



**REQUEST FOR PROPOSALS
For Property Management Services**

The Ketchum Urban Renewal Agency (“**KURA**”) is requesting proposals from property managers for the management of a KURA owned building located at 491 Sun Valley Road, Ketchum, Idaho, 83340 (“**Building**”). It is the intent of KURA to award this contract within 30 days after receipt of proposals.

I. Description of Services Sought

KURA seeks to engage a professional property manager (“Property Manager”) to manage the Building. The Building has more than 2200 sq/ft of rentable space. The ground floor contains 3,977 gross square feet and is leased to Starbucks and the Ketchum/Sun Valley Visitors Center. The Building has additional space that may or may not be offered for lease. The Building is located in downtown Ketchum and is adjacent to the Ketchum Town Square.

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 Building and shall implement, or cause to be implemented, the policies of the owner for the conduct of such business affairs in accordance with the guidelines provided by the KURA board of directors;
2. Select, employ, pay, supervise, direct and discharge all employees necessary for the management, operation, maintenance of Building, in accordance with the annual budget.
3. Keep the Building in clean and acceptable condition and make all repairs, alterations, replacements, and installations, do all landscaping, and purchase all supplies necessary for the proper operation of the Building, not including entering into contracts for services on behalf of the KURA;
4. Notify owner promptly of any personal injury or property damage occurring to or claimed by any tenant or third party with respect to Building;
5. Receive, collect, and remit rent and all other monies payable to owner by all tenants and licensees in the Building;

6. Notify owner of any necessary legal actions or proceedings for the collection of rent or other income from the Building;
7. Notify owner 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 owner monthly reports relating to the management and operation of the Building for the preceding calendar month;
9. Maintain proper records with respect to leasing, management, and operation of the Building (i.e., receipts, disbursements, etc.)
10. Ensure control over accounting and financial transactions as is reasonably required to protect owner's assets from loss or diminution;
11. Prepare and submit to owner no later than June 15 of each calendar year a proposed operating and capital budget for the promotion, leasing, operation, repair and maintenance of the Building for the forthcoming fiscal year, which begins October 1 of year and ends on September 30;

II. PROPOSAL INSTRUCTIONS:

1. Interested parties should submit two (2) copies of their proposal.
2. Proposals will be accepted until June 7, 2017 at 3:00 p.m. MST.
3. Proposals shall be mailed or delivered to the following:

**Ketchum Urban Renewal Agency
Property Management RFP
Attn: Micah Austin
P.O. Box 2315
480 East Ave. N.
Ketchum, ID 83340**

OR

Emailed to: maustin@ketchumidaho.org

III. PROPOSAL REQUIREMENTS:

Proposals should include the following sections:

1. Qualifications (include proposed methodology for accomplishing the tasks described in the RFP);

2. Experience with building operations (i.e., mechanical, electrical, fire alarms, plumbing and energy management, 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. The costs proposal should include:
 - a. the annual management fee;
 - b. a detailed listing of any other expenses or fees.
6. References.

IV. MISCELLANEOUS:

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. KURA will not reimburse any parties responding to this RFP for any costs incurred prior to award.
2. KURA 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. KURA 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 KURA when received.
8. Each party responding to this RFP shall submit with its proposal the name, address, telephone number, email address of the person(s) with authority to bind the firm and answer questions or provide clarification concerning the firm's proposal.

9. Proposals will be evaluated according to completeness, content, experience with similar projects, and cost.
10. An official authorized to bind the company must sign the Response. Failure to complete and sign this section will render the proposal invalid.
11. Parties responding to this RFP are cautioned that this is a Request for Proposals. It is not a request to contract and KURA reserves the right to reject any and all offers when it is deemed to be in the best interest of the KURA.
12. KURA may, at its own discretion, accept such submissions as it deems to be in the best public interest and in furtherance of the purposes of the Idaho Urban Renewal Law, or it may proceed with further selection processes, or it may reject any and all submissions. KURA reserves the right to, in its discretion, waive any immaterial defects in any submissions, reissue the request for statements of qualifications, and invite additional respondents to submit proposals. KURA reserves the right to reject any submissions based on real or apparent conflict of interest, to reject any submission containing inaccurate or misleading information, and to request additional data and information from any and all respondents. All submissions will be considered public documents under applicable state law except to the extent portions of the submissions are otherwise protected under state law. Respondents should segregate any proprietary or confidential material and provide an explanation as to why such information should not be deemed a public record, citing the applicable portion of the Idaho Public Records Act.

V. QUESTIONS

Direct any questions to: Micah Austin, KURA Administrator (maustin@ketchumidaho.org).

VI. RESPONSE

By submitting this proposal, the potential parties responding to this RFP certify the following:

- This proposal is signed by an authorized representative.
- The party responding to this RFP has read and understands the terms, conditions, and specifications set forth in this RFP.
- Any exceptions to the terms, conditions, and/or specifications are specified in the proposal submitted by the parties responding to this RFP.

Therefore, in compliance with this Request for Proposals, and subject to all conditions herein, the undersigned offers and agrees, if their proposal is accepted within 60 days from the date of the opening, to negotiate a contract to furnish the subject services as outlined in this request.

BUSINESS NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

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