

Date: May 24, 2022

Ref: RFP# 2022-010P Property Management Services

ADDENDUM #1

The following shall be incorporated into the RFP documents for the above referenced project.

1. The deadline for submission of proposals is hereby **extended** to June 9, 2022 at 3:00 PM Local Time.
2. Please see the Revised Sequence of Events below:

Action	Responsible Party	Due Dates - Time Frames
1. Issue RFP	VRPD	May 20, 2022
2. Acknowledgement Receipt Form (Appendix A)	Potential Offerors	May 25, 2022
3. Pre-Proposal Conference	VOR	May 23, 2022 @ 11:00 AM Local Time (Zoom Meeting) Meeting ID: 886 9915 7475 Passcode: 061824
4. Deadline to submit Questions	Potential Offerors	June 1, 2022 @ 5:00 PM Local Time
5. Response to Written Questions	Procurement Manager	June 2, 2022
6. Submission of Proposal	Potential Offerors	June 9, 2022 @ 3:00 PM Local Time
7. Proposal Evaluation	Evaluation Committee	June 9, 2022 to June 17, 2022
8. Selection of Finalists	Evaluation Committee	June 20, 2022
9. Oral Presentation(s)	Finalist Offerors	June 20, 2022 (if needed)
10. Best and Final Offers	Finalist Offerors	June 24, 2022
11. Finalize Contractual Agreement	VOR/Finalist Offerors	July 1, 2022
12. Contract Award	VOR/ Finalist Offeror	July 12, 2022
13. Protest Deadline	VOR	15 Days from Award

***Questions/Comments Submitted from May 23, 2022:**

Q1. With this email I would like to formally request an extension submitting proposals for RFP 2022-010P. The turnaround time to respond to the request is inefficient, providing less than 14 days from notice to submittal of proposal. The upcoming Memorial Day weekend is the opening of the "busy" season for local property managers and does not allow them the time to review the scope of work, create a proposal, and submit.

A1. The deadline for submission of proposals is hereby extended to June 9, 2022 at 3:00 PM Local Time.

***Attached below is the preproposal meeting agenda followed by the attendees list.**

***All questions must be submitted in writing. Reminder, the last day for written questions is 6/1/2022 at 5:00 PM local time**

The above clarification/adjustments shall be incorporated in the RFP documents and included in your proposal. Please enter the latest addendum number on the bid page where requested.

All other terms and conditions of RFP #2022-010P remain unchanged.

Please sign and return by E-Mail (See Below)

Company

Signature

Date of Receipt

Email : Purchasing@ruidoso-nm.gov

Phone : 575-258-4343, Ext. 1082

PRE-PROPOSAL MEETING

RFP: RFP #2022-010P Property Management Services

Date: May 23, 2022

Time: 11:00 AM Local Time @ 313 Cree Meadows, Village Hall
Zoom → Meeting ID: 886 9915 7475 Passcode: 061824

Introductions

Purchasing Manager – Andrea Nejeres

Project Manager – Samantha Mendez

Attendees on location, please sign in on the Sign-In Sheet

Zoom Attendees, please sign in to chat with name, firm name, email address, and phone number.

Purpose of Proposal

The Village is conducting a single-award RFP for Project Management Services. It is anticipated that award under this RFP will result in a Professional Services Contract that will be for an initial term of one year with option to renew for up to three (3) additional one-year terms.

Currently the Village of Ruidoso owns rental properties that include: 3 single family homes and is in the process of developing other single family housing sites and several large multifamily housing units. We are seeking a property management firm to rent, lease and manage these properties.

The services we are requesting include:

1. Setting rent according to a replacement cost factor.
2. Providing tenants with 24-hour emergency telephone contact numbers for emergency repair.
3. Ordering repairs, services and maintenance on the various buildings, appurtenances and grounds as requested by the Village of Ruidoso.
4. Quarterly inspection of properties, including management plans and recommendation for maintenance needed.
5. Advertise properties for lease, screen and select tenants using the following tools:
 - a. Credit application, income and employment verifications, personal and business reference checks, public notice checks for evictions, and personal (virtually or in person) interviews.
 - b. Prepare and execute lease agreements using only lease forms approved by the Village of Ruidoso.
 - c. Conduct a minimum of two exterior and interior inspections per year of the properties, providing a written report of major deficiencies with photos to the Village of Ruidoso.
 - d. Determine and verify insurance requirements for tenants when appropriate.
 - e. Re-key locks for new tenants when appropriate.
 - f. Change electrical, gas, garbage, sewer & water billing as required between property occupancies based on each companies' policies.
 - g. Acknowledge and comply with the provisions of the Uniform Owner Resident Relation Act of the State of New Mexico particularly concerning deposits. Vendor will collect a deposit from every tenant, additional deposits required for properties allowing animals.
 - h. Collect rent, fees, and late charges as needed. Deposits shall not be great than 1 month of rent.
 - i. Inspect the properties, in the company of the renter (virtually or in person), prior to move in and complete a detailed inspection report that shall be provided to the Village of Ruidoso.

- j. Conduct a final inspection when the property is vacated, with a move out inspection report.
- k. Provide a monthly report/statement for each individual property clearly indicating the income received, income withheld for services, what those services are, vacancies, turn-over schedule and budget for unit/property turn over. The Village reserves the right to request further information from the chosen property management professional.

Proposal Content and Organization

Direct reference to pre-prepared or promotional material may be used if referenced and clearly marked. Promotional material should be minimal. The proposal must be organized and indexed in the following format and must contain, at a minimum, all listed items in the sequence indicated.

Technical Proposal:

- A. Signed Letter of Transmittal (Appendix D)
- B. Table of Contents
- C. Proposal Summary (Optional)
- D. Response to Contract Terms and Conditions
- E. Offeror's Additional Terms and Conditions
- F. Response to Specifications
 1. Technical Specifications (See Section IV, B.)
 - Qualifications and Experience – 60 points
 - Project Approach – 25 points
 - Pricing Methodology (Appendix K – Cost Response Form) – 15 points
 2. Signed Campaign Contribution Form (Appendix B)
 3. Debarment Certification (Appendix F)
 4. Non-Collusion Affidavit (Appendix G)
 5. Completed W-9 Form (see Appendix H)
 6. Village of Ruidoso Business Registration (see Appendix I)
 7. New Mexico Preferences (If applicable)
- G. Other Supporting Material (If applicable)

Within each section of the proposal, Offerors should address the items in the order indicated above. All forms provided in the RFP must be thoroughly completed and included in the appropriate section of the proposal.

Sequence of Events

- Submit Acknowledgement of Receipt Form (Appendix A) – by **Wednesday 5/25/22**
- Deadline to submit Questions – **Wednesday 5/25/22**
- Response to written Questions – by **Thursday 5/26/22** – via addendum posted on the website & emailed to all potential offerors who submitted the Acknowledgement of Receipt Form.
- **Submission of Proposal** – by **Thursday 6/2/22 @3:00 PM Local Time**
- Proposal Evaluation – **6/2/22 – 6/9/22**
- Oral Presentations (if needed) – **6/13/22**
- Contract Award – **7/12/22**

Questions

All questions must be submitted in writing to purchasing@ruidoso-nm.gov and will be addressed in an addendum.

**Pre-Proposal
SIGN IN SHEET
RFP #2022-010P**

Property Management Services

DATE: 5/23/22

TIME: 11:00 AM @ 313 Cree Meadows Village Hall → Zoom Meeting

Name	Company/Firm	Email	Phone #
Courtney Bennett	VOR	capitalproject@ruidoso-nm.gov	(575) 258-4343 Ext. 1081
Angie Olivas	Cozy Cabins Real Estate LLC	cabins@cozycabinsruidoso.com	575-802-0207
Deena Turner	Assoc. of Realtors	deena.ricar@gmail	257-4750
Ryan Duncan	Mountain Air Cabins	info @ mountainaircabins.com	257-5600
Alyx Duncan	Mountain Air Cabins + Realty	info @ mountainaircabins.com	-OR- 575-973-5397
ANDREA NEJERES	VOR	purchasing@ruidoso-nm.gov	575-258-4343

11:10:26 From Karen Gutierrez to Everyone:

Karen Gutierrez, Asst. Finance Dir./Capital Projects Manager for the Village of Ruidoso 575-921-4220;
karengutierrez@ruidoso-nm.gov