance requests
- Procedures and standards for performance of exterior and interior public area maintenance
- Procedures and standards for performance of unit maintenance
- Schedule and scope of preventive maintenance
- Procedures and schedule for regular inspection of grounds, building exteriors, interior common areas, and boilers and other building equipment
- Procedures for tracking of appliances, fixtures, furniture, equipment, and other fixed assets at the property
- Procedures and systems for controlling, monitoring and reporting on maintenance materials and supplies inventory
- Unit access requirements and procedures
- Procedures for budget formation and approval
- Procedures for accounts payable and approval of expenditures
- Procedures for maintenance and reconciliation of bank accounts for property operations, security deposits and reserves.
- Budget monitoring and cost control procedures
- Purchasing and contracting procedures
- Procedures for MBE/WBE/SBE/Section 3 procurement compliance and documentation
- Resident relations approach and plan
- Plan for collaboration with resident council
- Procedures for maintenance of auditable resident, unit, property, maintenance, and financial records
- Procedures for reporting of financial and management information
- Compliance with applicable HUD, federal, FHFC, state and local regulations
- Procedures for providing required reports to HACFM, HUD, FHFC and Investors.
- Current sample of balance sheet and income statement format

## **SECTION II SCOPE OF RFP - Price proposal by Component**

It is expected that all Respondents will have previous experience in property management, funding programs and compliance requirements applicable to the developments. Respondents must also have the ability to meet the requisite needs of lenders and investors for approval of providing management services.

It is assumed that the Respondent can bid on individual properties but it is intended that the management of the Renaissance Family Properties (RP II, RPIII, and RP IV) will be treated as a single property. Renaissance Senior (RPI) could be treated individually. For Tax Credit purposes each phase is a separate phase. The same applies to East Pointe Place and East Pointe Phase II.

Full property management services. Transitioning services will consist of a site by site transition plan. Transitioning could consist of management company starting immediately at one site with oversight and monitoring provided by the respondent. It is intended that during the transition time that the respondent will have oversight and responsibility for program compliance. HACFM will have responsibility for oversight of all HUD related compliance during period.

**Current status and timeline.**

Property	Owner	PM Transition Timeline
RP Sr - RPI	HACFM	
RP II	HACFM	
RP III	HACFM	
RP IV	HACFM	
East Pointe Place East Pointe Phase II	SWFLAHCF	
Landings at East Pointe	SWFLAHCF	

**Component A pricing - Full property management services with assistance in transitioning:**

Property	Pricing	PM Transition Timeline and pricing during transition	Other
RP Sr - RPI			
RP II			
RP III			
RP IV			
East Pointe Place			
East Point Phase II			
Landings at East Pointe			

***Example***

<i>East Pointe Place</i>	<i>5% gross income</i>	<i>5% gross income and then 3% gross income during transition period of 3 months</i>	<i>Training and oversight fee of 2% after transition for 3 months</i>
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**NOTE:** It is assumed that Property Management fees will include all necessary staff not included in the on-site staffing of the properties. Any additional fees related to oversight of the management of the properties such as subcontractors for compliance or administration should be all inclusive of the fee. Typical subcontractors for the maintenance and services for the properties will be allowed in the operating budget as standard industry practice.

**SECTION III - SCOPE OF SERVICES Property Management**

The Respondent shall provide all resources required for the general supervision, administration, and operation of the Property in accordance with sound property management practices and applicable HUD regulations and HACFM policies. The following are the duties and responsibilities that will be expected of the Respondent.

**A. Staffing**

The Respondent will be responsible for the recruitment, assignment, supervision, and, if necessary, termination of all site staff, as well as maintaining satisfactory standards of employee performance. The Respondent will be responsible for payment of all wages, benefits and payroll taxes for all site employees, subject to HUD regulations.

The Respondent must provide HACFM with the qualifications of prospective site managers and maintenance supervisors or maintenance managers prior to being assigned to the site. The person occupying the position of site manager must have, at a minimum, three years site management experience, with experience at subsidized properties and property management certification such as CPM, ARM or PHM preferred. The person managing maintenance operations must have, at a minimum, five years of experience in property maintenance, with at least two years in a supervisory position and hold appropriate licenses.

**8. Office Space**

The Respondent will maintain an on-site management office(s) for conducting activities related to management of the property in space provided by HACFM. Business activities not related to management of the property may not be conducted at the on-site office. The office must be staffed and open to residents from 8:00 AM until 5:00 PM five days per week.

**C. Tenant Selection and Leasing**

The Respondent will be responsible for offering for rent and leasing all units at the property per HACFM ACOP and any lender or equity partner requirements, as well as the final approval, qualification and screening of applicants, and preparing and executing all leases and, where required, parking permits.

**D. Rent Collection and Security Deposits**

The Respondent will be responsible for collection of rents and charges owed by residents, as well as, any and all requests necessary for subsidy funding. All rents will be deposited in the property's operating account. The Respondent will also be responsible for collecting, depositing, and disbursing resident security deposits and maintaining related records.

**E. Lease Enforcement**

The Respondent will be responsible for enforcing compliance with the terms of the lease, as well as termination of leases and pursuance of eviction actions, including serving notices to vacate and filing judicial actions, using its own legal counsel and in consultation with HACFM.



**F. Ordinary Maintenance and Repair**

The Respondent will be responsible for maintaining the Property in a decent, safe, and sanitary condition. The Respondent's responsibilities for property maintenance will include:

- (1) Prompt response to all resident maintenance requests and completing emergency and routine maintenance work in a timely fashion in accordance with the contract performance standards.
- (2) Maintenance of the units in compliance with applicable HUD and HACFM standards and applicable local codes at all times;
- (3) Securing the property against unauthorized entry, including maintenance of lockable doors and windows and other existing security features and components, such as window bars, security booths, and security devices, as well as securing unoccupied units against unauthorized entry and damage;
- (4) Removing trash and rubbish from common areas and vacant dwelling units as necessary and removing, within 24 hours, any graffiti observed on the property;
- (5) Maintaining and cleaning ground areas, including lawn areas, shrubbery, bushes, trees, fence lines, alley right-of-ways and sidewalk areas;
- (6) Motivating and educating residents to maintain a clean environment through day-to-day interactions and organized programs;
- (7) Maintaining 24-hour, 7-day maintenance coverage for the property, including a contact telephone number for emergency maintenance requests.

The Respondent may, subject to HACFM approval, subcontract for maintenance work with qualified subcontractors. The successful Respondent will present a comprehensive maintenance plan specifying how maintenance requests will be processed how all required maintenance work will be scheduled and performed. HACFM also encourages the use of Section 3 qualified and local vendors to provide services.

**G. Inspections**

The Respondent will be expected to perform regular inspections of grounds, building exteriors, building systems, and interior common areas of the property. The Respondent must also conduct inspections all units, grounds, building exteriors, building systems and interior common areas at the property at least annually to ensure compliance with various programs including HUD's Housing Quality Standards (HQS) and/or Uniform Physical Condition Standards (UPCS) and/or INSPIRE , applicable local codes and HACFM standards and FHFC requirements. HACFM may conduct its own HQS and/or UPCS inspections of every unit at least every two years and may also conduct inspections as needed or upon request of the resident.

**H. Preventive Maintenance**

The Respondent will be expected to take a proactive approach to maintenance and perform all needed preventive maintenance work at the property. The Respondent will submit to HACFM within 60 days of assuming management of the property a Preventive Maintenance Plan specifying building components and equipment that will be subject to preventive maintenance and the preventive maintenance schedule for each item.

**I. Major Systems Regular and Extraordinary Maintenance**

The Respondent will have primary responsibility for performing maintenance and repairs on major building systems, including heating systems, central air conditioning systems, plumbing systems, elevators (if any), fire alarm systems, security systems, automatic doors, roofing, foundations, floors, and interior and exterior walls. The Respondent will also be responsible for performing any other necessary extraordinary maintenance and repair work. The Respondent must obtain prior approval from HACFM before performing any extraordinary maintenance work, including the major systems work specified above.

**J. Fixed Assets and Building Equipment**

The Respondent will be responsible for maintaining a complete and up-to-date inventory list of all fixed assets at the property, including appliances, fixtures, furniture, building equipment, and maintenance equipment as well as maintaining current keys to all units and common areas.

**K. Grievance Procedures**

All residents of the property are entitled to a grievance hearing on matters that impact their tenancy, including rent increases and evictions, in accordance with HUD and HACFM Regulations and Policy. A copy of the applicable regulations and policy is available upon request.

**L. Property Records**

The Respondent will be responsible for maintaining at the property a comprehensive and organized system of auditable records of all financial and management operations of the property in accordance with applicable federal and local statutes, regulations and sound business practices. This will include individual files for each resident and unit at the property; records of vacancies, rent collection, maintenance requested and performed, inspections, resident re-certifications; lease enforcement, and security; and budget and

financial records; and information related to fixed assets and equipment at the property. The Respondent will also be responsible for insuring that all first-year resident, unit and property records required under LIHTC regulations are maintained in duplicate.

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**M. Reports**

The Respondent will be required to submit the following reports to HACFM and investors:

Monthly	Monthly Financial Reports: Rent roll, receivables report, budget variance report, cash disbursements report, bank statements and bank reconciliation reports.
	Monthly Vacancy Report: Listing of units vacated and occupied during the month.
	Other Monthly Management Reports: Reports on vacancy turnover, maintenance work orders, preventive maintenance, resident re-certifications, lease enforcement, biannual inspections, and security incidents. FHFC monthly program reports, Monthly Certification of Compliance to Investors
Quarterly	Quarterly Report: Adjusted budget variance report and balance sheet. Quarterly reports to investors.
Annual	Financial Audit: A financial audit report prepared by a certified public accountant.
	Inspection Certification: Certification and reports of unit and common area inspections. Annual Owner's Certification to FHFC, Budget to owner, investor and FHFC.

The Respondent will be expected to submit other information on the financial, physical, and/or operational condition of the property to HACFM upon reasonable notice. HACFM will specify the form of the reports and what types of information they must contain. The Respondent must be able to provide all required reports to HACFM in an electronic format compatible with Microsoft Office.

**N. Respondent Performance Standards**

The Respondent will be expected to adhere to HACFM high performance standards with regard to such areas as occupancy level, rent collections, maintenance performance, completion of unit inspections and tenant re-certifications, and physical condition of the site. The following will be the minimum applicable standards based on HUD requirements:

Adjusted vacancy rate	3% or less
Vacancy turnaround	10 days or less
Rent uncollected	2% or less
Emergency work orders abated within 24 hours	100%
Non-emergency work order turnaround	7 days or less
Units inspected -annually	100%
Common Areas inspected - annually	100%
Building Exterior - annually	100%
Site Inspected - annually	100%
Major Systems inspected -annually	100%
Tenant re-certifications completed annually	100%
Conditions	
LIHTC Compliance and rent re-certifications	100%
Grounds/Building Exterior	Very Good- Exceptional
Interior common areas	Very Good- Exceptional
Building Systems	Very Good- Exceptional
Units	Very Good- Exceptional

Reasonable notice will be given to the Respondent of any changes required in performance standards. The successful Respondent will demonstrate the ability to manage the property to the above listed standards.

**0. Financial Management**

The Respondent will be responsible for remaining in compliance with the site-operating budget approved by HACFM. Budget revisions, including shifting of amounts from one budget category to another, may only be done at mid-fiscal year and fiscal year end must be approved by HACFM and lender or investor. The Respondent will be required to report monthly to HACFM on rents collected, other income received, amounts disbursed from site funds and variances from the approved operating budget.

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The Respondent will be responsible for managing all site-operating funds. The Respondent must keep operating funds, security deposits and reserves for the property in separate bank accounts and separate from all other Respondent funds.

**P. Purchasing and/Subcontracting**

Any subcontractor hired by the Respondent must be advised that the Respondent is not an agent of HACFM and cannot bind HACFM. The Respondent is exclusively responsible for payment to subcontractors. The Respondent will be authorized to subcontract for supplies, materials, equipment, and services required for operation of the property, up to a maximum limit of \$5,000 per purchase. Any purchase over \$5,000 requires the express advance approval of HACFM. All purchases must be within the approved budget. The Respondent will be responsible for insuring that the quality of all materials and supplies purchased is up to HACFM standards and that all contracted services are completed in an acceptable and workmanlike manner.

**Q. MBE/WBE/SBE/Section 3 Respondent Outreach**

The Respondent will be responsible for performing outreach to and utilizing as much as possible the services of qualified minority-owned business enterprises (MBE), women-owned business enterprises (WBE), and small business enterprises (SBE), as well as performing outreach to qualified residents and resident-owned businesses in accordance with Section 3 of the Housing and Community Development Act of 1968. The Respondent must describe how outreach to MBE/WBE/SBE/Section 3 Respondents will be performed and how outreach to such Respondents will be tracked.

**R. Life Safety**

The Respondent shall be responsible for monitoring security incidents at the property, monitoring and coordinating with HACFM, working with local police, overseeing any private security employed at the site; assessing ongoing site security needs, and performing other site security functions as specified in any existing security plans for each site. The Respondent will also be responsible for promptly pursuing lease enforcement action against any resident engaging in criminal activity on or around the property.

**S. Resident and Community Relations**

The Respondent will be expected to promote and maintain good relations with residents and their representatives, neighborhood groups, and local government officials and to encourage initiatives to promote the social and economic development of the residents. The Respondent must present to HACFM a plan to show how specific needs of residents of the Property will be addressed by management. Supportive services are required per the regulatory agreements. Management will implement and document compliance with these.

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The Respondent will be responsible for communicating to residents the community rules as stated in the approved lease, date and time of resident meetings and any other information pertinent to resident life and tenancy through public posting and/or notices delivered to residents.

**T. Management Reviews and Inspections**

HACFM will conduct a comprehensive on-site management review at least annually. The Respondent will be expected to cooperate fully with HACFM in conducting these reviews, as well as making all site records and staff available during the review and all areas of the property accessible for inspection by HACFM upon reasonable notice.

**U. Property Information and Equipment**

Within 30 days of the commencement of the Contract, HACFM, will deliver to the Respondent all relevant information in its possession such as regulatory agreements, data as to the conditions of the property, including equipment and warranties.

**V. Applicable Regulations**

In the operation of the property, the Respondent must comply with all applicable HACFM policies and federal and local statutes and regulations, including HUD Public Housing, HUD Section 8, FHFC, HOME, IRC LIHTC, and any additional lender and investor requirements.

**SECTION IV - SCOPE OF SERVICES Property Oversight and Compliance Monitoring**

Full compliance monitoring and oversight of all properties assigned to respondent. See SECTION III for Property Management Scope.

**SECTION V - PROPOSAL EVALUATION PROCESS**

**A. EVALUATION OF PROPOSALS**

All proposals submitted and accepted for consideration will be reviewed and evaluated by HACFM based on the criteria presented below. Respondents will be evaluated on four factors. All Respondents will be ranked according to the point system outlined below and the Respondent with a total closest to 100 points will be determined as most technically qualified to manage properties for HACFM.

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The contract will be awarded to the responsible respondent whose offer is most advantageous to HACFM, based upon the evaluation criteria specified below. HACFM reserves the right to reject any and all proposals determined to be inadequate or unacceptable. HACFM may award a contract upon the basis of initial offers received without discussions. Therefore, each initial offer should contain the respondent's best terms from a price and technical standpoint.

All proposals will initially be reviewed to determine compliance with the Proposal Format Requirements specified in the solicitation. Proposals which do not comply with these requirements will be rejected without further review.

**B. Relative Importance Technical Versus Cost /Price Factors**

HACFM will make an award to the most responsive, responsible respondent whose offer conforms to the solicitation and is most advantageous to HACFM (i.e., that which represents the best value to HACFM), in terms of cost or price and other factors considered.

**C. Evaluation and Selection Criteria**

**1.** Demonstrated quality performance in the delivery of affordable housing management services, especially in the areas of rent collection, lease enforcement, maintenance delivery, involvement with residents, security and inspection. Experience taking over management of LIHTC properties and providing full investor and owner compliance. **(30 points).**

**2.** Capability and experience of property managers and maintenance staff personnel who would be assigned to manage the properties. Capability and experience of staff personnel who would be assigned to manage the oversight and compliance monitoring for the properties. **(20 points).**

3. Experience in managing/monitoring subsidized, HUD-assisted and/or tax credit properties similar to the subject properties. References for such experience. **(30 points)**.
4. Affirmative Action Achievements and Plans -
  - a) Diversity of Respondents work force composition, statement of company's official policy and hiring practices related to affirmative action, and delineated efforts to hire minority and women employees if under-represented within the firm. **(5 points)**
  - b) Respondent's plans to hire minority and women subcontractors and documented evidence of Respondent's past use of minority and women subcontractors. **(5 points)**
  - c) Provide for reviewing management reports which may or may not include Section 3 reports and Affirmative Action Plans and hiring reports. **(10 points)**

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**D. DEADLINE FOR SUBMISSION**

All proposals should be emailed to [procurement@hacfm.org](mailto:procurement@hacfm.org) by 5:00 P.M. (EST), on (April 12<sup>th</sup>2024).  
Attention RFP 2024-19– Property Management

**Late proposals will not be considered. No exceptions will be made.**

**SECTION VI - GENERAL CONTRACT TERMS AND CONDITIONS**

**A. Explanation to Prospective Respondents**

No verbal requests for clarification or information will be accepted. All such requests must be made in writing. All such requests must be submitted to the Authority no later than **March 29th, 2024** (by email to [marcia@hacfm.org](mailto:marcia@hacfm.org), mail, fax, or hand delivery). All questions and clarifications will be answered in one written addendum, to be issued no later than **April 2, 2024**. The Q&A as well as any amendments or addendum will be posted on the website.

Please include your email with your query submission.

Please note that email is the preferred choice for all correspondence other than submission of responses.

**B. Failure to Submit Offer**

Recipients of this solicitation not responding with an offer should not return this solicitation. Instead, they should advise the Contracting Officer, by letter or postcard whether they want to receive future solicitation for similar requirements. It is also requested that such recipients advise the Contracting Officer of the reason(s) for not submitting a proposal in response to this RFP. If a recipient does not submit an offer and does not notify the Contracting Officer that future solicitations are desired, the recipient's name may be removed from the applicable mailing list.



C. **Retention of Proposals**

All proposals are the property of the Housing Authority and shall be retained by the HACFM, and therefore, will not be returned to the Respondents.

D. **Offers**

HACFM may award a contract upon the basis of initial offers received, without discussion. Therefore, each initial proposal should contain the respondent's best terms from cost and technical standpoint. However, if discussions are held with the Respondents, all Respondents within the competitive range will be notified regarding the holding of discussions and will be provided an opportunity to submit written best and final offers at the designated date and time. HACFM may choose to interview one or more of the proposers and the interview will become part of the selection process and scoring. HACFM may choose to base the interview scores on the Evaluation Criteria herein or may utilize additional scoring criteria for interviews which will be uniform in nature and provided to all chosen Respondents prior to the interviews.

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After receipt of offers, no discussions will be reopened unless the Contracting Officer determines that it is clearly in HACFM's best interest to do so. If discussions are reopened, the Contracting Officer shall issue an additional request for final offers to all respondents still within the competitive range.

E. **Acknowledgment of Addenda**

Respondents shall acknowledge in their proposals, receipt of any amendment(s) to this solicitation. Respondent's failure to acknowledge an amendment may result in rejection of the offer.

F. **Examination and Retention of Respondent's Records**

The PHA, HUD, or Comptroller General of the United States, or any of their duly authorized representative shall, until 3 years after final payment under this contract, have access to and the right to examine any of the Respondent's directly pertinent books, documents, paper, or other records involving transactions related to this contract for the purpose of making audit, examination, excerpts, and transcriptions.

**Attachments:**

- A. Property addresses
- B. Property site maps

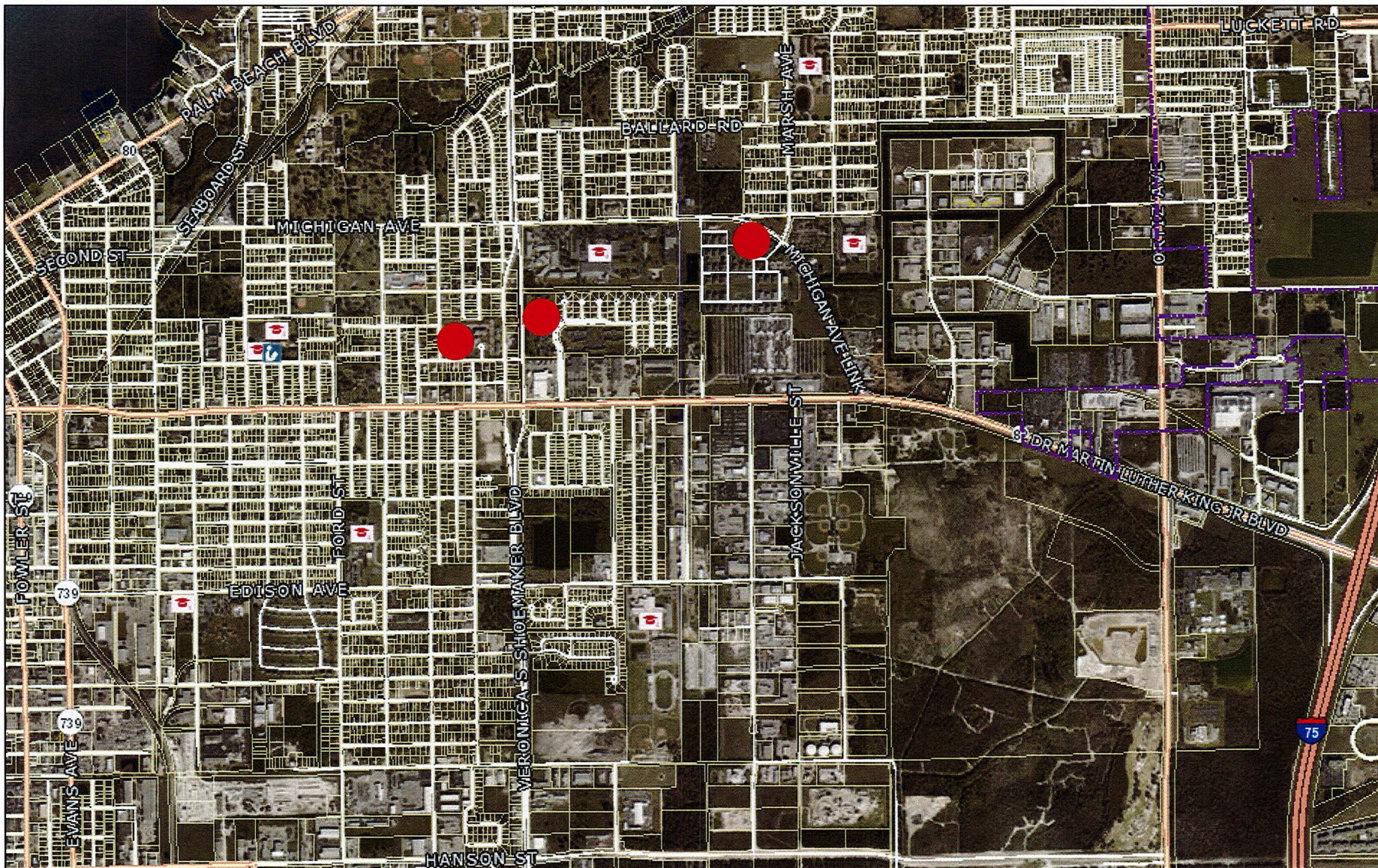
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<b>PROPERTY ADDRESSES FOR RFP</b>	
Renaissance Preserve Senior "RP Sr" "RP I"	4224 Renaissance Preserve Way Fort Myers, FL 33916
The Homes of Renaissance Preserve II "RP II"	
Renaissance Preserve III "RP III"	
The Homes of Renaissance Preserve IV "RP IV"	
East Pointe Place / East Pointe Phase II	3513 Dale St, Fort Myers, FL 33916
Sabal Palm Place/ Landings at East Pointe	3701 Nelson Tillis Blvd, Fort Myers, FL 33916















# GeoView Map

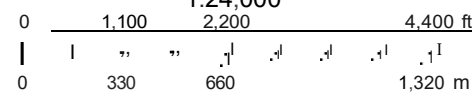


April 16, 2019

Air Photos: 2019 Hi-Res (4 inch)

1:24,000

-  Hospital Locations
-  Library Locations
-  CCC\_Parks
-  School Locations
-  School Locations
-  School Locations
-  County Boundary
-  Major Roads Medium
-  I - 75
-  US 41
-  Other Highways
-  Other Roads



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