



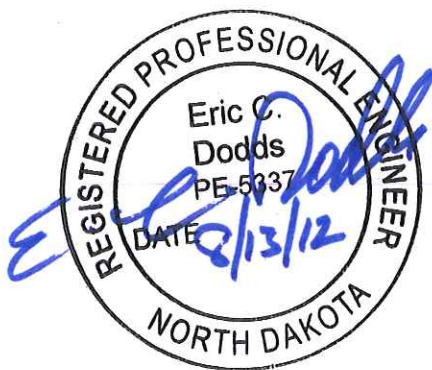
REQUEST FOR QUALIFICATIONS (RFQ)

Fargo-Moorhead Metro Flood Diversion Project

Property Management Services

Publish Date: August 20, 2012

Due Date: September 3, 2012



Approved

Eric C. Dodds, PE

8/13/12
Date

Property Management Services for the Fargo-Moorhead Metro Flood Diversion Project

General Introduction

The communities of Fargo, ND and Moorhead, MN along with the counties of Cass, ND and Clay, MN, the Cass County Joint Water Resources District and Buffalo-Red River Water Resources District have signed a joint powers agreement that forms a Diversion Authority for the purposes of constructing and operating a flood diversion channel along the Red River of the North for reducing the flood risk of the stakeholder communities and counties. The Diversion Authority (Authority) and its members worked with the United States Army Corps of Engineers on the Fargo-Moorhead Metro Flood Risk Management Feasibility Study to develop the Project. The Project is defined as the Locally Preferred Plan in the Final Feasibility Report and as the Federally Recommended Plan in the Chief's Report, which can be found at: www.FMDiversion.com.

Goal of the Request for Qualifications (RFQ)

The Authority intends to select a firm to provide property management services for the Fargo-Moorhead Metro Flood Diversion Project (Project).

The property management firm will assist the Authority in managing property acquired for the Project until disposition of the property is required for Project implementation. The property may include single family residences, farmsteads, and multi-family dwellings ("Property").

The Authority will award all work to a single Respondent. Additional types of property may be added to the successful Respondent's scope of work subsequent to award.

Role of the Authority and Property Management Firm

The Authority consists of nine board members from the stakeholder entities. The Authority has committed certain internal resources to the Project. In addition, the Authority has retained the services of a Program Management Consultant (PMC), CH2M HILL. The property management firm will be contracted to the Authority, but will receive day-to-day direction from, and report to, the PMC.

Requested Services By Property Management Firm

Services required from the property management firm include, but are not limited to:

- Determine the appropriate rental rates and make recommendations
- Advertise and show the Property
- Qualify applicants by conducting credit, rental, employment, and criminal background checks
- Prepare and provide rental applications and executed lease agreements
- Conduct property check-ins and checkouts
- Provide a monthly accounting of receipts and expenditures

- Inspect the Property as required to evaluate tenant maintenance and protection
- Conduct six (6) month interior inspections
- Provide 24/7 maintenance and operate an emergency line for tenants
- Pay or insure payment of all bills and invoices, including, but not limited to, utilities, insurance, and taxes
- Other services as applicable to specific types of property

Submission Requirements

Respondents shall deliver six (6) copies of their submittal by **September 3, 2012 at 3:00 PM.** Submittals are limited to a maximum of 10 pages with a font size no smaller than 11 point. Submittals shall be submitted in a sealed package clearly marked as Property Management Firm proposal and the name of the Respondent. Include one CD of the submittal in Adobe Acrobat® PDF format.

Submittals shall be delivered to and questions regarding this RFQ shall be directed to:

Jon Diebel
CH2M HILL
3170 43rd St S Ste 100
Fargo, ND 58104
T: 701-364-9111
C: 719-338-1484

jon.diebel@ch2m.com

Required Content

EXECUTIVE SUMMARY AND FACT SHEET — Include a one (1) page overview of Statement of Qualifications.

ORGANIZATIONAL DATA AND BACKGROUND INFORMATION — Respondent Information: name, location, years in business, financial strength, statement of firm stability, number of staff in firm, specialties, etc. Give the name and address of the Respondent's main office and all offices close to the Project. Provide a primary contact name, address, phone and fax numbers, and email address for communication through contract execution.

Provide a description of the contracting entities' business structure. The business structure must comply with state requirements and applicable law, including licensing, if any. For partnerships or joint ventures, include a statement that all members will be jointly and severally liable to the Authority under the contract terms.

KEY PERSONNEL — Provide firm capabilities and roles, and provide assurance of the firms' ability to deliver the necessary quantity and quality of property management services.

Identify key personnel to be assigned to the contract. Provide details of experience and capabilities of key personnel, including a one (1) page resume for the key personnel.

EXPERIENCE — Identify current and past property management work, including property descriptions and number of properties managed.

PROJECT APPROACH — Describe the general approach the firm will use to manage the Authority’s property. Discuss your ability to work with the Authority and PMC.

FEE SCHEDULE — Provide the fee schedule for property management services for each type of Property.

REFERENCES — Provide references (contact person/phone number) for at least four (4) recent clients.

Guarantees and Insurance

Commercial General Liability insurance policy is required. Respondent shall agree to hold the Authority harmless against any and all expenses, demands, claims or losses of any kind that may be sustained by the Authority occasioned by Respondent’s own negligence or intentional acts, and shall further secure and maintain Commercial General Liability Insurance in an amount not less than \$2,000,000, and shall provide to the Authority a certificate of insurance indicating acceptance by its insurer of its obligation to defend and hold the Authority harmless.

The Respondent’s liability and indemnification obligations are not limited by any insurance coverage Respondent maintains.

Acknowledge ability to meet the guarantee and insurance requirements.

Selection Process and Evaluation Criteria

A Selection Committee consisting of the Authority legal staff, other staff assigned by the Authority, and a PMC representative will evaluate and rank the submissions. Selection criteria include:

1. Experience providing property management services of similar nature
2. Ability and experience of key personnel assigned to this Project
3. Staffing availability; current and anticipated workload
4. Use of local firms or having a history of successful project delivery out of an established local office in the general Fargo-Moorhead area, including Cass and Clay counties
5. Fee schedule

The schedule for selection is as follows:

- | | |
|-------------------------------------|--------------------|
| 1. Issue RFQ | August 20, 2012 |
| 2. Written Questions from firms due | August 24, 2012 |
| 3. Answers provided | August 29, 2012 |
| 4. Proposals due | September 3, 2012 |
| 5. Interviews, if required | September 5, 2012 |
| 6. Selection | September 12, 2012 |

Interviews are optional and at the discretion of the Authority. Interviews will be held if necessary to aid in the selection process.

Contract negotiations with the top rated Respondent will commence immediately following selection.

Contract Terms and Conditions

Contract terms and conditions will be negotiated following selection. Services will begin upon acquisition of one or more properties.

Opportunity for Local Businesses

The Authority intends that well qualified local firms are afforded the maximum practical opportunity to participate in all phases of the Project. The Authority will give preference to local firms when possible without compromising the Project schedule, quality of work, or successful completion.

Acceptance or Rejection of Statements of Qualifications

The Authority reserves the right, in its absolute discretion, to waive any deficiencies in, and accept or reject any and all Statements of Qualifications submitted. The Authority is not responsible for the cost of preparation of the submission or interview.