



## **REQUEST FOR PROPOSAL**

**Deadline: Tuesday, September 22<sup>nd</sup> at 4:30 pm**

### **PROPERTY MANAGEMENT SERVICES FOR NORTH CITY WATER DISTRICT RENTAL PROPERTY**

#### **Section 1. Organizational Overview**

North City Water District is a special purpose district that was formed in 1931. We provide water services to portions of the Cities of Lake Forest Park and Shoreline in northwestern part of King County, servicing approximately 25,500 residents. The three member elected Board of Commissioners provides guidance and direction for the 14 employee organization. A District Manager is responsible for day-to-day operations of the District. The Management Team is made up of the District Manager, the Finance Manager and the Operations Manager.

#### **Section 2. General Information**

The District recently purchased a single family residence, located at 18353 9<sup>th</sup> Avenue NE in Shoreline, with the intention to use the property for a future booster station. That capital improvement project is not expected within the next six years. Therefore, the District wants to rent the property in the interim. Residential property management is not one of the District's core competencies. The District is seeking proposals from property management firms to provide residential property management services.

The scope of professional services being sought by NCWD includes the following:

1. Advertise and interview for a future renters. As the District is a public agency, a public hearing will be required to be held before a final lease agreement can be signed.
2. Ensure the property is market ready and continues to be well maintained and in good repair.
3. Provide advice as to market rent.
4. Collect security deposit and monthly rent.
5. Be responsible for coordinating maintenance and repairs to the property. The District will be providing landscaping services to this property as part of another project.
6. Ensure there is no illegal activities that occur on the property.
7. Term is for a three year contract with one-year extensions optional at the request of the District.

**A. Format of Response Requested**

To evaluate each respondent's statement of qualifications, experience with and understanding of services being sought and the fee proposal, we recommend the following format for your written response:

1. Transmittal letter
2. Identification of primary contact person and other staff who would provide services to NCWD including their roles
3. Statement of Qualification of staff involved and recent list of at least 5 other clients
4. Your understanding of Scope of Services being sought
5. Basis of Fee Structure Methodology
6. Brief profile of primary contact person and your firm.

One (1) copy of your proposal, whether mailed or hand-delivered, must arrive at the address listed below no later than **4:30 pm on Tuesday, September 22, 2020**. Written responses should not exceed five (5) pages. Proposals received later than the submittal deadline will not be accepted. North City Water District will not be liable for delays in delivery of proposals due to handling by the US Postal Service or any other type of delivery service. Faxed or emailed submittals will not be accepted. Please submit proposals to:

**Theresa Harrington, Executive Assistant**  
**North City Water District**  
**1519 NE 177<sup>th</sup> Street**  
**Shoreline, WA 98155**

**B. Site Visit**

A site visit to review the property is optional. Due to COVID-19 restrictions, the site visit needs to be scheduled in advance with Operations Manager Denny Clouse ([dennyc@northcitywater.org](mailto:dennyc@northcitywater.org)) prior to bid submittal. Masks must be worn during site visits and social distancing maintained.

**C. Insurance.**

While providing services, Contractor shall maintain in effect a policy of commercial general liability insurance with limits of at least \$1,000,000 per occurrence insurance with limits of at least \$1,000,000 per occurrence. Contractor will provide District with proof of the insurance coverage. Upon contract award, and prior to commencement of any work Contractor will add District as an additional insured under Contractor's commercial general liability insurance policy and provide District with an amendatory endorsement evidencing District's status as an additional insured under the policy. Contractor will timely provide new additional insured endorsements for each new policy year during the contract term. In the event the contract term is extended, Contractor will provide the same evidence of insurance and amendatory endorsement prior to commencement of each one-year extension.

**D. Communications-Requests for Information and Questions**

Any questions regarding the submittal process and/or the specific service aspects of the RFP should be directed to the staff listed below.

Diane Pottinger, District Manager  
Phone: (206) 362-8100  
Email: [dianep@northcitywater.org](mailto:dianep@northcitywater.org)

**Section 3. Schedule (Sample schedule for discussion)**

- **September 8 and September 15** RFP advertised in DJC and on District Website.
- **Friday, September 18** Site Visits **optional**
- **Tuesday, September 22 4:30 PM** Proposals Due to North City Water District.
- **September 23-29** Review and selection.
- **Tuesday, October 6** Approval from Board of Commissioners Meeting.
- **Monday, October 14** Anticipated Start Date.