

## City of Carson

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### SECTION II PROPERTY MANAGEMENT CONSIDERATIONS

The following tasks represent a suggested list of steps or considerations to be made under the property management contract:

- Collection of rents, property maintenance, and enforcement of agreements
- Maintenance of operational and financial records; reporting quarterly
- Procure or provide needed services to maintain the property
- Provide copy of the property management entity's insurance

### SECTION III SUBMISSION REQUIREMENTS

Proposals submitted in response to this RFP shall include the information and materials listed below in the following order and format. Proposals that do not address all topic areas adequately will be deemed incomplete and ineligible.

#### A. Property Management Entity

1. Provide the property management entity's name, address, and phone number, and a description of the property management entity's business and length of operation.
2. Describe the type of legal entity, i.e. corporation, joint venture, partnership, sole proprietor or other. If a corporation, identify when and where incorporated and list any other DBA's.
3. List the officers, partners or owners of the property management entity and percent ownership. Indicate the individual in charge of negotiations along with those in decision making roles.
4. Provide resumes for all principals and key individuals who will be involved in the contract.
5. Describe the organizational structure and management approach to the property management entity including lines of responsibility (provide an organizational chart).

#### B. Relevant Experience

1. Describe two (2) projects or contracts completed by the property management entity within the last 5 years that most closely resemble the type of project proposed (include client name, phone number, and dates of contract).

