



# **Property Management Services**

**Pre-Offer Conference**

**January 9, 2025**

# Housekeeping

- Meeting purpose is to provide solicitation clarifications
- Attendance
  - RSVP Attendees – If you did not register, enter name in chat
  - No recording allowed
  - Please mute all microphones during the presentation

# WebEx Meeting Question Format

- Use the chat feature to direct questions to the Procurement Officer (not “everyone”)
- Procurement Officer will read the question to city staff for the response
- Official answers will be posted in the form of an Addendum

# Pre-Offer Conference

RFP Schedule

Solicitation Overview

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Special Terms and Conditions

Scope of Work

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Questions and Answers

# RFP Schedule

## IMPORTANT DATES

Pre-Offer Conference	January 9, 2025   10:00 AM MST
Written Inquiries Due	January 14, 2025   5:00 PM MST
<b>Proposals Due</b>	<b>January 28, 2025   2:00 PM MST</b>
Award Recommendation	March/April 2025
Contract Start Date	July 1, 2025

# Solicitation Overview

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# Solicitation Overview

## ATTACHMENTS:

- Attachment A PTD25-001 Price Proposal
- Attachment B Costs and Payments
- Attachment C 24 Hour Emergency Contact
- Attachment D References
- Attachment E Conflict of Interest and Transparency Form
- Attachment F Addenda Certification
- Attachment G Offer Page
- Attachment H Acceptance Form
- Attachment I Financial Responsibility Questionnaire
- Attachment J Contractor Licensing Requirements

# Solicitation Overview

## Exhibits:

- Exhibit A Security Access Controls and Badging Information
- Exhibit B Custodial Specifications
- Exhibit C Sample Chart of Accounts



# Proposal Instructions

## Section No. 2.15 – Offer Evaluation Criteria

### Evaluation Criteria (Maximum 1000 Points)

**Criteria #1:** Method of Approach (Tab 1 - Technical Proposal) – (250 Points)

**Criteria #2:** Qualifications and Experience (Tab 2 - Technical Proposal) – (250 Points)

**Criteria #3:** Management Structure and Personnel (Tab 3 - Technical Proposal) – (250 Points)

**Criteria #4:** Price (Price Proposal) – Attachment A – (250 Points)

# Proposal Instructions

## Section No. 9.3 – Price Proposal

### Price Proposal

**Tab 1:** Pricing Documents – Attachment A (PTD25-001 Price Proposal)

**Tab 2:** All Other Required Submittals (Attachments & Licenses) - Attachments B through J

# Proposal Instructions

## Section No. 9.2 and 9.3 – Technical and Price Proposal

When submitting in a sealed envelope, the Offeror shall provide the following:

- One original Technical Proposal and one original Price Proposal (hard copies)
- One separate flash drive containing an electronic copy (searchable in PDF format) of the Technical Proposal
- One separate flash drive containing an electronic copy (searchable in PDF format) of the Price Proposal.

# Proposal Instructions

## Section No. 9.1 – Copies

Please submit **four** hard copies of the Offer, **but excluding the Price Proposal and Required Submittal Forms**, for the evaluation panel's review. Please also submit **one** electronic copy (on one portable drive) of the same for the evaluation panel.

# Proposal Instructions

## Section No. 2.6 – Exceptions

“Offerors **must not take any exceptions** to any terms, conditions, or material requirements of this solicitation. Offers submitted with exceptions may be deemed **non-responsive and disqualified** from further consideration in the CITY’s sole discretion.”

# Special Terms and Conditions

## Section No. 6.2 – Price

- Contractor shall be paid a firm and fixed flat rate property management fee to perform all the services outlined in this RFP for the initial three years of the contract. Thereafter, price increases for the property management fee will be considered annually provided the adjustments are submitted in writing with **60 days' notice** (accompanied with written documentation to support the increase)
- Contractor will be reimbursed for CITY-approved costs and/or expenses incurred while performing the services specified in the contract. All expenses and services to be reimbursed will be quoted (with a minimum of three quotes), reviewed, and approved in writing by PTD prior to processing payment.

# Scope of Work

- **Public Transit Building - 302 N 1<sup>st</sup> Ave, Phoenix AZ 85003**
- Built in 1989
- 10 levels above ground (9 floors are occupied, 10<sup>th</sup> floor is mechanical)
- 2 tenants with approx. 200 people working in the building
- 8 levels subterranean parking with 303 spaces (174 spaces tenant occupied)





# Scope of Work

Contractor would act as liaison between the City and the Tenants and perform services related to the following:

- Annual Operating Budget
- Financial and Accounting
- Record Keeping and Ownership
- Property Management Reports
- Parking Management
- Common Area Maintenance Fees
- Proper Signage
- Key Distribution
- Janitorial Services
- Window Washing
- Carpet Cleaning
- Fire Emergency Management
- Tenant Relations



# Transparency Policy

City Code 43-36

All respondents and their representatives under penalty of disqualification will refrain from contacting anyone involved in this process other than the procurement officer.

**OFFERORS THAT VIOLATE THIS POLICY SHALL BE DISQUALIFIED**

# Questions and Answers Reminder

## Section No. 2.7 –Inquiries

### QUESTIONS

#### Inquiries Form

All questions must be submitted in writing to [ptdprocurement@phoenix.gov](mailto:ptdprocurement@phoenix.gov) (Deadline for written inquiries is January 14, 2025 by 5:00 PM MST)

### ANSWERS

#### RFP Addendum

All answers will be provided in an RFP Addendum