

REQUEST FOR PROPOSALS
for
COMMERCIAL PROPERTY MANAGEMENT SERVICES
for



Dorchester Bay
Economic Development Corporation

594 Columbia Road, Suite 302
Dorchester, MA 02125

Proposals Due: 3:00 PM – September 25, 2023



REQUEST FOR PROPOSAL FOR:
Property Management Services

DEADLINE FOR SUBMISSION: 3 p.m. Eastern Time, September 25, 2023

INTRODUCTION

Dorchester Bay Economic Development Corporation (DBEDC), as authorized representative of property owner DB Pierce LLC, requests proposals from property management firms to provide commercial services for the Pierce building at 594 Columbia Road, Dorchester, MA 02125.

This Request is published on DBEDC's website: <https://www.dbedc.org/>

BACKGROUND

The Pierce Building is owned by DB Pierce LLC, an affiliate of DBEDC, pursuant to a legal structure put in place as part of the building's rehabilitation with funding from Historic Tax Credits. The rehabilitation construction was completed in December 2022. DBEDC is the Managing Member of DB Pierce LLC and owns a 1% interest in the property owner; a third-party investor entity holds a 99% interest in the property owner.

DBEDC is a community development corporation founded by local civic associations in 1979 to address the problems of economic disinvestment, unemployment, crime, community tensions, and the shortage of quality affordable housing undermining Boston's North Dorchester and Roxbury neighborhoods. Over the last 45 years, we have worked in partnership with local leaders and stakeholders to build and preserve 1,200 units of affordable housing and over 164,000 square feet of commercial space, to engage residents in community life, and to support a robust economy through small business support and economic development.

The structures we have built are physical manifestations of our work, but at its core, our work is about strengthening the community, which is made up of the people who live and work in our neighborhoods.

The Pierce Building

The Pierce building was constructed in 1904. The exterior foundation of the building is of granite, the walls and trim are brick, marble and cast iron, the roof is rubber membrane. Major renovations took place in 2021 into 2022. Fully renovated with upgraded elevator, structural improvements, new HVAC, new windows, new interior lighting and finishes, exterior materials rehabilitated. The size of the building consists of 4 floors, 4,900 SF each (19,600 total) plus the basement (4,900). DBEDC rents the 3rd and 4th floors of the Pierce Building for its offices. The 4th Floor has a common conference room shared by all building tenants per reservation system. There are 3 other leased commercial tenants currently in the building (1) retail tenant on the first floor and two (2) office tenants on the second floor. One unoccupied space is available for lease on the 2nd floor with no tenancy currently; this vacant second floor space may be subdivided in the future.

The Pierce building has historic significance and was awarded State and Federal Tax Credits, located within the Upham's Corner Historic District.

SCOPE OF WORK

1. Ensure compliance with commercial property tenant leases, use permits, and loan and other agreements;
2. Ensure compliance with Historic Tax Credits and applicable National Park Service and Massachusetts Historic Commission rules, regulations, guidelines, and other laws;
3. Identify and address emergency situations immediately and provide follow-up to DBEDC staff as soon as possible thereafter;
4. Facilitate the execution of commercial leases, amendments, renewals, and cancellations with existing tenants and future tenants and collect monthly rent payments;
5. Facilitate eviction of non-paying tenants and, tenants who violate terms of the lease agreement when necessary;
6. Supervise and directly provide or arrange for general contractors, trade sub-contractors and other vendors to provide the routine maintenance and minor repairs of properties, including but not limited to arrangement for pest services, janitorial services, security services, sidewalk snow removal services, elevator maintenance services, building systems (electrical, mechanical, plumbing, air conditioning) security cameras, locksmiths, and others as needed; and ensuring only insured and licensed contractors registered in the Commonwealth of Massachusetts shall be employed under any contract or subcontract on any project exceeding \$1,000.00. Property management firm is responsible for registering and/or permitting projects and all reporting requirements; Assist;
7. Assist DBEDC with setting up all utility services (gas and electric, water and sewer, telephone and internet, recycling and waste management and ensure prompt payment of utility and other operating and maintenance bills for the property
8. Ensure that property is maintained and provide safe, decent, and sanitary conditions; perform necessary repairs, and address any tenant concerns related to the physical condition of the property under management;
9. Develop accurate and concise operating and expense budgets; operating budgets shall include suggested capital improvements, and a detailed narrative;
10. Provide the bookkeeping of income and expenses; provide monthly financial reports; cooperate with DBEDC, independent accountant, and/or auditor with the preparation of federal, state, and local filings and reporting requirements;
11. Maintain accurate records, including procedures for reporting monthly rent collections, enforcing the terms of the rental agreements, and transmitting said records and reports to DBEDC on a regular basis.
12. Monitoring of utility consumption;
13. City's BERDO compliance reporting;
14. Establish green and energy efficiency goals and practices.

EVALUATION PROCESS

DBEDC will evaluate the proposals received by the submission deadline. Based on the RFP evaluation and potential interviews, DBEDC will identify the firms most qualified for the opportunity.

Proposals may be evaluated using the following criteria (note that there is no value or ranking implied in the order of this list):

- Demonstrated ability to perform the services described;
- Experience, qualifications and expertise;
- Quality of work as verified by references;
- Costs relative to the scope of services.
- Track-record of hiring local residents, minorities, and women, and retaining M/WBE subcontractors and service providers;
- A demonstrated history of providing similar services to comparable entities;
- Willingness to accept DBEDC's contract terms; and
- Compliance in responses to information requested below in the *Information to be Included in Proposal* section;
- Any other factors DBEDC deems relevant.

DBEDC reserves the right to:

- Reject any and all proposals that do not comply with all prescribed procedures and proposal requirements.
- Engage the services of more than one firm.
- Waive any requirements set forth herein.
- Modify the terms of the proposal process.
- Cancel this RFP process entirely.

DBEDC requires that firms doing or seeking to do business with DBEDC have a demonstrable track record of hiring people of color, women, and Boston residents, and working with M/WBE subcontractors and other service providers.

Qualified respondents will demonstrate prior experience with managing commercial properties with multiple tenants. Selected respondents must enter into a property management agreement with the DBEDC that will specify compensation for property management services and outline services to be provided and recommended.

Preference will be given to minority- and women-owned or led firms.

The selected firm will be expected to begin work within two weeks of contract execution. The contract term shall be two years with the possibility of two (2) one-year extensions.

INFORMATION TO BE INCLUDED IN PROPOSAL

All requested information must be provided. Please answer each item independently from others. Appendices are allowed; however, review of any appendices is not required, but may or may not be used. Proposals not meeting requirements may be disqualified.

1. RFP contact person, their telephone, and e-mail address at your firm to whom DBEDC's office will communicate all selection information with regards to this RFP.
2. A Summary of Qualifications includes a description of the direct experience of the individual identified above.
3. Proposals should describe past work on similar projects and a recommended approach, schedule, and

budget to achieve the desired deliverables in relation to the Scope of Work.

4. Clearly state the management fee that will be charged to DBEDC on a monthly basis. Any charges for personnel or administrative overhead that will be charged directly to the property must be clearly stated.
5. Any additional project costs that will be directly charged to DBEDC must be itemized, including but not limited to hourly rates for labor, software costs, software maintenance costs, implementation fees, shipping, insurance, communications, documentation reproduction, and all other expenses. Failure to clearly identify all costs associated with the proposal may be cause for rejection of the proposal.
6. Identify all subcontractors you intend to use for the proposed scope of work. For each subcontractor listed, indicate (1) what products and/or services are to be supplied by that subcontractor and, (2) what percentage of the overall scope of work that subcontractor will perform. Pierce has existing agreements in place for cleaning and trash removal, pest control, fire monitoring, BDA monitoring, security cameras, and elevator maintenance.
7. Describe your firm’s track record of working with minority-owned and women-owned subcontractors and other service providers like accountants, attorneys, etc.
8. Describe your firm’s track record of hiring Boston residents, people of color, and women.
9. Provide at least two references.
10. Provide a list of all conditions, terms, restrictions, and requirements other than those specified in this RFP.
11. Provide a statement of assurance that your firm is not currently in violation of any regulator agency rules, or if in violation, an explanation as to why the violation does not have a material adverse effect on your ability to perform under the proposed contract.
12. Identify the name or names of any person or firm, including attorneys, lobbyists, and public relations professionals compensated to promote the selection of your firm, and any plan or arrangements to share tasks, responsibilities, and/or fees earned, and the method used to calculate the fees to be earned.
13. Include any other information that you consider appropriate and that will be helpful in DBEDC's selection of a property management firm.

SCHEDULE

The following schedule is subject to change. Except as provided below, changes will only be made by written amendment to this Request for Proposals.

<u>Date</u>	<u>Event</u>
September 7, 2023	Release Request for Proposals
September 25, 2023	Proposals Due
October 10, 2023	Selection Announcement
October 17, 2023	Offer of Acceptance
November 1, 2023 - <i>anticipated</i>	Agreement Commencement

QUESTIONS



Questions must be directed via e-mail to hpimentel@dbedc.org (questions will not be accepted by phone or other means).

PROPOSAL SUBMITTAL

Proposers must submit one PDF to himpentel@dbedc.org with a copy to kyle@dbedc.org. No oral or telephonic proposals will be considered.