



**CITY OF ST. LOUIS TREASURER'S OFFICE
REQUEST FOR PROPOSALS
PROPERTY MANAGEMENT and/or
BROKERAGE**

Proposals due no later than 3:00 p.m., March 10, 2023

PURPOSE

The City of St. Louis Treasurer's Office ("Office") is seeking the services of a Property Manager ("Manager") and Broker ("Broker") to provide management and brokerage for the properties owned by the Office. The selected Manager and Broker will be expected to perform services in accordance with the Scope of Work.

The properties consist of:

- **The Chouteau Center**, located at 133 S. 11th Street, a 43,723 square foot office building, with 14 units of office space.
- **The Central Downtown Garage**, located at 707 Pine Street, an 18,188 square foot office building, with 7 units of office space.
- **The Argyle Garage**, located at 225 N. Euclid, a 5,000 square foot retail building, with 2 units of retail space.
- **The Justice Center Garage**, located at 1115 Clark Avenue, a 4,917 square retail building, with 1 unit of retail space.

Our goal is to lease all available office space at market value. The properties will be leased "as-is," but a build out and/or tenant improvement allowance can be part of the negotiations upon approval by the Office.

Minority-Owned Business Enterprises ("MBE") and Women-Owned Business Enterprises ("WBE") are encouraged to submit Proposals.

SCOPE OF WORK

The professional services shall include all or any combination of the services described herein.

Manager will be required to:

- (1) Collect all rents and/or other charges due to Office.
- (2) Pay all expenses related to the property.
- (3) Provide the Office with an annual operating budget detailing revenues and expenses.
- (4) Prepare the Common Area Maintenance (CAM) calculation and collect payments.
- (5) Meet with tenants as needed.
- (6) Provide ongoing building maintenance.
- (7) Maintain property and liability insurance for each facility.
- (8) Make suggestions for security of tenants and patrons.
- (9) Maintain accurate records of all monies received and disbursed in connection with the operation and management of the property.

Broker will be required to:

- (1) Effectively market properties, including production and distribution of printed materials.
- (2) Provide advisory services for the lease of properties.
- (3) Advise on strategies to enhance value of property.
- (4) Take necessary steps and actions to bring leaseholds to successful close.

ADDITIONAL REQUIREMENTS

Applicant must provide at least three (3) references from established private firms or government agencies other than the procuring agency that can attest to your experience and ability to perform the contract subject of this solicitation. You must provide the name, contact information and description of the services provided. If applicant is submitting a proposal for both management and brokerage, three (3) references for each is required.

COMPENSATION

The Management fee should be proposed as a fixed monthly fee and/or rental collection percentage for each location. Additional fees should be provided including project management and hourly charges for building engineers and maintenance staff.

The Brokerage commissions should be outlined in a schedule to include new leases, expansions, renewals and short term (monthly or less) tenancies.

TERM OF CONTRACT

The resulting Contract shall be for a term of three (3) years, with optional renewals of one year. The renewal period shall be subject to the same terms and conditions as the original Contract. The Office reserves the right to terminate the Contract at any time.

SELECTION PROCESS

Each proposal will be evaluated based on the criteria requested in this RFP. Oral interviews of the most responsive applicants will be scheduled shortly after the deadline submission date and may be conducted virtually or in person. Participants will be notified by email of the Office's selection. The Office reserves the right to reject any proposal which does not conform to the instructions herewith.

Only responsive and responsible proposals will be considered. Proposals that attempt to change or do not meet the requirements in this RFP may be rejected as being non-responsive. Each proposal shall be considered a valid offer until the Office notifies participants that it has selected a proposal or until the applicant withdraws its application, whichever occurs first. Additionally, the office reserves the right to negotiate all final terms and conditions of any agreement entered into.

Once a proposal is selected, the Office will notify the selected Manager and Broker by email. Upon agreeable contract terms, the contracts will be placed on the Parking Commission's Agenda for a public hearing and formal approval pursuant to applicable laws and procedures.

PROPOSAL DUE DATE AND LOCATION

RFP submittals are due no later than 3:00 p.m. on March 10, 2023 at the following location:

City of St. Louis
Treasurer's Office
1200 Market Street, Room 220

St. Louis, MO 63103

Late proposals will not be accepted. Please reference the project: **Proposal for Property Management and/or Brokerage** on submittal envelope. Proposers must supply three (3) hard copies of the proposal and one (1) electronic copy as a PDF file on a USB flash drive. **The response shall be limited to 20 pages (10 if both sides of the page are utilized).**

Public access to Proposals shall be governed by the relevant provisions of the Freedom of Information Act, State of Missouri Sunshine Law (MO Rev. Stat. 610.021), and regulations adopted pursuant thereto.

DEPARTMENT CONTACT / REQUESTS FOR CLARIFICATION

Prospective responders may direct questions **in writing only** to:

Shirley Rukcic
Chief of Staff and Counsel
Email: rukci@sstltreasurer.org

All questions are due no later than February 22, 2023. Questions will be answered in writing by February 27, 2023 and will be sent to all proposers and will be posted on our website at www.stltreasurer.org/request-for-proposals/. The department contact cannot vary the terms of the RFP.

PROPOSAL FORMAT AND SUBMITTALS

A 20 page (10 if both sides of the page are utilized) limit will be applied to all proposals. This page limit excludes photos/drawings and financial submittals. All submitted documentation becomes a part of the public record and may be selected for publication in documents and/or presentations associated with evaluation of vendor proposals.

To allow for easier comparison of proposals during evaluation, the proposal format and submittals must be as follows:

- a) Scope of Services- As outlined on Page 2 (“Scope of Work”).
- b) Experience and Capacity- Describe background and experience demonstrating ability to provide required services.
- c) References- List references from contracts similar in size and scope (three preferred). You must attach your references to your response.
- d) Cost/Fees/Commissions- Indicate proposed cost included in the scope of work listed above.
- e) Insurance- Indicate proposed insurance coverage for the properties indicated.

RFP TIMELINE

RFP posted	02/09/23
Questions due	02/22/23
Questions answered	02/27/23
Proposals due	03/10/23