



## **Request for Proposal to Provide Property Management Services**

January 4, 2019

Contact:

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### **SUBMITTAL DEADLINE**

The City of Ketchum, Idaho will accept proposals at City Hall, 2<sup>nd</sup> Floor, 480 East Avenue North, Ketchum, Idaho 83340, or electronically at [ggager@ketchumidaho.org](mailto:ggager@ketchumidaho.org) until January 18, 2019 at 3:00 pm MST.

## I. STATEMENT OF PURPOSE

The City of Ketchum (“**City**”) is requesting proposals from property managers for the management of two City-owned buildings located at 491 Sun Valley Road and 191 5<sup>th</sup> Street West, both in Ketchum, Idaho (“**Buildings**”).

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## II. SUBMITTAL REQUIREMENTS

To be considered, please provide an electronic submittal to [ggager@ketchumidaho.org](mailto:ggager@ketchumidaho.org) by January 18, 2019 at 3:00 pm MST.

Proposals should include the following sections:

1. Qualifications
  2. Experience with building operations and management (i.e., mechanical, electrical, fire alarms, plumbing, janitorial, rent collection, etc.)
  3. Staff levels (include size and experience of staff, identify relevant/direct property management/real estate experience)
  4. A description of your errors and omissions insurance and commercial general liability coverages
  5. Costs for services, which should include:
    - a. annual management fee
    - b. detailed listing of hourly costs by activity
  6. References
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## III. SCOPE OF WORK

The City seeks to engage a professional property manager (“**Property Manager**”) to manage the Buildings.

- 491 Sun Valley Road has more than 2,200 sq/ft of rentable space. The ground floor contains 3,977 gross square feet and is leased to Starbucks and Visit Sun Valley, and has additional space that may or may not be offered for lease. 491 Sun Valley Road is located in downtown Ketchum and is adjacent to the Ketchum Town Square.
- 191 5<sup>th</sup> Street West has more than 11,200 sq/ft of rentable space and currently houses a variety of commercial tenants. 191 5<sup>th</sup> Street West is located on the western edge of Ketchum’s commercial core and is located near the Post Office.

The Property Manager’s responsibilities shall include, but not be limited to, the following:

1. Conducting ordinary and usual business affairs of owner relating to the management, leasing and operation of the Buildings and implementing, or causing to be implemented, the policies of the City for the conduct of such business affairs in accordance with the guidelines provided by City;
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2. Select, employ, pay, supervise, direct and discharge all employees necessary for the management, operation and maintenance of Buildings, in accordance with the annual budget;
3. Maintain Buildings in clean and acceptable condition. Perform all repairs, alterations, replacements, installations and landscaping. Purchase all supplies necessary for the proper operation of the Building, not including entering into contracts for services on behalf of City;
4. Notify City promptly of any personal injury or property damage occurring to or claimed by any tenant or third party with respect to Buildings;
5. Receive and collect rent and all other monies payable to City by all tenants and licensees in the Buildings;
6. Notify City of any necessary legal actions or proceedings for the collection of rent or other income from the Buildings;
7. Notify City immediately of any fire, accident or other casualty or condemnation proceedings, rezoning or other governmental order, lawsuits or threat thereof;
8. Prepare and submit to City monthly reports relating to the management and operation of the Buildings for the preceding calendar month;
9. Maintain proper records with respect to leasing, management, and operation of the Buildings (i.e., receipts, disbursements, etc.);
10. Ensure control over accounting and financial transactions as is reasonably required to protect City's assets from loss or diminution;
11. Prepare and submit to City, no later than April 15 of each calendar year, a proposed operating and capital budget for the promotion, leasing, operation, repair and maintenance of the Buildings for the forthcoming fiscal year, which begins October 1 of year and ends on September 30;

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#### IV. ADDITIONAL INFORMATION

1. Any and all costs associated with the preparation of a response to this RFP are the responsibility of the parties responding to this RFP. City will not reimburse any parties responding to this RFP for any costs incurred prior to award.
2. City reserves the right to reject any or all offers and to negotiate final terms and conditions of the proposal and resulting agreement.
3. The selected Property Manager must be current on all taxes and in compliance with all licensing requirements for operating a business in Ketchum, Idaho.
4. City shall not be bound by oral explanations or instructions given at any time during the competitive process or after award.
5. Only information which is received in response to this RFP will be evaluated. Reference to information previously submitted shall not be evaluated.

6. Each proposal shall state that it is a firm offer which may be accepted within a period of 60 days.
7. All responses, inquiries or correspondence relating to or in reference to the RFP, and all other reports, charts, displays, schedules, exhibits and other documentation submitted by the parties responding to this RFP shall become the property of City when received.
8. Proposals will be evaluated according to completeness, content, experience with similar projects and cost.
9. Parties responding to this RFP are cautioned that this is a Request for Proposals. It is not a request to contract and City reserves the right to reject any and all offers when it is deemed to be in the best interest of the City.

10. Rental Rates:

**491 Sun Valley Road**

Visit Sun Valley	\$360 (\$200/rent, \$160/CAM)
Starbucks	\$5,539 (includes CAM)

**191 5<sup>th</sup> Street**

Peak Glass	\$1,806 (\$1,056/rent, \$750/CAM)
Scott Featherstone	\$2,427.19 (\$1,577.19/rent, \$850/CAM)
Thomas Praggastis	\$3,761.05 (\$2,461.05/rent, \$1,300/CAM)
St. Luke's Healthcare System 1 <sup>st</sup> Floor	\$5,771.36 (\$4,171.36/rent, \$1,600/CAM)
St. Luke's Healthcare System 2 <sup>nd</sup> Floor	\$5,151.81 (\$3,751.81/rent, \$1,400/CAM)

11. Lease Expirations:

**491 Sun Valley Road**

Visit Sun Valley	Lease renewed annually in October
Starbucks	October 31, 2021

**191 5<sup>th</sup> Street**

Peak Glass	January 14, 2019
Scott Featherstone	December 31, 2020
Thomas Praggastis	January 31, 2020
St. Luke's Healthcare System 1 <sup>st</sup> Floor	December 31, 2021
St. Luke's Healthcare System 2 <sup>nd</sup> Floor	August 31, 2019

12. City assumes there would be no need for a property manager at 191 5<sup>th</sup> Street after the City moves its offices into the building. That work would likely cease in 2021. Because the City is limited to one-year contracts, submittals are expected to be priced based on current operations, which are not expected to change during the contract year. For subsequent years, the pricing would be reviewed and revised to match any operational changes.

V. INQUIRIES

Inquiries can be directed to [Grant Gager](mailto:ggager@ketchumidaho.org) at ggager@ketchumidaho.org.