

# Request for Proposal: Property Management Services

Hillside Plaza Property (2330 East Fort Union Boulevard)

---

## Project Overview

The Cottonwood Heights Community Development and Renewal Agency (CDRA) recently acquired approximately 10 acres of property, known as the Hillside Plaza Shopping Center, located at 2330 East Fort Union Boulevard. While the purpose of the acquisition is to oversee full site redevelopment in the future, there is a need to maintain the current property and manage tenants with current leases on site pending that redevelopment. The length of time this service is needed is undetermined but is estimated to be between two and five years.



The CDRA is seeking a qualified property management firm to oversee all property management needs of the existing property, including maintenance, coordination of services, contact/management of existing tenants and leases, and other typical property management needs. Leasing currently vacant space or seeking renewals of the current leases is not part of the management services being sought by the CDRA.

## Contacts and Schedule

### A. Mailing Address

*Cottonwood Heights*  
*Attn: City Recorder*  
*2277 East Bengal Boulevard*  
*Cottonwood Heights, Utah 84121*

### B. Staff Contacts

*Mike Johnson, Community & Economic Development Director*  
*(801) 944-7060*  
*mjohnson@ch.utah.gov*

*Paula Melgar, Records, Culture, & Human Resources Director*  
*(801) 944-7021*  
*pmelgar@ch.utah.gov*

### C. Schedule of Dates

April 28, 2023	Release of Request for Proposal
May 10, 2023 – 5:00 p.m. (MDT)	Deadline to Submit Written or Verbal Questions
May 12, 2023	Proposals Due by <b>2:45 p.m.</b> Public Bid Opening at <b>3:00 p.m.</b> at Cottonwood Heights City Hall. All times are Mountain Daylight Time.

## Scope of Services

The following services are expected to be the responsibility of the selected proposer. The proposer is encouraged to visit the subject property for reference and perspective of the maintenance tasks required and tenants that will be managed.

A final list of services will be as agreed upon by the selected proposer and the CDRA in a provider agreement between the parties that will be prepared by the CDRA and submitted for the successful proposer's reasonable approval. However, each submittal shall include the following services:

- A. Initial review of current site vendors and service contracts in place at time of property purchase
- B. In coordination with CDRA officials, solicitation, as necessary, of new vendors and updated service contracts for all necessary site maintenance needs, including but not limited to:
  - i. Fire suppression system maintenance and monitoring
  - ii. Landscaping maintenance
  - iii. Building maintenance and repairs
  - iv. Snow removal for parking lots, sidewalks, and other public areas
  - v. Sidewalk maintenance
  - vi. Sweeping
  - vii. Trash removal

- viii. Common area lighting
- C. Primary point of contact for tenant management, including tenant requests, concerns, and disputes, rent collection and tracking, utility bill repayment, etc.
  - a. Management of leases subject to approval by the CDRA
- D. Management of site utility payments
- E. Key and access management of the site and all tenant spaces, both vacant and occupied.

## Questions and Inquiries

All questions pertaining to the requested services outlined should be addressed to:

- Mike Johnson (801-944-7060) [mjohnson@ch.utah.gov](mailto:mjohnson@ch.utah.gov)

Questions may be submitted anytime during the proposal process until May 10, 2023 by 5:00 p.m. (MDT). Questions submitted after this time will not be answered. All questions submitted either verbally or in writing will be addressed to all proposers via email.

## Qualifications for Contracting with the CDRA

- A. Qualifications and Experience  
The proposer must be qualified in property management including all services listed above, with direct relevant experience.
- B. Insurance  
The proposer must provide insurance coverage in accordance with the CDRA's standard insurance requirements (which will be supplied upon request), including, without limitation, liability coverage, automobile coverage and workers compensation coverage

## Ownership of Documents

Submitted information for the proposal to the CDRA will become the property of the CDRA and may be shared as per state law unless specifically stated as proprietary.

## Proposal Format

The proposal submitted may not exceed ten (10) pages, single-sided and standard sized (8½" x 11"). Costs for preparing and submitting a response to this RFP are entirely the responsibility of the preparer of the proposal. The proposal shall include:

- A. Cover Letter  
Provide a summary of the proposal contents, emphasizing qualifications, capabilities, and experience of the consultant and any sub consultants, if appropriate. The summary should indicate an understanding of the services requested. The cover letter should be signed by an officer of the proposer who is authorized to negotiate and contractually bind the proposer with the CDRA regarding the requested services. The designated project manager shall be the main contact with the CDRA for technical and contractual issues and shall be responsible for the execution of the work. The telephone number, e-mail address, and office location of the project manager shall also be provided.
- B. Conflict(s) of Interest

The proposer shall disclose and list any financial, business, or other relationships with the CDRA that may have an impact on the outcome on the performance of the project. A potential conflict of interest includes, but is not limited to, work related to contracts with other Cottonwood Heights city departments, local land developers, management of other properties within the city or other clients who may have a financial interest in the outcome of the project. At the CDRA's discretion, a potential conflict of interest may be waived or factored into the final award decisions and/or modified scope of work.

**C. Qualification and Experience**

- Summarize the qualifications and relevant experience for the company and any sub-consultants related to tasks listed in the 'Scope of Service' section of this document.
- Provide a summary of the proposer's overall capabilities, history, recent and related experience, knowledge of the subject property, and expertise. The proposed key personnel and support staff that are expected to provide services should be identified.
- Provide information on the proposer's current workload, facilities, resources, and experience that clearly demonstrates its ability to successfully complete the project.

**D. References**

Provide a list of similar projects/contracts that the proposed key personnel have completed in the last five years or are currently managing. The projects listed should be similar to this Request for Proposal's scope of work. Should the CDRA not reach a contact person with the information provided, the reference will not be considered in the evaluation. The submitted reference should include:

- Project description and location
- Description of services provided relevant to this project
- Budget and schedule performance
- Key personnel involved (and any sub-consultants employed for similar property management services as listed above)
- Client name, contact person, and current phone number/email address

## Selection Process

**A. Selection**

Upon the completion of the selection of a service provider, CDRA will work with the consultant to prepare a final scope of services and fees to be used in a CDRA contract. If the CDRA and the contractor cannot come to an agreement on a final scope of services and fees, then the CDRA will end negotiations and begin negotiating with the second firm on the list.

**B. Cost**

Cost will not be the only determining factor in the proposal, so the consultant is encouraged to review the entire request for proposal.

**C. Rejection**

The CDRA reserves the right to reject all proposals at its sole discretion and at no cost to the CDRA at any point in the process of selection.

#### **D. Evaluation Criteria and Weighting**

Firms will be evaluated based on the following weighted criteria:

- Qualifications – 30%
- Cost – 25%
- Experience (past and present contracts of a similar nature) – 35%
- References – 10%

### Submission of Proposal

Proposers interested in submitting proposals pursuant to this Request must provide one (1) copy of their proposal and fee. Digital copies of all submittals shall also be provided. Proposals shall be submitted in a sealed envelope as follows:

- One (1) proposal in one sealed envelope with the following on the outside:  
*Paula Melgar, Records, Culture, & Human Resources Director*  
*Proposal for Hillside Plaza Property Management Services*  
*Date: May 12, 2023*

The proposal can either be mailed to the following address or hand delivered. Either way, the proposal is due no later than 2:45 p.m. MDT, May 12, 2023. Proposals received after this time will not be accepted or opened and will be returned to the proposer.

- *Cottonwood Heights Community Development and Renewal Agency*  
*Attn: Paula Melgar*  
*Re: Request for Proposal for Hillside Plaza Property Management Services*  
*2277 East Bengal Boulevard*  
*Cottonwood Heights, UT 84121*

Proposals will be opened and reviewed beginning at 3:00 p.m. on May 12, 2023, in the Council Workroom at the Cottonwood Heights City Hall, located at 2277 East Bengal Boulevard, Cottonwood Heights, UT 84121.