#### Audit and Accountability Committee



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

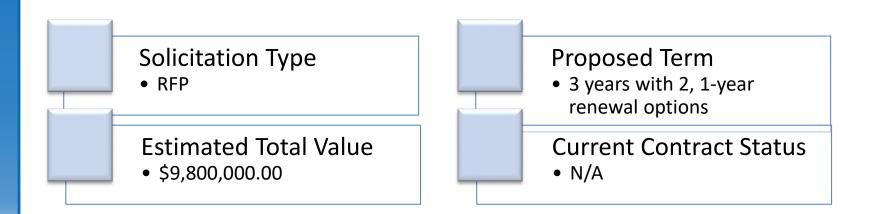
#### March 17, 2020

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**

Pre-Solicitatio	n Solicitation	Post – Solicitation	Finalization	
Goal Setting	Pre-Submittal	Evaluation	City Council	
Committee:	Conference:	Complete:	Consideration:	
<ul> <li>March 11, 2020</li> </ul>	April 29, 2020	July 22, 2020	September 3, 2020	
Audit Committee	Deadline for	Contract	<b>Contract Start Date:</b>	
Pre Solicitation	Questions:	Negotiated:	October 1, 2020	
Briefing:	May 12, 2020	August 5, 2020		
March 17, 2020				
	Due Date:	Audit Committee		
Release Date:	June 1, 2020	Post Solicitation		
April 15, 2020		Briefing:		
		August 18, 2020		