



**Finance Department, Purchasing Division**

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## **RFP No. 23-216 Property Management**

**Issued By:** Shelly Klawonn, Senior Buyer **Issue Date:** 01/03/2023 **Deadline:** 1/13/2023 prior to 2:00 p.m., AK Time

**Pre-Proposal Meeting:** A non-mandatory pre-proposal meeting will be held Tuesday, January 10, 2023 at 10:00 a.m. via teleconference. To attend, call 907-713-2140 Participation ID Code 258358. Vendors interested in submitting proposals should email CBJ Purchasing at [purchasing@juneau.org](mailto:purchasing@juneau.org) a minimum of twenty-four (24) hours prior to the scheduled meeting to provide notice of participation and submit any questions.

**Contact & Questions:** CBJ Purchasing Division of Finance is the sole point of contact for all matters pertaining to this solicitation. No oral interpretations will be made. Submit any interpretation requests in writing, noting issuing buyer, solicitation number and title, via email to [purchasing@juneau.org](mailto:purchasing@juneau.org) or the Public Purchase "Ask Questions" link or Fax to (907) 586-4561. *Request must be received a minimum of seven (7) business days prior to the solicitation deadline.*

**Submission Instructions:** Timely responses are accepted via Electronic Submission\* at Public Purchase [www.publicpurchase.com](http://www.publicpurchase.com) the CBJ's eProcurement Provider. **Late responses will not be accepted. To respond complete the free, easy, and quick online registration.** *Tips: Registration is a two-step process; Use the 'Help' Menu Tab [Public Purchase](#), Register early - Registration may take up to 24-hours to complete.*

**Consultants who successfully register may submit a response by doing the following:**

- Complete online acknowledgements\* of the Terms & Conditions (ATTACHMENT A), Insurance Requirements (ATTACHMENT B) and the City and Borough of Juneau Standard Contract *Sample* (ATTACHMENT C). \*Consultants are provided the opportunity to acknowledge, acknowledge with exceptions, or not accept the required documents.
- Load their PDF RFP Response as specified.

**About Juneau.** Located in the panhandle of southeastern Alaska, the City and Borough of Juneau (CBJ or City) consists of 3,250 square miles and is only accessible by air or sea. Juneau is Alaska's capital and has a population of approximately 31,000 people. Juneau is a temperate rain forest and receives around 92 inches of annual precipitation. For more information on Juneau, visit CBJ's Website at: <https://juneau.org/manager/visitor-information>

**Intent:** The City and Borough of Juneau (City or CBJ) Lands and Resources Department (Lands) seeks proposals from qualified firms for the provision of property management. It is the intent of the City to enter into a contract with this successful Proposer to manage rental properties located in Telephone Hill neighborhood, Juneau, Alaska.

## GENERAL INFORMATION

1. **Funding, & Budget:** Funding for this project is to be provided by CBJ General Operating Funds. The City and Borough of Juneau (City or CBJ) is a government agency and should funds not be appropriated, the Contract will be null and void. If the level of funding is reduced, limited or withdrawn, the CBJ, upon mutual agreement with the Consultant, may reduce the scope of work and make changes in the compensation or terminate the contract. If the contract is terminated, the Consultant will be paid for fully documented work performed prior to termination.
2. **Contract Term.** The initial contract period will be from date of award through September 30, 2023. The estimate timeframe for this project is approximately nine (9) months.
3. **Contract Administration & Compliance.** In an effort to maintain the expected level of services and ensure that the Contractor is fulfilling all duties and reporting requirements, CBJ will assign Dan Bleidorn, Lands and Resources Manager, or other designee as Contract Administrator for this project.
4. **Review of General Terms & Conditions, Insurance & Contract.** Attached to this RFP are documents required for this project (ATTACHMENTS A, B & C). Vendors should carefully review all these attachments. Awarded Consultant is expected to comply with these requirements and will be required to sign the CBJ's contract.
5. **Award.** Following the posting of evaluations and scoring, the successful Proposer will be required to accept the City's contract. If needed, any changes to the scope, schedule, or compensation as lined out in the RFP document may be discussed, and must be mutually agreed upon. Changes will be documented in the Contract. Note: Any agreed adjustments cannot have an effect on the ranking of proposals. If agreement cannot be reached, with the apparent best Proposer, the CBJ will discontinue the discussion and the next highest ranked Proposer will be offered the project. Upon receipt of a fully executed contract, the CBJ will issue a purchase order that will serve as the notice to proceed.

## PROJECT INFORMATION

6. **Project Background.** In September 1983, the State of Alaska (SOA) commissioned a study to locate a new Capitol in Juneau, this study is commonly referred to as the Heery Report. In July 1984, based upon the Heery Report, the CBJ contributed two million dollars (\$2,000,000.00) to the SOA for the acquisition of privately owned properties on Telephone Hill. For a variety of reasons, and despite several efforts, a new Capitol has not been constructed on the Hill.

During the ensuing thirty (30) years, the SOA has continuously rented the seven (7) dwellings and one (1) five (5) unit apartment building on Telephone Hill to a neighborhood group, known as the Telephone Hill Neighborhood Non-Profit Management Corporation. Approximately seventeen (17) people currently rent properties on Telephone Hill from the SOA.

In June 2019, Governor Dunleavy's staff listed the Telephone Hill property as potentially excess to the SOA's needs, and potentially available for transfer from the SOA to foster economic redevelopment. CBJ worked with the Dunleavy Administration and the Alaska Legislature, resulting in the authorization to transfer the property to CBJ during the 2022 Legislative session. Upon transfer of the property, the legacy Memorandum of Agreement between CBJ and the SOA will no longer be in force, and the terms of the original \$2M provided by CBJ will be satisfied.

Telephone Hill properties is currently being managed by a selected committee of renters, that recently announced they will disband once the property is conveyed to the City necessitating this solicitation for a property manager.

7. **Scope of Work.** The City is seeking a property manager for twelve (12) residential units of varying age and condition located on Telephone Hill in downtown Juneau, Alaska. The rental properties consist of seven (7) single family houses and one (1) apartment building with five (5) apartments. See EXHIBIT 1 for more information on the properties. The following services will be required in the performance of this contract and in achieving the City's project objectives:

Awarded vendor will distribute, collect and submit signed lease agreements from existing tenants within thirty (30) days from issue date of notice to proceed (purchase order). The property manager will be responsible for collecting rent and remitting funds to the City. Rent for the properties includes trash pick-up, heating oil, electricity, water and sewer. The property manager will handle all utility accounts including heating oil, electricity, trash pick-up, water and sewer and will notify CBJ of any past due accounts. The selected manager will handle all communications from the tenants and respond to tenant concerns and provide necessary maintenance and repair. All included utilities, maintenance and repairs provided will be reimbursed at cost by the CBJ. Property Manager will provide invoice copies for incurred expenses if requested by CBJ. Property manager will secure access to each property once vacated at the end of July 2023 and earlier for some units. Property manager will inform CBJ once property is vacated and secure. Vacated property will not be rented.

8. **Reporting Requirements.** The following reporting requirements [or functional requirements] will be required in the performance of this contract and in achieving the City's project objectives:
- Submit a detailed monthly report including rents received and submitted, properties vacant and secured, and expenses incurred.
  - Submit a detailed monthly report with comments and concerns submitted by tenants. Include detailed repair or maintenance provided and expenses incurred.
  - Submit monthly invoicing to include details for each properties utilities and any maintenance and repair provided.
9. **Information Provided By The City.** Included is a copy of the Telephone Hill Power Point presentation from 2019 (EXHIBIT 1).
10. **Deliverables & Deadlines.** The following deliverables and schedules will be required in the performance of this contract and in achieving the City's project objectives:
- Property Manager will need to provide signed leases from existing tenants within thirty (30) days after notice to proceed (purchase order) is issued.
  - Property Manager will collect rent from tenants monthly and remit funds to the City.
  - Property Manager will manage all utilities including water, sewer, heating oil, electricity and trash.
  - Property Manager will inform the CBJ when units are vacated and will secure the site to prevent access.
  - Any maintenance or repairs estimated to be in excess of two thousand dollars (\$2,000.00) must have a written estimate submitted to the CBJ and approved prior to beginning any work.
11. **Contract Performance.** The Vendor is expected to provide courteous and prompt service at all levels of the contract. Random review of Vendor performance and compliance will be done by the City. Documentation of the Performance Review findings will be shared with the Vendor in a mutually agreed upon format.
12. **Payments & Invoicing.** An 'Initial' payment structure based on negotiated prices will be in effect from date of award through contract completion. Payments will be initiated upon receipt of approved invoices and completed required reports. Upon award, the Property Manager and CBJ will negotiate a mutually agreeable timeframe for submission of invoices to ensure timely payments.

## EVALUATION CRITERIA & PROPOSAL CONTENT

13. **Evaluation Criteria.** To determine the most advantageous proposal for the CBJ, an evaluation committee will review, evaluate, score and rank proposals in accordance with criteria and categories

identified below and as stated in the Proposal Evaluation Form. Clarification of submitted material may be requested during the evaluation process. Interviews by telephone or in-person with top ranked Proposers may be conducted at the discretion of the evaluation committee. If interviews are held, finalists will be notified of any interview requirements.

- 14. Submittal, Title Page & Letter of Transmittal.** Proposals are to be prepared in such a way as to provide a concise delineation of the Vendor's capabilities to satisfy the requirements of this RFP. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements and scope of work and on completeness. ***The page limit for this RFP is 10 pages and excludes CV's or resumes, copies of required business or professional licenses, and professional references.***

Include a Transmittal Letter that is less than two pages and includes all the following:

- a. The RFP number and title
- b. Proposer's name (legal name of entity)
- c. Complete mailing address
- d. Telephone number(s) and Fax number(s)
- e. Email addresses for all parties involved in the project
- f. Web site address (if available)
- g. Identify person(s) authorized to represent the company during contract negotiations and the term of the contract. Include their title(s) and contact information.
- h. Acknowledge receipt of any addenda issued for this RFP.
- i. Provide notice that you qualify as a "Juneau Proposer"
- j. The transmittal letter must be signed by the person who has authority to bind the company. The name and title of the individual signing the proposal must be clearly shown immediately below the signature.

- 15. Understanding & Methodology. (Weight 20%)** Provide a comprehensive narrative that illustrates your understanding of the purpose of the scope, objectives and requirements of the project, including the project schedule and deliverables. Identify any challenges associated with implementing the work. Describe the methodology you intend to practice and demonstrate how it will serve to accomplish the scope of work. Discuss any operational plan, problem solving approaches, techniques, standards or creative methods to be used for getting the job done. Include the proposed project schedule and time line, identifying any major tasks.

- a. Demonstrate a thorough understanding of the purpose, objectives and scope of work;
- b. identify and address pertinent issues and potential problems related to the project;
- c. demonstrate and provide an understanding of the services and schedule the City expects;
- d. describe a complete, practical, approach for completing the scope of work and fulfilling the project requirements.

- 16. Management Plan. (Weight 20%)** Points will be awarded based on how well your proposal explains the management plan you intend to follow. The plan must demonstrate how you will serve to accomplish the scope of work and achieve the City's objectives. Include the following as part of your narrative:

- a. Organizational chart specific to personnel assigned to accomplish the work, including any sub-consultants. NOTE: Sub-consultants cannot be added after contract award without the prior, written consent of the Purchasing Division;
- b. individual responsible for decision-making and accountable for the completion of work (project manager), and the extent to which this individual will be available to the City. Provide his/her level of authority;
- c. discuss how this project fits into your overall organizational structure and the current work load;

- 17. Experience & Qualifications. (Weight 35%)** Points will be awarded based on how well your firm provides a comprehensive narrative describing your proposed project team’s specialized experience, capabilities, and unique qualifications for the performance of the work. Include the following:
- a. A list of projects (of similar size & complexity) and previous work experience over the past **five (5) years** that demonstrate your ability to administer this project successfully;
  - b. Include a description of the approach to the work including staff supervision and training. Include resumes for each proposer’s professional staff to be assigned work in the project including any sub-consultants. The resumes must describe each individual’s education, specialized training or certification and experience in the area assigned. The proposal must identify the project manager and key personnel assigned to the project. Identify whether project managers will have decision-making authority and their availability to the City via telephone or email during normal business hours;
  - c. References (contact name, current phone number, current email, and project name) for three (3) projects listed above; verify that the contacts will be available to provide references during the evaluation period.

- 18. Price Proposal (Weight 20%).** Price is determined by the overall value of the services offered. The following formula will be used:

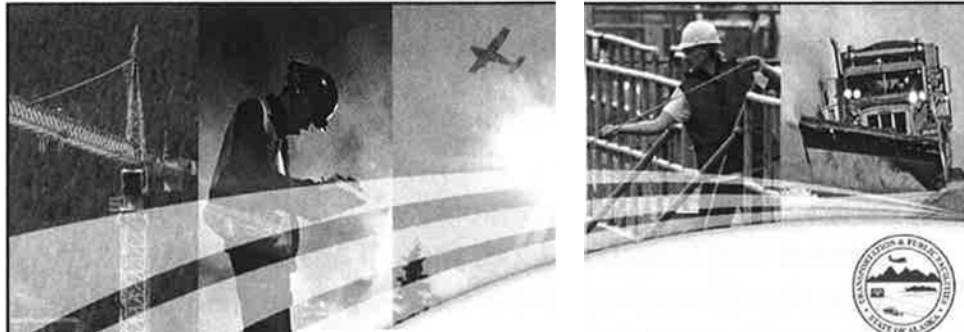
$$\text{Points Awarded} = \frac{\text{Lowest Price Proposal} \times \text{Maximum Points for Price}}{\text{Price of This Proposal}}$$

Provide a monthly price proposal for compensation you expect to receive for the performance of the contract.

- 24. Juneau Proposer Preference (JPP). Points equal to 5%** of the total evaluation points will be given to any Proposer who submits a statement and demonstrates how they qualify and/or meet the criteria outlined in the City Ordinance 53.50.010 and 53.50.050. (JPP Points are determined by CBJ Purchasing.) You must be qualified as described by the ordinance at the time of submittal of your proposal to receive preference points.

**25. Evaluation Form**

Evaluator No. _____ Proposer _____			Maximum Score Achievable = 1,000 points
CRITERIA	Weight %	Score (0 – 10*)	Total Points = (Numerical Score X Weight)
Understanding & Methodology	20		
Management Plan	20		
Experience & Qualifications	35		
Price proposal (determined using formula)	20	Determined by Purchasing	
Juneau Proposer Preference	5	Determined by Purchasing	
Rank _____	<b>Grand Total</b>		
*Point Guide: Outstanding (10 points) Adequate to Good (6 to 8 points) Marginally Acceptable (3 or 4 points) Unacceptable (0 or 1 point) No scores using numbers 2, 5 or 9			



**Alaska Department of  
Transportation & Public Facilities**

**TELEPHONE HILL Property Management**

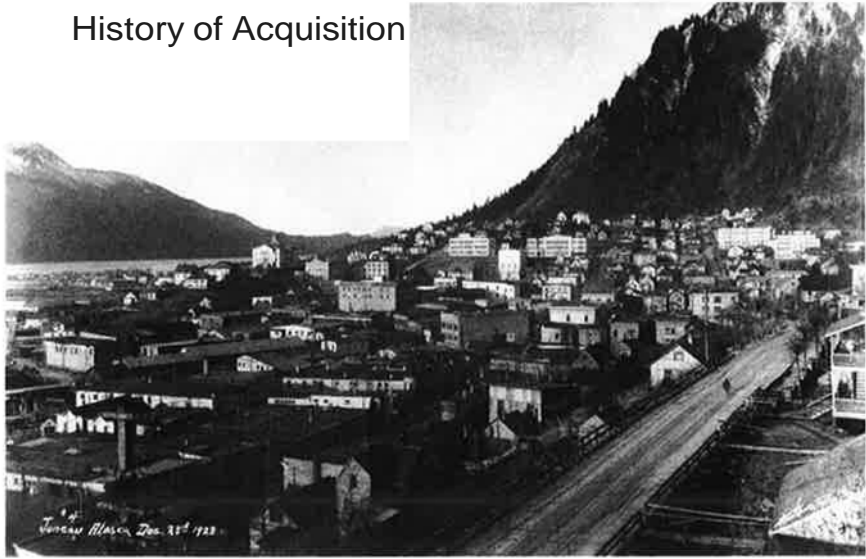
**Greg Weinert, SCR Right of Way Chief**  
**Michael K. Schuler, SCR ROW Property Management Officer**  
**Sean Lynch, Assistant Attorney General**

**MIV2.2019**

Our mission is to *Keep Alaska Moving* through service and infrastructure.

**TELEPHONE HILL**

History of Acquisition



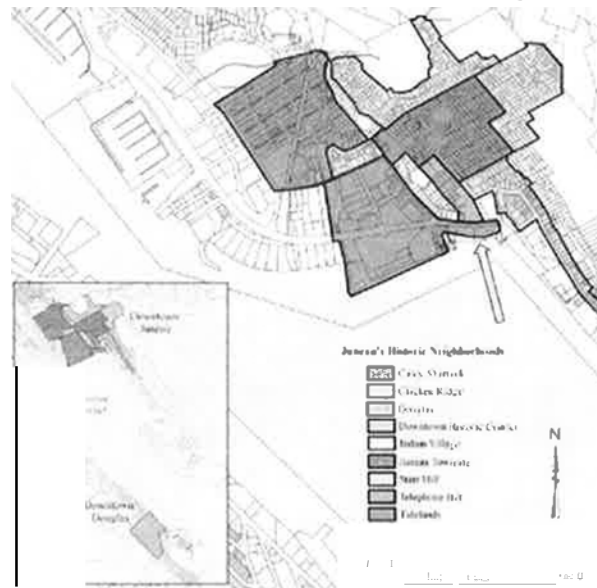
*Telephone Hill, Alaska, Dec. 31st 1923*

5/2/2019

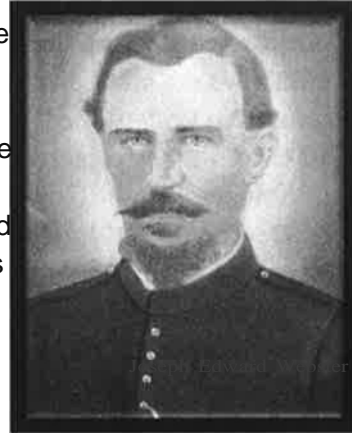
## The Historic Telephone Hill Neighborhood

**Telephone Hill**, located within the original Juneau Townsite, and was one of the first areas claimed by early settlers. With its sweeping view of Gastineau Channel and Douglas Island, the hill has been an attraction throughout the area's history of habitation. This conspicuous promontory is located on the southern portion of the area formerly known by local residents as **Court House Rock**. The neighborhood lies south of Third Street and is bordered by Main Street and Willoughby Avenue. The upper portion, north of Third Street, was once the location of the Government Court House until the late 1960's.

## The Historic Telephone Hill Neighborhood



- **1881:** US Navy Commander Henry Glass established a site for a military barracks. The land was declared an official government reserve and the site was utilized for a year.
- **1883:** Edward Webster, of the Juneau and Douglas Telephone Company built his home and office on the hill and connected the first telephone lines across the Gastineau Channel to Douglas, prompting the name **Telephone Hill.**



- **1893:** Juneau's first court house was constructed on the northwest end of the hill which prompted that portion to be named **Court House Rock.**
- **1898:** The first court house was destroyed by fire.
- **1904:** Courthouse rebuilt and remained on the site until razed to make room for today's State Office Building.



Juneau,  
Alaska  
Courthouse  
and  
Municipal  
Hall  
1910





- **1971:** The Alaska State Legislature authorizes funds for purchasing properties surrounding Telephone Hill for the purpose of state offices.
- **1975:** Alaska state election voted to move the capital from
- **1977:** Alaskans rejected the budget to move the capital out of Juneau.
- **1983:** The City of Juneau entered into a Cooperative Use Agreement with the State of Alaska to purchase properties on Telephone Hill for the purpose of creating a new capitol building or legislative hall; Juneau's input was \$2 million.
- **1984:** DOT&PF Right of Way acquired seven properties for \$4.6 million; \$2.8 million of which was through condemnation.





## Property Management

DOT&PF was selected to acquire and administer the properties until such time as they were utilized for their intended purchase. The Right of Way Section managed the leases until the establishment of a Tenant-operated property management association in 1998.

A photograph showing a modern, multi-story building complex with a glass facade. In the foreground, there is a parking lot with several vehicles, including a white van. The background features a large, forested mountain under a clear sky. A small circular logo is visible in the bottom left corner.

5/2/2019

## Property Management

The Telephone Hill Neighborhood Non-Profit Management Corporation was tasked with collecting rents and insuring needed repairs were accomplished. DOT&PF would consider major maintenance repairs on a case-by-case basis up to \$10,000 per unit, per repair request. There is currently \$479,543.78 in the project trust account.



## Property Management

In 2006 a new lease agreement was rejected by the Association. The leases were then handled on a month to month basis under the Alaska Uniform Landlord and Tenants Act. Another attempt to reach a mutually beneficial lease agreement was rejected in 2013.

The lease in place was written in 2001. Rents were adjusted in 2011, but do not reflect current economic rents for area leased residential properties. The total rent collected is \$13,350/month or \$160,200 yearly. The state receives \$4,400/month or \$52,800 yearly. The Association retains the remainder for on-going maintenance expenses, and management services.



### 203 W. Third St.

203 W. Third St. is a 5-unit apartment building with a total monthly income of \$4,100. Built in 1947 the structure was used at one time as an elementary school.



## 203 W. Third St.

The structure is in Average condition for its age, demonstrating deferred maintenance in the mechanical structures and exterior siding. The roof was replaced in 2000. Separating utilities has been determined to be cost prohibitive.



## 214 Dixon St.

214 Dixon St. is a 2-story, 3-bedroom, 1.5 bath single-family residence built in 1913. Living space is 1,840 sf, with a 900± unfinished basement. Property has a 200± sq. ft. garage. Originally the rent was \$1,700 a month; in 2011 rent was reduced to \$1,500 due to deferred maintenance.



## 214 Dixon St.

The furnace is newer, the interior walls and floors are in average condition; some of the plumbing has been redone. The roof has a bit of moss that should be removed. There is a garage with this unit. The house is in Fair condition for its age.



5/2/2011

## 211 Dixon St.

211 Dixon St., built in 1917 is a 1,948 sq. ft. single family home. At one point in the past it was converted into three apartments but currently has been restored to single family use. However, DOT&PF ROW Property Management agents have noticed food preparation in all three kitchen areas. Current rent \$1,400.



5/2/2011

## 211 Dixon St.

The roof leaks and there is some water damaged interior ceiling area. The furnace is older, the plumbing is a mixture of copper & iron pipe, some of the pipes looked to be wrapped in asbestos. There have been drainage issues in the basement in the past which is likely a reoccurring problem. The house is considered to be in Fair condition for its age.



## 135/139 W. Second St.

135/139 W. SECOND ST. totaling 3,297 SQ. FT., was built in 1872. The property is divided into two units; the front (135 W. 2nd St.) is supposedly used only for storage.

135 W. 2nd is 705 sq. ft. and has two rooms with  $\frac{3}{4}$  bath. Rent is \$600 a month.

139 W. 2nd is 2,592 sq. ft. and has 3 bedrooms and two baths. Rent is \$1500 a month.



## 135/139 W. Second St.

The roof supposedly was newer in 1990 but there is evidence of leaks. The storage renter states he places buckets on the floor to catch the roof leaks.

The exterior is sided in asphalt shingles which are in poor condition. The furnace is an old maintenance intensive unit with what likely are asbestos covered pipes. This residence is in Poor condition for the age.

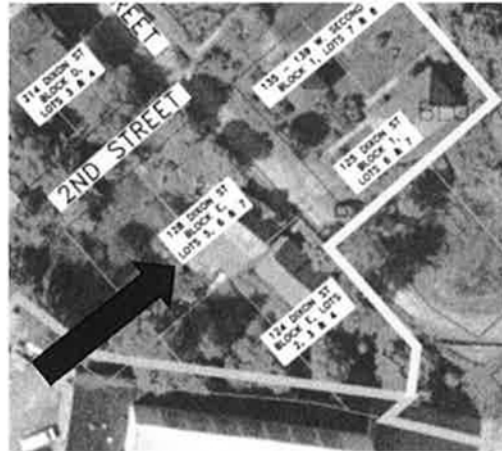


*sno,o*

## 128 Dixon St.

128 DIXON ST. is a 1.5-story single family unit with a basement apartment built in 1935. The basement was installed more recently.

The upper unit has 2 bedrooms and 1 bath, about 1,080 sq. ft. The lower unit is in average condition with one bedroom and one bath at about 480 sq. ft. The unit is rented together for \$1600/month.



5/2/2021



## 128 Dixon St.

The furnace is older maintenance intensive unit. The plumbing appears to be a mixture of older iron and newer copper.

The basement likely is not equipped with an ingress/egress window and would not now be compliant to municipal code.

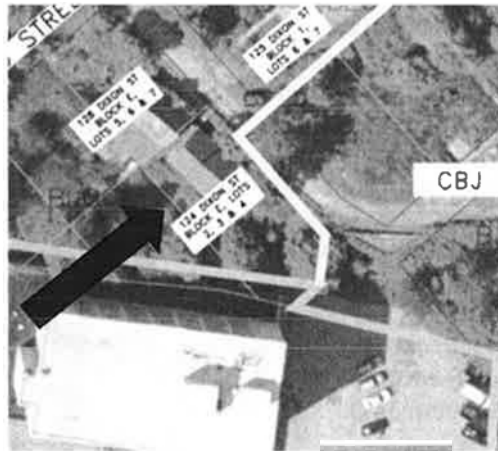
The residence is in Fair condition.



5/7/2019

## 124 Dixon St.

124 DIXON ST. is a 1.5-story single family unit with 3-beds, 1.5-baths, built in 1910. Current rent is \$1400/month.



5/14/19

## 124 Dixon St.

This unit has a fairly new, upgraded composition shingle roof surface in good condition. The furnace is a relatively old forced air unit. The below grade area has a finished bedroom as well as an unfinished utility room. It's necessary to walk through the utility room to access this bedroom. The house is in Average condition for the age.



11/17/08

## 125 Dixon St.

125 DIXON ST. is a 1-story single family unit with 2-beds, 1.5-baths, of approximately 1,464 sq. ft., built in 1900. Current rent is \$1600/month.



5/1/019

## 125 Dixon St.

The furnace is an old boiler type. Roof is older and need to be replaced. Plumbing is a mixture of older and newer. The house is in Average condition for the age.



1/7/2019

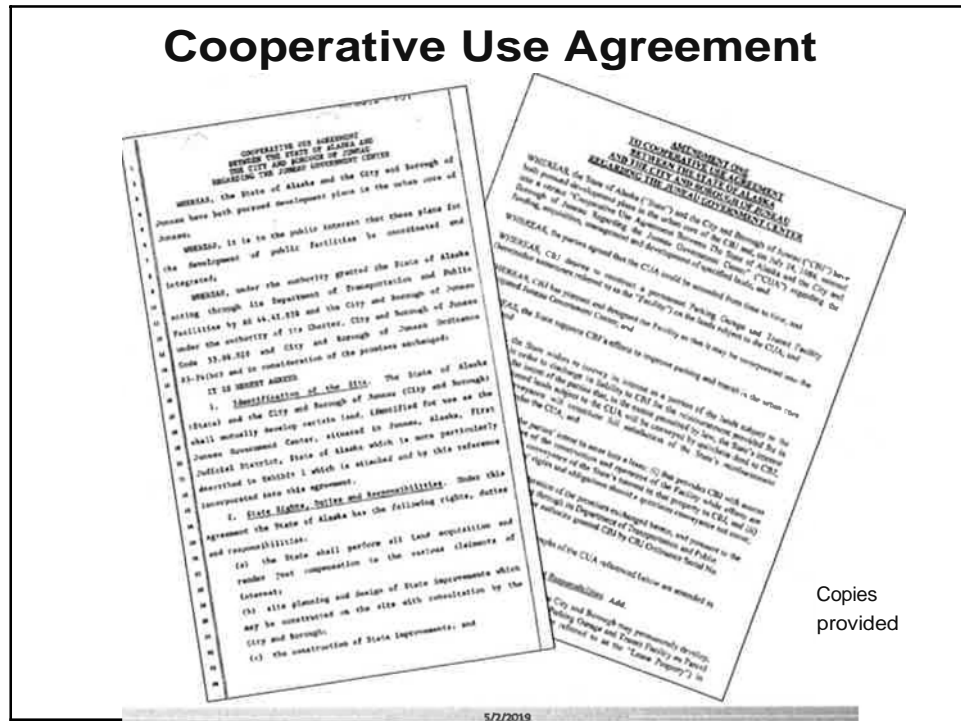
## TELEPHONE HILL

Legal Questions to Use or Disposition



5/2/2019

## Cooperative Use Agreement



## Obligations to CBJ

The initial funding from CBJ in 1984 was \$2,000,000. Per the Agreement (Para. 4), the CBJ is entitled to reimbursement of the funding, plus 5% simple interest, if the State's Government Center is not developed within 10 years. Under the 2008 Amendment (Para. 4), interest stopped accruing and the State's repayment obligation was capped in 2008 at \$6,400,000. The State's reimbursement obligation will be satisfied upon conveyance of the State's quitclaim for the Parking Garage/Lot portion of Telephone Hill.



## **Alaska Statute 35.20.070**

The department may vacate land, or part of it, or rights in land acquired for public work purposes by executing and recording a deed in the appropriate recording district. Upon vacating, title reverts to the persons, heirs, successors, or assigns in whom it was vested at the time of the taking. The department may transfer land considered no longer necessary for public works purposes to the Department of Natural Resources for disposal. The proceeds of disposal by the Department of Natural Resources shall be credited to the funds from which the purchase was originally made.

