



October 14, 2024

TO: **All Potential Respondents**

SUBJECT: **ADICA Real Estate Contract
Request for Proposal Ref. 25-014**

ADDENDUM NO. 2

The items contained in this addendum are added to and/or deleted from and become part of the specifications and proposal documents for the above referenced procurement solicitation.

QUESTIONS

- How has the property been managed up to now? (internally or by another third-party management company).
1. Q.
- A. **ADICA owned properties have been managed both by a realtor and by internal staff.**
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- If managed by a third party, what value-added services do they offer tenants?
2. Q.
- A. **Professional Leasing Support: Tenants benefit from a streamlined leasing process with professional guidance during lease negotiations, renewals, and adjustments, ensuring their needs are understood and met.**

Responsive Property Management: Tenants have access to a dedicated property manager who serves as their primary point of contact for any issues, providing quick responses and efficient solutions for maintenance requests, repairs, and other concerns.

Maintenance and Repair Coordination: Tenants enjoy timely and reliable maintenance services, including routine inspections, preventive maintenance, and emergency repairs, ensuring that the property remains safe, functional, and comfortable.

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24/7 Emergency Support: Tenants receive round-the-clock support for emergency situations such as plumbing leaks, electrical issues, or security concerns, ensuring that their needs are addressed promptly, regardless of the time of day.

Enhanced Communication and Tenant Portal Access: Tenants may have access to online portals where they can view their lease details, make maintenance requests, pay rent online, and communicate directly with property management, creating a more convenient and transparent experience.

By offering these value-added services, realtors enhance the tenant experience, contributing to greater tenant satisfaction, retention, and overall property value.

3. Q. What is the rent for each commercial property?

A. The rental rates for each commercial property vary, with some starting as low as \$5.50 per square foot.

4. Q. Are all properties currently occupied? If not, how many are vacant?

A. Five properties are currently unoccupied. Four of these properties are undergoing renovations or white-boxing activities.

5. Q. Considering that you will require a market analysis for competitive rental rates, when was the last rent increase?

A. Rent increases are implemented upon lease renewal, and the timing varies depending on the terms of each individual lease agreement.

6. Q. If awarded the contract, will we be required to have an office in Albany, GA?

A. While having an office in Albany, GA, is not a strict requirement, the selected realtor must demonstrate the ability to respond promptly to the needs of both tenants and ADICA. This may involve having a local presence or being able to mobilize quickly to address any issues that arise.

7. Q. Can we use our own property management software, provided it meets the requirements, or does the City of Albany have a preferred system?

A. Yes, you can use your software.

8. Q. Are there existing vendors or service contracts in place? (e.g., maintenance, cleaning, landscaping).

A. Yes.

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- Can I choose my own vendors, or must I use existing ones? Are there preferred or required contractors for specific services? Such as HVAC, plumbing, electrical, or landscaping.
9. Q. **A. We prefer that the selected vendors be licensed and approved through the City of Albany's Procurement Department. Utilizing vendors from the City's approved list helps ensure compliance with local standards and regulations.**
-
10. Q. Are all tenants current on rent?
- A. **Yes.**
-
- Who handles legal matters, including evictions or tenant disputes? (It is assumed that we, as the management company, will handle this, but I just did not see anything addressing legal matters unless I overlooked it.)
11. Q. **A. The selected realtor will collaborate with the ADICA attorney to address all legal matters, including evictions and tenant disputes, ensuring that all issues are managed effectively and in accordance with legal requirements.**
-
12. Q. Is there a budget for maintenance and capital expenditures?
- A. **The budget for maintenance and capital expenditures will vary based on the specific needs of the properties and ongoing projects.**
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- What are the responsibilities for maintenance and repair, as well as those of the tenant?
13. Q. **A. The responsibilities for maintenance and repair are typically divided between the property management and the tenants. The property management is responsible for major repairs, routine maintenance of common areas, and ensuring compliance with safety standards. Tenants are generally responsible for the upkeep of their leased space, which includes minor repairs and maintenance, as well as maintaining the cleanliness and condition of their premises. Specific responsibilities will be outlined in the lease agreement to ensure clarity and mutual understanding.**
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Tina Strassenberg
Tina Strassenberg, Buyer



October 07, 2024

TO: **All Potential Respondents**

SUBJECT: **ADICA Real Estate Contract
Request for Proposal Ref. 25-014**

ADDENDUM NO. 1

The items contained in this addendum are added to and/or deleted from and become part of the specifications and proposal documents for the above referenced procurement solicitation.

QUESTIONS

- There are different instructions provided for delivery of submittals and
1. Q. general submission in the solicitation. Could you please clarify?
 - A. **Competitive sealed proposals will be received by the City of Albany, Procurement Division, 222 Pine Avenue, Suite 260, Albany, GA 31701, until 5:00 p.m. on October 30, 2024.**

One (1) original and one (1) electronic copy (USB flashdrive) of the complete submittal should be delivered to the address below:

**CITY OF ALBANY PROCUREMENT DIVISION
222 PINE AVENUE, SUITE 260
ALBANY, GEORGIA 31701**

Submittals should be clearly marked on the outside as "RFP No. 25-014, ADICA REAL ESTATE CONTRACT".

Sealed submittals may be hand delivered or mailed to the above listed address.

Tina Strassenberg
Tina Strassenberg, Buyer

FINANCE – PROCUREMENT DIVISION



September 30, 2024

REQUEST FOR PROPOSAL
Real Estate Services and Property Management
for Albany Dougherty Inner City Authority (ADICA)
RFP 25-014

The City of Albany, on behalf of the Albany Dougherty Inner City Authority (ADICA), is seeking qualified firms to provide comprehensive real estate and property management services for its properties. The purpose of this RFP is to identify and select a firm with the experience, qualifications, and capacity to manage and maintain ADICA-owned properties effectively.

Competitive sealed proposals will be received by the City of Albany, Procurement Division, 222 Pine Avenue, Suite 260, Albany, GA 31701 until **5:00 pm, on October 30, 2024,**

The City of Albany strongly encourages Small Business firms to participate in this RFP. All corporations should provide corporate seal, a copy of the Secretary of State's Certificate of Incorporation and listing of the principles of the corporation with their response. Firms that wish to join in a consortium must designate one firm as the principal or lead firm. Consortia will be evaluated according to the same requirements as a single firm.

The City of Albany reserves the right to reject any and all responses and to waive technicalities as deemed to be in the best interest of the City. The City of Albany reserves the right to request additional information from a respondent(s) as deemed necessary to analyze responses.

Documents are available at the Procurement Office, www.albany.ga.gov, or the Georgia Procurement Registry. Questions should be submitted in writing to Christina Strassenberg at the Procurement Division Office no later than **5:00 pm, on October 10, 2024** ; electronic inquiries are acceptable at cstrassenberg@albanyga.gov, cc: jswilliams@albanyga.gov and kross@albanyga.gov. Replies of substance will be in writing, in the form of an addendum, and made available to all potential respondents.

City of Albany,

Michael Eaton
Interim CFO

FINANCE

**CITY OF ALBANY
PROCUREMENT DIVISION – FINANCE DEPARTMENT
ALBANY, GEORGIA**

INSTRUCTIONS TO PROPOSERS

These instructions will bind proposers to terms and conditions herein set forth,

1. The following criteria are used in determining which proposal is in the best interests of the city.
 - (a) The ability, capacity and skill of proposer to perform required service.
 - (b) Whether proposer can perform service promptly or within specified time.
 - (c) The character, integrity, reputation, judgment, experience and efficiency of proposer.
 - (d) The performance of previous contracts.
 - (e) The suitability of equipment or material for City/County use.
 - (f) The ability of proposer to provide future maintenance and parts service.
2. Payment terms are Net 30 unless otherwise specified. Favorable term discounts may be offered and will be considered in determining best proposer if they are deemed advantageous to the City.
3. All requested information should be included in submittal package. All desired information must be **signed** and included for your proposal to receive full consideration. **Failure to submit any required form will be cause for proposal to be rejected as non-responsive.**
4. All questions, inquiries and requests for clarification shall be directed to Procurement.
5. For multi-year contracts the following clauses pursuant to OCGA 36-60-13 apply: (1) The contract shall terminate absolutely and without further obligation on the part of the City or County at the close of the calendar year in which it was executed and at the close of each succeeding calendar year for which it may be renewed; (2) The contract may provide for automatic renewal unless positive action is taken by the City or County to terminate such contract, and the nature of such action shall be determined by the City or County and specified in the contract; (3) The contract shall state the total obligation of the City or County for the calendar year of execution and shall further state the total obligation which will be incurred in each calendar year renewal term, if renewed; and (4) The contract shall provide that title to any supplies, materials, equipment, or other personal property shall remain in the vendor until fully paid for by the City or County.
6. Quote all prices F.O.B. Albany or our warehouse or as specified in proposal documents.
7. Each proposal shall be clearly marked on the outside of the package as a Sealed Proposal.
8. Proposal must be received and stamped by the Procurement Office before time stipulated in proposal documents. No responsibility will attach to any City representative or employee for premature opening of proposal not properly addressed or identified.
9. Proposals received late will not be accepted, and the City will not be responsible for late mail delivery.
10. Should a proposal be misplaced by the City and found later it will be considered.
11. Proposals requiring proposal guaranty **will not** be read or considered if security is not enclosed. Security may be in the form of cash, certified check, cashier's check or Surety Bond issued by a Surety Company licensed to conduct business in Georgia.
12. All proposers must be recognized and authorized dealers in the materials or equipment specified and be qualified to advise in their application or use. A proposer at any time requested must satisfy the Procurement Office and City Commission that he has the requisite organization, capital, plant, stock, ability and experience to satisfactorily execute the contract in accordance with the provisions of the contract in which he is interested.
13. Any alterations, erasures, additions or omissions of required information or any changes of specifications, or cost schedule are done at the risk of the proposer.
14. When requested, SAMPLES will be furnished free of expense, properly marked for identification and accompanied by list where there is more than one sample. The City reserves the right to mutilate or destroy any samples submitted whenever it may be in the best interests of the City to do so for the purpose of testing.
15. City will reject any material, supplies or equipment that do not meet the specifications, even though proposal lists the trade name or names of such materials on the price quotation form.
16. The unauthorized use of patented articles is done entirely at the risk of the successful proposer.
17. The ESTIMATED QUANTITY given in the specifications or advertisement is for the purpose of seeking a proposal. The City may purchase more or less than the estimated quantity, and the vendor must not assume that such estimated quantity is part of the contract.
18. Only the latest model equipment as evidenced by the manufacturer's current published literature will be considered. Obsolete models of equipment not in production will not be acceptable. Equipment shall be composed of new parts and materials. Any unit containing used parts or having seen any service other than the necessary tests will be rejected. In addition to the equipment specifically called for in the specifications, all equipment catalogued by the manufacturer as standard or required by the State of Georgia shall be furnished with the equipment. Where required by the State of Georgia Motor Vehicle Code, vehicles shall be inspected and bear the latest inspection sticker of the Georgia Department of Revenue.
19. The successful proposer on motor vehicle equipment shall be required to furnish with delivery of vehicle, Certificate of Origin and Georgia vendors shall provide Georgia Motor Vehicle form MV1.

20. Proposers are responsible for examining the location of the proposed work or delivery and determining, in their own way, the difficulties, which are likely to be encountered in the prosecution of the same.
21. All materials, equipment and supplies shall be subject to rigid inspection, under the immediate supervision of the Procurement Officer and/or the Department to which they are delivered. If defective material, equipment or supplies are discovered, the contractor, upon being instructed by the Procurement Officer, shall remove, or make good such material, equipment or supplies without extra compensation. It is expressly understood and agreed that the inspection of materials by the City will in no way lessen the responsibility of the contractor or release him from his obligation to perform and deliver to the City sound and satisfactory materials, equipment or supplies. The proposer agrees to pay the cost of all tests on defective material, equipment or supplies or allow the cost to be deducted from any monies due him by the City or County.
22. Unless otherwise specified by the procurement officer all materials, supplies or equipment quoted herein must be delivered within thirty (30) days from date of notification or exception noted on price quotation sheet.
23. A contract **will not** be awarded to any corporation, firm or individual who is, from any cause, in arrears to the City/County or who has failed in any former contract with the City/County to perform work satisfactorily, either as to the character of the work, the fulfillment of the guarantee, or the time consumed in completing the work.
24. Reasonable grounds for supposing that any proposer is interested in more than one proposal for the same item will be considered sufficient cause for rejection of all proposals in which he/she is interested.
25. Unless otherwise specified the City reserves the right to award each item separately or on a lump sum basis, whichever is in the best interest of the City/County.
26. The City reserves the right to waive any minor discrepancies, reject any or all proposals, and to purchase any part, all or none of the services, materials, supplies or equipment specified.
27. Failure of the proposer to sign the offer or have the signature of any authorized representative or agent on the proposal **will** be cause for rejection of the proposal. Signature must be written in ink.
28. Any proposer may withdraw his proposal at any time before the time set for opening of proposals. No proposal may be withdrawn without cause in the 60-day period after proposals are opened.
29. It is mutually understood and agreed that if any time the Procurement Officer shall be of the opinion that the contract or any part thereof is unnecessarily delayed or that the rate of progress or delivery is unsatisfactory, or that the proposer is willfully violating any of the conditions or covenants of the agreement, or is executing the same in bad faith, the Procurement Officer shall have the power to notify the aforesaid proposer of the nature of the complaint. Notification shall constitute delivery of notice, or letter, to address given in proposal. If after three working days of notification the conditions are not corrected to the satisfaction of the Procurement Officer, he shall thereupon have the power to take whatever action he may deem necessary to complete the work or delivery herein described, or any part thereof, and the expense thereof, so charged, shall be deducted from any paid by the City out of such monies as may become due to the said proposer, under and by virtue of this agreement. In case such expense shall exceed the last said sum, then and in that event, the bondsman or the proposer, his executors, administrators, successors, or assigns, shall pay the amount of such excess to the City on notice by the Procurement Officer of the excess due.
30. If the proposer proposes to furnish any item of a foreign make or product, he should write "Foreign" together with the name of the originating country opposite such item on proposal.
31. Any complaint from proposer relative to the Request for Proposals or any attached specifications should be made prior to the time of opening of proposals, otherwise such complaint cannot be properly considered.
32. Contracts may be cancelled by the City/County with or without cause with 30-day written notice.
33. **All Corporations should provide the corporate seal, a copy of the Secretary of State's Certificate of Incorporation, and a listing of the principals of the corporation with the bid/proposal.**
34. **All bidders/proposers should provide their tax identification number with the bid/proposal.**
35. **The Board of Commissioners passed a local preference ordinance on January 27, 2015. Where applicable, this ordinance will govern. Local preference will not be a basis of award for projects that are federally funded.**
36. The proposer shall secure all permits, license certificates, inspections (permanent and temporary) and occupational tax certificate, if applicable, before any work can commence. Proposer as well as any and all known subcontractors must possess or will be required to obtain a City of Albany Occupational Tax Certificate or Registration.
37. **Prior to submitting proposal, check website at www.albanyga.gov or call the Procurement Office at 229-431-3211 for any subsequent addendums.**

**CITY OF ALBANY
PROCUREMENT DIVISION
FINANCE DIVISION
ALBANY, GEORGIA**

GENERAL TERMS AND CONDITIONS

1. **PROPOSAL RESPONSE:** Any interested and qualified firm and/or party is requested to submit a sealed response to accomplish the Scope of Services described herein. The response is to be signed by a duly authorized official of the firm and must be submitted in the time, manner and form prescribed. No reimbursement will be made by the City of Albany for any costs incurred prior to issuance of a formal Notice to Proceed should an award of contract result from this solicitation
2. **CONTRACTOR CERTIFICATION:** By submitting a proposal, the contractor certifies that it has read and understands this Request for Proposals and has full knowledge and willingness to comply with the scope, nature, quantity and quality of the work to be performed, the detailed requirements of the services to be provided and the conditions under which the services are to be performed.
3. **DELIVERY OF SUBMITTALS:** One (1) original and five (5) copies of all submittals should be delivered to the address below:

CITY OF ALBANY
PROCUREMENT DIVISION
222 PINE AVENUE, SUITE 260
ALBANY, GEORGIA 31701
PHONE: (229) 431-3211

Submittals should be clearly marked on the outside as "RFP No. 25-014, ADICA REAL ESTATE CONTRACT".

Sealed submittals may be hand delivered or mailed to the above listed address. Sealed submittals must be delivered in writing. Verbal responses are not acceptable. The City of Albany assumes no responsibility for submittals received after the advertised deadline or at any office or location other than that specified herein, whether due to mail delays, courier mistake, mishandling, or any other reason. If submittals are delivered by other than hand delivery, it is recommended that the respondent verify delivery. Any submittal received after the specified time and date will not be considered and will be returned unopened to the firm.

4. **PRICE SCHEDULES:** Price schedule(s) must be submitted in a separate, sealed envelope with proposal, or the proposal will be deemed non-responsive and not considered for award. Including the price schedule in any area outside of a separate, sealed envelope will result in the proposal being deemed non-responsive.
5. **EVALUATION CRITERIA:**

Experience and Qualifications	25%
Team Expertise	20%
References	15%
Understanding of Scope	20%
Cost Proposal	15%
Value-Added Services	5%

**Specifics of Criteria are detailed in the Scope of Work (pg.7)*

6. **SELECTION PROCESS:** A Selection Committee will review all proposals submitted prior to the deadline. Based upon the background information reported in the RFP, the Committee will determine whether the respondent is qualified or unqualified. The City reserves the right to request additional information or clarification from vendors/respondents. Cost will not be the sole determining factor in

selecting a firm. The selection committee will rank the qualified firms based on the data submitted. The committee may require each of these firms to make a formal presentation to the selection committee regarding its qualifications to perform the requested services. The top ranked firm(s) will be selected for final negotiations. Upon completion of negotiations and acceptance/approval by the Board of City Commissioners, a formal contract agreement will be executed between the City and the selected firm.

7. **LOBBYING:** All firms and their agents who intend to, or have submitted responses to this solicitation are hereby placed on formal notice that lobbying of City of Albany Government employees or members of the Evaluation Committee with the intent to manipulate the Procurement process may result in the immediate disqualification of such firm by the City from further consideration for this project.
8. **PERMITS & FEES:** Contractor as well as any and all known subcontractors must possess or will be required to obtain a City of Albany Occupational Tax Certificate or Registration **prior** to commencement of work.
9. **PROPOSAL GUARANTY:** Each proposal shall be accompanied by a certified check, cashier's check, cash, or proposal guaranty (surety) acceptable to the Owner, in an amount equal to at least five **(5%)** percent of the bid, payable without condition to the Owner as a guaranty that the proposer, if awarded the contract, will promptly execute the Agreement in accordance with the proposal and other contract documents, and will furnish good and sufficient bond for the faithful performance of the same, and for the payment to all persons supplying labor and material for the work. The proposal guaranty must be presented in its original form. Copies are not acceptable.
10. **PAYMENT AND PERFORMANCE BOND:** The successful Contractor shall furnish, **within ten (10) days** after written notice of acceptance of proposal, Payment and Performance Bonds. Contractor shall provide and pay the cost of Payment and Performance Bonds. The Bonds shall be in the amount of one-hundred percent (100%) the annual contract cost, issued by a Surety Company licensed in the state of Georgia with an "A" minimum rating of performance as stated in the most current publication of "Best's Key Rating Guide, Property Liability" which shall show a financial strength rating of at least five (5) times the Contract Price. The Bonds shall be accompanied by a "Power of Attorney" authorizing the attorney-in-fact to bind the surety and certified to include the date of the bonds.
11. **INSURANCE REQUIREMENT:** Successful vendor shall maintain insurance with companies licensed to do business in the State of Georgia acceptable to the City for the protection of the City and name it as an additional insured, against all claims, losses, costs or expenses arising out of injuries or death of persons whether or not employed by vendor, whether arising from the acts or omission, negligence or otherwise of vendor or any of its agents, employees, patrons, or other persons, and growing out of work being done by vendor on behalf of City, such policies to provide for a liability limit on account of each accident resulting in the bodily injury or death of not less than One Million (\$1,000,000) Dollars, a liability limit of not less than One Million (\$1,000,000) Dollars for each accident for property damage. Vendor shall also carry product liability insurance for personal injuries and/or death in the amount not less than One Million (\$1,000,000) Dollars for any one person. Vendor shall maintain a combined single liability limit of Five Hundred Thousand (\$500,000) Dollars, covering owned, non-owned, and hired vehicles. Vendor shall furnish evidence to the City of the continuance in force of said policies by providing copies of the policy to the Procurement Agent. A Certificate of Insurance is not acceptable. The City's sole judgment shall control as to the sufficiency of the coverage.

Vendor shall furnish to the City satisfactory evidence that it carries Worker's Compensation Insurance in accordance with the laws of the State of Georgia.
12. **PRESERVATION OF PROPERTY:** The contractor shall carry out his work with such care and by the proper methods to prevent damage to the property adjacent to the work or within streets, easement

locations to the extent the owner may have rights therein, or other property of the owners or of others, whether adjacent to the work site or not, the removal, relocation, or destruction of which is not called for by the provisions of the contract documents; it being a condition of the execution of the contract that the work be performed in such manner that the property of others and other property of the owner shall not be damaged in any way. The word PROPERTY, as used, is intended to include among other types of property, public street improvements, storm and sanitary sewers, water lines and appurtenances, or other structures. Should any property be damaged or destroyed, the contractor at his own expense shall promptly, or within reasonable time, repair or make such restoration as is practical and acceptable to the owner of the damaged or destroyed property. In case of failure on the part of the contractor to repair or restore such property, or make good such damage or injury, the Building Inspector may within forty-eight (48) hours' notice, proceed to repair, rebuild, or otherwise restore such property as may be necessary, and the cost thereof will be deducted from any monies due or which may become due the contractor under this contract agreement. The contractor shall, at all times in performance of the work, employ approved methods and exercise reasonable care and skill so as to avoid delay, damage, injury or destruction of existing public service installations and structures; and shall at all times in the performance of the work avoid interference with, or interruption of, public utilities services, and shall cooperate fully with the owners thereof to the end.

13. **GEORGIA SECURITY & IMMIGRATION COMPLIANCE ACT:** The successful contractor will provide certification that they are in compliance with the Georgia Security and Immigration Compliance Act, certifying that the provisions of GA Law, O.C.G.A 13-10-91, Chapter 300-10-1, per the Georgia Division of Labor, if applicable, have been complied with in full. Pursuant to O.C.G.A 13-10-90(2), all subcontractors entering into a contract or agreement for hire on this Project must be registered and participate in the Federal Work Authorization Program.
14. **GOVERNING LAW & VENUE:** An executed copy of this form should accompany your submittal. (See Attached)
15. **CERTIFICATE OF NON-COLLUSION:** An executed copy of this form should accompany your submittal. (See Attached)
16. **DEBARRED PROPOSERS INTEGRITY CERTIFICATION FORM:** An executed copy of this form should accompany your submittal. (See Attached).
17. **DRUG FREE WORKPLACE:** An executed copy of this form should accompany your submittal. (See Attached).
18. **INDEMNITY AGREEMENT:** An executed copy of this form should accompany your submittal. (See Attached)
19. **QUESTIONS:** Submit all questions via email to cstrassenberg@albanyga.gov; cc: jswilliams@albanyga.gov and kross@albanyga.gov; or fax questions to (229) 431-2184. **Deadline for questions is October 10, 2024 by 5:00 pm.** Replies of substance will be in writing and made available to all potential proposers.

REQUEST FOR PROPOSAL FOR A REALTOR TO MARKET, MANAGE AND LEASE PROPERTY OWNED BY ADICA

Introduction

The purpose of this RFP is to identify and select a firm with the experience, qualifications, and capacity to manage and maintain ADICA-owned properties effectively. This document outlines the scope of work, responsibilities, and submission requirements for interested firms.

PROPERTY	LAND PROPERTY
ADDRESS	100, 102, 104, 106 and 108 Pine Ave. 115, 121, 123, 127, 129/131 N. Front St. 125/135 College Dr.
RENTABLE SQUARE FEET	100 Pine Ave.: 1206 Sq. Feet 102 Pine Ave.: 1295 Sq. Feet 104 Pine Ave.: 1270 Sq. Feet 106 Pine Ave.: 1324 Sq. Feet 108 Pine Ave.: 1790 Sq. Feet 115 N. Front St.: 2356 Sq. Feet 121 N. Front St.: 2409 Sq. Feet 123 N. Front St.: 2414 Sq. Feet 127 N. Front St.: 1192 Sq. Feet 129/131 N. Front St.: 694 Sq. Feet 125/135 College Dr.: 13,800 Sq. Feet and other designated ADICA owned properties may be added.

RFP Schedule

- Release Date: September 30, 2024
- Deadline for Questions: October 10, 2024
- Submission Deadline: October 30, 2024
- Evaluation Period: November 4, 2024
- Interviews with Shortlisted Firms: November 11, 2024
- Selection Announcement: December 5, 2024

** Dates are subject to change*

Submission Instructions

Interested firms must submit their qualifications electronically to Tina Strassenberg cstrassenberg@albanyga.gov by 4:00 PM on the submission deadline date. Submissions must include the following components:

1. Cover Letter: Introduce the firm, including contact information and a brief overview of the firm's qualifications.
2. Firm Qualifications: Provide a detailed description of the firm's experience in real estate and property management.
3. Team Qualifications: Include resumes and biographies of key personnel who will be assigned to this project.
4. Relevant Experience: Provide case studies or examples of similar projects managed by the firm.
5. References: Include at least three references from clients for whom the firm has provided similar services.
6. Cost Proposal: Provide a detailed cost proposal, including fees and percentage of rent collected for management services.

Scope of Work

The selected firm will be responsible for providing a full range of real estate and property management services for ADICA-owned properties. The scope of work includes, but is not limited to, the following:

1. Property Management

Tenant Management:

- Tenant Screening and Selection
 - Conduct thorough background and credit checks.
 - Ensure tenants meet ADICA's leasing criteria.
- Lease Administration:
 - Prepare and execute lease agreements.
 - Enforce lease terms and conditions.
- Rent Collection:
 - Collect rent and other payments from tenants.
 - Offer electronic direct deposit options for tenant payments.
 - Ensure timely collection and remittance of rents to ADICA.
- Tenant Relations:
 - Address tenant complaints and disputes promptly.
 - Facilitate tenant move-ins and move-outs.
 - Ensure tenants maintain appropriate insurance coverage, listing ADICA as an additional insured entity.
- Maintenance:

- Regular inspection of properties to identify and address maintenance needs.
- Coordination and oversight of maintenance and repair work.
- Ensuring properties meet all safety and health regulations.
- Financial Management:
 - Preparation and management of operating budgets.
 - Regular financial reporting to ADICA, including income and expense statements.
 - Management of property-related expenses and ensuring timely payment of all property-related bills.

Maintenance and Repairs:

- Property Inspections:
 - Conduct regular inspections to identify and address maintenance needs.
 - Maintain detailed inspection records.
- Maintenance Coordination:
 - Coordinate and oversee maintenance and repair work.
 - Ensure all work complies with safety and health regulations.
- Emergency Response:
 - Provide 24/7 emergency maintenance services.
 - Ensure prompt response to emergency maintenance requests.

Financial Management:

- Budget Preparation:
 - Develop and manage annual operating budgets.
 - Monitor and control expenses to ensure budget compliance.
- Financial Reporting:
 - Provide regular financial reports, including income and expense statements.
 - Report on rent collection, occupancy rates, and other key performance metrics.
- Expense Management:
 - Manage property-related expenses, ensuring timely payment of all bills.
 - Negotiate contracts and agreements with service providers and vendors.

2. Leasing and Marketing

Marketing Strategy:

- Market Analysis:
 - Conduct market analysis to determine competitive rental rates.
 - Identify target tenant demographics.
- Marketing Plan:
 - Develop and implement marketing strategies to attract and retain tenants.
 - Utilize online listings, social media, and other marketing channels.
- Property Showings:
 - Schedule and conduct property showings for prospective tenants.
 - Maintain a professional and welcoming environment during showings.

Lease Negotiations:

- Lease Terms:
 - Negotiate lease terms and conditions with prospective tenants.
 - Ensure lease agreements align with ADICA's policies and objectives.
- Renewals and Extensions:

- Manage lease renewals and extensions.
- Negotiate favorable terms for long-term tenant retention.

Vacancy Management:

- Vacancy Reduction:
 - Implement strategies to minimize vacancy periods.
 - Ensure quick turnaround of units between tenants.
- Tenant Retention:
 - Develop and implement tenant retention programs.
 - Address tenant concerns to maintain high satisfaction levels.

3. Administrative Duties:

Record Keeping:

- Documentation:
 - Maintain accurate and comprehensive records of all property management activities.
 - Ensure all records comply with legal and regulatory requirements.
- Lease and Tenant Files:
 - Keep detailed lease and tenant files.
 - Ensure all documentation is up to date and securely stored.

Compliance

- Regulatory Compliance:
 - Ensure properties comply with all local, state, and federal regulations.
 - Stay informed about changes in real estate laws and regulations.
- Health and Safety:
 - Implement health and safety protocols.
 - Conduct regular safety audits and address any identified issues.

Reporting

- Regular Reports:
 - Provide regular reports to ADICA on property status, financial performance, and tenant issues.
 - Include updates on occupancy rates, rent collections, and maintenance activities.
- Annual Review:
 - Conduct an annual review of property performance.
 - Present findings and recommendations to ADICA for strategic planning.

4. Cost Proposal:

Interested firms must include a detailed cost proposal in their submission. The cost proposal should include:

- **Management Fee:** Indicate the percentage of rent collected that will be charged as the management fee.
- **Additional Fees:** Outline any additional fees for specific services, such as lease negotiations, marketing, or maintenance coordination.
- **Value-Added Services:** Describe any value-added services provided at no additional cost.

5. Evaluation Criteria:

Submissions will be evaluated based on the following criteria:

1. Experience and Qualifications (25%): This criterion assesses the firm's track record and capability in managing similar properties. It is crucial as it directly impacts on the quality and reliability of the service provided.
2. Team Expertise (20%): The qualifications and experience of the proposed team members are essential for ensuring the firm has the necessary skills and expertise to manage the properties effectively.
3. References (15%): Positive feedback from past clients is a strong indicator of the firm's performance and reliability. This criterion helps validate the firm's claims about their experience and expertise.
4. Understanding of Scope (20%): Demonstrated understanding of the scope of work and ADICA's needs ensures that the firm comprehends what is required and can tailor their services accordingly.
5. Cost Proposal (15%): While cost is important, it should not be the sole determining factor. A competitive and transparent cost structure is necessary, but the value provided by the firm should also be considered.
6. Value-Added Services (5%): Additional services or innovative approaches can enhance the overall value of the contract. This criterion rewards firms that go beyond the basic requirements to offer something extra.

Here is the weighted evaluation criteria:

Evaluation Criteria	Weight
Experience and Qualifications	25%
Team Expertise	20%
References	15%
Understanding of Scope	20%
Cost Proposal	15%
Value-Added Services	5%

Proposers are asked to provide a response to the following Additional Considerations:

- **Response Time and Availability:** How quickly and effectively the firm responds to queries and issues, and their availability for meetings and site visits.
- **Local Market Knowledge:** Familiarity with the local market conditions, regulations, and opportunities.

- **Technology and Tools:** The use of modern technology and tools for property management, reporting, and communication to both the ADICA Executive Director and the tenant. (Can payments be electronically deposited)
- **Sustainability Practices:** Commitment to environmentally sustainable practices in property management.
- **Risk Management:** Strategies for identifying and mitigating potential risks related to property management.

Incorporating these additional considerations will help further refine our selection process and ensure the chosen firm aligns with ADICA's goals and values.

Responsibilities of the Firm

The selected firm will be responsible for the following:

1. Rent Collection:
 - Collecting rent and other payments from tenants.
 - Offering tenants the option to pay via electronic direct deposit.
 - Ensuring timely collection and remittance of rents to ADICA.
2. Insurance Requirements:
 - Ensuring tenants have appropriate insurance coverage.
 - Verifying that ADICA is listed as an additional insured entity on tenant insurance policies.
3. Maintenance and Repairs:
 - Conducting regular property inspections.
 - Coordinating necessary maintenance and repairs.
 - Keeping properties in compliance with safety and health standards.
4. Tenant Relations:
 - Addressing tenant inquiries and complaints promptly.
 - Managing tenant move-ins and move-outs.
 - Enforcing lease terms and managing tenant disputes.
5. Financial Management:
 - Preparing and managing property budgets.
 - Providing regular financial reports to ADICA.
 - Managing and paying property-related expenses.

Conclusion:

ADICA looks forward to receiving your qualifications and working with a capable firm to manage and enhance the value of its properties. Thank you for your interest in this opportunity.

****COMPLETE AND SUBMIT****

INDEMNITY AGREEMENT

This indemnity agreement made and entered into in favor of CITY OF ALBANY ("ALBANY"), a municipal corporation, by _____.

WHEREAS, _____ has submitted a proposal to ALBANY so as to provide _____.

NOW, THEREFORE, as an additional consideration in ALBANY awarding the proposal to _____.

_____ agrees to indemnify and hold harmless ALBANY, its agents, principals, officers, and employees, their successors and assigns, individually and collectively, with respect to all claims, demands or liability for any injuries to any person (including death) or damage to any property arising out of any alleged negligence of ALBANY, its officers, agents, or employees in connection with said proposal /award; provided this indemnity shall not extend to any damage, injury or loss due to ALBANY's sole negligence or willful misconduct of ALBANY. _____ shall defend against all such claims and pay expenses of such defense, including reasonable attorney fees, and all judgments based thereon.

WITNESS THE HAND AND SEAL of the _____ pursuant to proper corporate authority ____ day of _____, 2024.

Company or Corporate Name

Corporate Seal (if applicable)

Authorized Signature

Title

Printed Name

Date

Witness

Date

*****Complete and Submit*****

GOVERNING LAW AND VENUE

Contractor agrees that as to any actions or proceedings arising out or related to this agreement, any such proceedings shall be governed and determined by Georgia Law.

Contractor further agrees that as to any actions or proceedings arising out of or related to this agreement, any such action or proceeding shall be resolved only in an appropriate court located in Dougherty County, Georgia.

Company or Corporate Name

Corporate Seal (if applicable)

Authorized Signature

Title

Printed Name

Date

*****Complete and Submit*****

CERTIFICATION OF NON-COLLUSION

The Contractor certifies by submitting that it and its agents, officers or employees have not directly or indirectly entered into any agreements, participated in any collusion or otherwise taken any action in restraint of free competitive proposing in connection with this bid.

Company or Corporate Name

Corporate Seal (if applicable)

Authorized Signature

Title

Printed Name

Date

*****Complete and Submit*****

DEBARRED PROPOSERS/INTEGRITY CERTIFICATION

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion
(49 CFR, Part 29):

The Contractor must certify that neither it nor its principals are presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal Division or agency. Further, the Contractor certifies that he or she shall obtain an identical certification from all its sub-contractors. The Contractor also agrees that when a sub-contractor is unable to certify to any of the statements in this certification, the prospective participant shall submit an explanation to the Contractor.

Company or Corporate Name

Corporate Seal (if applicable)

Authorized Signature

Title

Printed Name

Date

*****Complete and Submit*****

DRUG FREE WORKPLACE CERTIFICATION

DRUG FREE WORKPLACE REQUIREMENTS: The Contractor will provide the following certification that a Drug Free Workplace will be provided on the Project.

The undersigned certifies that the provisions of Code Sections 50-24-1 through 50-24-6 of the Official Code of Georgia Annotated, relating the "Drug Free Workplace Act", have been complied with in full. The undersigned further certifies that:

1. A drug free workplace will be provided for the Contractor's employees during the performance of the Contract; and
2. Each Contractor who hires a Subcontractor to work in a drug free workplace shall secure from that Subcontractor the following written certification:

Company or Corporate Name

Corporate Seal (if applicable)

Authorized Signature

Title

Printed Name

Date

****COMPLETE AND SUBMIT****

**OWNER AFFIDAVIT
TO COMPLY WITH O.C.G.A § 13-10-91**

NOTE: This particular document is to be used when contracting with a business owned by an individual(s). The business is not incorporated nor is it set up in any other formal structure such as a limited liability partnership.

_____ personally appeared before the undersigned, duly authorized by law to
[Name of Owner]
administer oaths, and, who being duly sworn deposes and says:

1.

I/we are the owner(s) of _____. The latter is a trade name for the business operated
[Name of Business]
by the undersigned

2.

The statements contained herein are based on my/our personal knowledge and I do not labor under any physical or mental difficulties. I am over 21 years of age and I understand City of Albany will rely on the statements contained herein as a part of the City's obligations under O.C.G.A. § 13-10-91. This affidavit is given in conjunction with a construction project on behalf of City of Albany known as _____.
[Name of Project]

3.

I understand that City of Albany may not enter into a contract with me/us unless I/we have registered and do does participate in the Federal Work Authorization Program defined in O.C.G.A. § 13-10-90(2), to-wit:

(2) "Federal work authorization program" means any of the electronic verification of work authorization programs operated by the United States Division of Homeland Security or any equivalent federal work authorization program operated by the United States Division of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603.

4.

I understand that my business may only contract with subcontractors that are registered with and participate in the Federal Work Authorization Program. I swear, under penalty of perjury that my business will begin work at this

project with only subcontractors that meet such requirements and an appropriate affidavit will be provided to City from each subcontractor.

5.

I further understand that upon contracting with any new subcontractor, I must provide City with a written notice which shall include an affidavit attesting to the subcontractor's name, address, user identification number and date of authorization to participate in the Federal Work Authorization Program. All of this must be done within five (5) business days of entering into a contract or agreement for hire with a new subcontractor.

6.

I swear under penalty of perjury that I have registered and does participate in the Federal Work Authorization Program as defined in paragraph 3 above.

7.

Furthermore, I swear that the Contractor's Company E-Verify ID Number for _____
is _____ and the date of such authorization is _____
[E-Verify #] [Name of Business] [Date]

Company or Corporate Name

Corporate Seal (if applicable)

Authorized Signature

Title

Printed Name

Date

Sworn to and subscribed before me

this _____ day of _____ 20____

NOTARY PUBLIC

My commission expires: _____

****COMPLETE AND SUBMIT****

**CORPORATE AFFIDAVIT
TO COMPLY WITH O.C.G.A § 13-10-91**

NOTE: This particular document is to be used when contracting with a corporation. Under Georgia law a corporation cannot execute an affidavit. The actual execution of the affidavit must be by a principal of the corporation.

_____ personally appeared before the undersigned, duly authorized by law to
[Name of Principal]
administer oaths, and, who being duly sworn deposes and says:

1.

I am a principal of _____, by virtue of my position as _____
[Name of Corporation] **[Title]**

2.

The statements contained herein are based on my personal knowledge and I do not labor under any physical or mental difficulties. I am over 21 years of age and I understand City of Albany will rely on the statements contained herein as a part of the City's obligations under O.C.G.A. § 13-10-91. This affidavit is given in conjunction with a construction project on behalf of City of Albany known as _____.
[Name of Project]

3.

I understand that City of Albany may not enter into a contract with _____
[Name of Corporation]
unless it has registered and does participate in the Federal Work Authorization Program defined in O.C.G.A. § 13-10-90(2), to-wit:

(2) "Federal work authorization program" means any of the electronic verification of work authorization programs operated by the United States Division of Homeland Security or any equivalent federal work authorization program operated by the United States Division of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603.

4.

I understand that _____ may only contract with subcontractors that are registered
[Name of Corporation]
with and participate in the Federal Work Authorization Program. I swear, under penalty of perjury that _____

_____ will begin work at this project only with subcontractors that meet such
[Name of Corporation]
requirements and an appropriate affidavit will be provided to City from each subcontractor.

5.

I further understand that upon contracting with any new subcontractor, _____
[Name of Corporation]
must provide City with a written notice which shall include an affidavit attesting to the subcontractor's name, address,
user identification number and date of authorization to participate in the Federal Work Authorization Program. All of
this must be done within five (5) business days of entering into a contract or agreement for hire with a new
subcontractor.

6.

I swear under penalty of perjury that _____ has registered and does
[Name of Corporation]
participate in the Federal Work Authorization Program as defined in paragraph 3 above.

7.

Furthermore, I swear that the Contractor's Company E-Verify ID Number for _____
[Name of Corporation]
is _____ and the date of such authorization is _____
[E-Verify #]

Company or Corporate Name

Corporate Seal (if applicable)

Authorized Signature

Title

Printed Name

Date

Sworn to and subscribed before me
this _____ day of _____ 20____

NOTARY PUBLIC

My commission expires: _____