

**COLUMBIA COUNTY, FLORIDA BOARD OF COMMISSIONERS**  
**RFP #2014-D**  
**Rental Property Manager for Neighborhood Stabilization Program**

## **RFP #2014-D**

### **INTENT AND GENERAL INFORMATION**

The Columbia County Board of Commissioners (CCBCC) is soliciting proposals and statements of qualifications from experienced firms, not for profit organizations or individuals for the rental/property management of residential housing properties targeting low and low/moderate income families pursuant to any rules and regulations promulgated by the US Department of Housing and Urban Development and the State of Florida Department of Economic Opportunity under the Neighborhood Stabilization Program-3.

The CCBCC expects that interested individuals and firms will make every effort to assemble a team with the requisite experience and qualifications to perform required services.

Columbia County has received NSP-3 funding from the Florida Department of Economic Opportunity. Under this grant, the County has acquired and rehabilitated nine (9) foreclosed housing units for rental to families meeting the low and low/moderate income guidelines of the program. Columbia County has adopted policies on the selection of eligible tenants and developed a lease. Columbia County will comply with all Fair Housing regulations.

The successful individual or firm will be paid a percentage of the rental revenue collected not to exceed 12%.

The CCBCC reserves the right to accept or reject any and /or all submissions, to approve or reject and sub-consultants, and to waive any technicalities or informalities, as determined to be in the best interest of CCBCC.

### **SUBMITTAL**

An original and four (4) copies for a total of five (5) of each submission or alternate submissions must be received in a sealed envelope prominently marked on the outside with the words “**RFP # 2014-D NSP Property Management**”.

### **DEADLINE**

The deadline for receipt of submittals or alternate submittals in response to this Request is May 23, 2014 at 11.00 a.m. Proposals should be in a sealed envelope marked “**RFP 2014-D, NSP Property Management**” and mailed to CCBCC, P.O. Box 1529, Lake City Fl 32056-1529, or hand delivered to: CCBCC, 135 NE Hernando Ave. Room 203, Lake City, FL 32055. Submissions by fax or other electronic media will not be accepted under any circumstances. Late submissions will not be accepted, but will be returned unopened to the sender at the sender’s expense.

## **SCOPE OF SERVICES**

Individuals or firms must demonstrate expertise in the management of rental properties as well as knowledge of HUD rules and regulations regarding the rental of property to both low and low/moderate income families.

## **SUBMITTAL**

Submittals should be concise, and must specifically address the issues of this RFP. It is requested that the response be no more than 10 pages (excluding resumes and reference letters) and titled Letter of Interest and Statement Qualifications, RFP #2014-D. Resumes shall be limited to two pages per person that will be assigned to CCBCC projects.

The submittals should include the following:

- Description of the firm's or individual's expertise in rental property management.
- Brief overview of the firm's or individual's history in HUD or NSP regulated property management.
- The name of the contact person, telephone, fax number and email address.
- Resumes of all personnel that will be assigned to the project(s) with a copy of any professional license.
- List a maximum of five (5) recent properties that the firm or individual managed during the past five (5) years to indicate proficiency in similar work. If available, please provide **reference letters** on these projects. The correspondence shall be from the current contact person and include a telephone number
- Describe the current workload and the daily ability to handle the scope of services.

## **SELECTION AND EVALUATION PROCEDURES**

The CCBCC will utilize a selection committee consisting of CCBCC staff and North Central Florida Regional Planning Council staff who will review and rank all proposals received. The evaluation criteria listed below will be utilized to evaluate the individuals and firms and the selection committee will narrow the final list to no more than three (3) individuals and firms. The Board shall be the sole judge of its own best interests, the proposals and the resulting negotiated agreement. The Board's decision will be final.

Consulting firms will be evaluated using a number of factors including, but not limited to, the following:

1. Proposal meets HUD guidelines. (20 points)
2. Experience and expertise to meet the needs of the County. Experience working with NSP or HUD projects. (20 points)
3. Qualification and abilities of Personnel. (20 points)
4. Client reference letters (five references). (10 points)
6. Quality of submittal (clarity, conciseness and compliance with the requirements in the Request for proposal). (10 points)
7. Location of key personnel-  
Firms and key personnel located within Columbia County. (20 points) (Local business initiative)  
Firms located within Florida. (15 points)  
All other firms. (2 points)