

Audit and Accountability Committee



Pre-Solicitation Briefing for Comprehensive Property Management at City Tower RFP

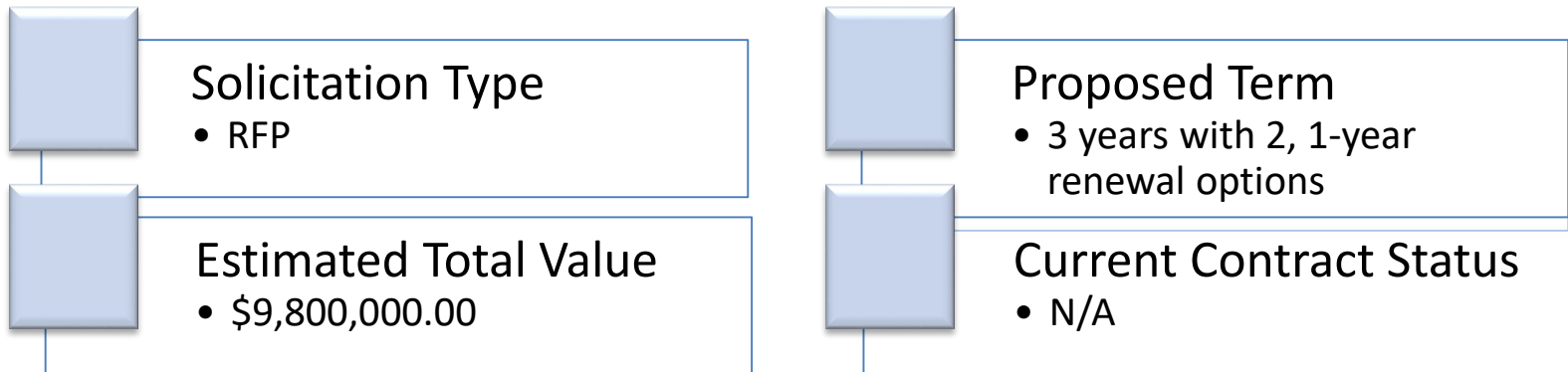
March 17, 2020

Presented by: John Stevens, CCDO

Project & Solicitation Overview

Project Scope/Overview

The City seeks proposals from qualified commercial property management services for City Tower. Services will include building system maintenance, custodial services, tenant relations, and brokerage services.



Solicitation Overview

Outreach

NIGP Codes Identified	95883 Real Estate Management Services-29% 91039 Custodial Services – 51% 91000 Building Repair/Maintenance (HVAC, Escalator/Elevator, General Repair/Trades) – 20%
Number of Vendors to be Notified	Central Vendor Registry: 324 Veteran Owned Small Business (SBA): 4,711 Targeted Vendor Outreach: 6
Advertising	TVSA Channel 21 COSA Bidding & Contracting Opportunities website Express News

Evaluation Voting Members

- Lori Houston, Assistant City Manager
- Jorge Perez, Director, BESD
- Michael Sindon, Assistant Director, EDD
- Ana Bradshaw, Assistant to the Director, HR
- Pete Alanis, Administrator, CCDO
- John Stevens, Assistant to the Director, CCDO

Solicitation Requirements

Evaluation Criteria

Experience, Background, Qualifications: 20 points

Proposed Plan: 40 points

Pricing: 15 points

SBEDA Program: 5 pts (SBE Prime Contract Program), 5 pts (M/WBE Prime Contract Program)

Local Preference Program: 10 points

Veteran Owned Small Business Preference Program: 5 points

Additional Requirements

SBEDA Subcontracting Requirements: 26% M/WBE Subcontracting Program

Audited Financial Statements: Not Required

Goal Setting Committee Members

Norbert Dziuk, Assistant Director, Finance Department

John Jacks, Director, CCDO

Michael Sindon, Assistant Director, Economic Development Department

Nikki Ramos, Assistant Director, Parks & Recreation Department (CMO rep)

George Lopez, Citizen

Project Timeline

