



## Request for City Council Committee Action from the Department of Community Planning and Economic Development (CPED)

**Date:** October 25, 2011

**To:** Honorable Lisa Goodman, Chair Community Development Committee

**Referral:** Honorable Betsy Hodges, Chair Ways & Means Committee

**Subject:** Property Management Contract Approval

**Recommendation:**

That the proper City officers be authorized to establish a Property Maintenance Panel and execute a master service agreement with selected respondents to CPED Property Maintenance RFP. The length of the Master Service Agreements will be for a period of three years with an option to extend 2 additional one-year terms. Each Master Services Agreement will be limited to a maximum of \$900,000 and the maximum fee per scope will be limited to a maximum of \$290,000.

**Previous Directives:** None

**Department Information**

Prepared by: Darrell Washington, Manager Real Estate Development Services 612 673-5174

Approved by: Thomas Streitz, Director Housing Policy & Development \_\_\_\_\_

Charles T. Lutz, CPED Deputy Director \_\_\_\_\_

Presenters in Committee: Darrell Washington

**Reviews**

- Permanent Review Committee (PRC): Approval X Date September 7, 2011

**Financial Impact**

- No financial impact
- Action is within the Business Plan

**Background/Supporting Information**

On September 8, 2011, the City issued a RFP for snow removal and lawn maintenance services for properties owned by the City of Minneapolis Department of Community Planning and Economic Development (CPED). Services listed in the RFP were limited to snow removal, lawn mowing, tree and brush trimming, litter removal, and spring and fall clean-up. Local, small, and women- and minority-owned businesses were encouraged to submit proposals. Additionally, respondents providing social services, employing local residents or those identified as hard-to-employ received special consideration. The RFP informed

prospective respondents the possibility that several entities may be asked to enter into a multi-year contract with the City to provide these services.

On September 26, 2011, five entities responded to the RFP – Hennepin County Sentence To Service Program, Tree Trust, The Network for Better Futures, MKL Management, and Minneapolis Maintenance LLC.

The RFP requested respondents provide information regarding:

- A. Scope of Services - Describing how service will be provided;
- B. Experience and Capacity - Describing organization including background/experience demonstrating ability to provide services;
- C. References from contracts similar in size and scope;
- D. Personnel – Identifying staff available, position titles and short job descriptions for each position;
- E. Office & Equipment - Identify office/garage location, and equipment; and
- F. Potential cost subject to further clarification.

Proposals were reviewed for clarity, staff experience, review of references, and how the services meet CPED objectives.

After evaluating the responses, all five entities were determined to meet the minimum qualifications described in the RFP. CPED is requesting that city officers be authorized to establish a Property Maintenance Panel and enter into Master Service Agreements with selected RFP respondents. As stated in the RFP, because the number of parcels CPED manages changes often and there are limited financial resources available to perform this work, not all RFP respondents will be guaranteed a work scope or provided a minimum number of properties to maintain.