

Renovation and management of scattered site properties

RFQ Information Meeting

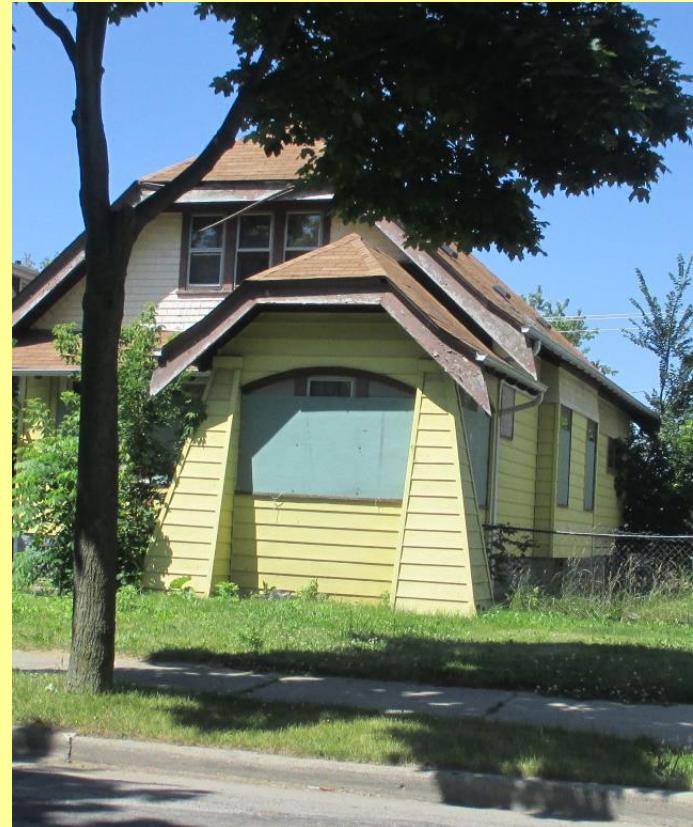
September 14, 2015

Background

- City owns 1000+ tax-foreclosed houses
- Dept. of City Development serves as property manager
- For properties occupied at the time of foreclosure:
 - Tenants allowed to rent from City while property is marketed for sale
 - City makes minor repairs during occupancy as needed

Pilot project

- Costs and benefits of actively renting vacant City-owned properties
 - Capital investment required for renovation to attract quality tenants
 - Operating costs
 - Rent levels



Objective

- Identify a vendor or vendor team to:
 - Renovate 20-30 City-owned scattered site residential properties
 - Manage properties as affordable rental properties for up to 3 years



Vendor responsibilities

- Work with Dept. of City Development to identify properties
- Prepare scope of work and cost estimates for moderate rehab
- Following scope approval, renovate properties and prepare them for occupancy
- Manage properties
 - Market units
 - Identify and screen tenants
 - Enter into leases
 - Periodic unit inspections
 - Respond to tenant requests for repairs
 - Routine maintenance
 - Rent collection
 - Evictions

Budget

- City provides funds to cover 100% of renovation costs
 - Moderate rehab standard
- Rents, net of property management expenses, returned to City
- Vendor may charge:
 - Construction management fee
 - Property management fee



Submitting a proposal

- Provide information about renovation experience and capabilities (p. 4)
 - 1 and 2 family properties
- Provide information about scattered site property management and capabilities (p. 4)
 - Central city locations
- Identify fees
 - Construction management
 - Property management

Minimum vendor requirements

- Renovate at least 20 scattered-site properties in Milwaukee since 2013
- Currently manage scattered site residential properties
- Bonding and insurance requirements (see p. 12)



Sub-contractor requirements

- For work not performed by vendor's employees:
 - Contract with City-certified Small Business Enterprises for at least 40% of renovation, management and maintenance work



Deadlines

- Submit questions re: RFQ by 4:45 pm Sept. 16, 2015
- Submit response to RFQ by 11 am Oct. 3, 2015

