



REQUEST FOR QUOTE (RFQ)

Posted: January 4, 2024

Due Date: February 9, 2024

Options for Youth - Duarte Inc., (OFY-D) is requesting quotes for **Property Management Services**

Options for Youth - Duarte Inc., is a year-round WIOA-aligned blended learning public charter school serving 3593 students in 6 regions and 19 school sites throughout the greater Los Angeles County area. Our school mission states: *"Our schools create an educational choice for all students. Our staff connects with students to empower and inspire them to achieve their goals and make their dreams a reality."*

OFY-D is seeking **Property Management Services** services to assist in our charter school operations and we encourage all interested vendors to submit a quote. This Request for Quote document is available on OFY-D's website: <https://ofy-d.org/ko>

A copy of the proposed **Scope of Work** is attached below. Interested vendors are not required to submit a quote covering the entire scope of work. OFY-D will accept quotes covering all or any portion of the services outlined in the Scope of Work. Please ensure that any quote submitted clearly indicates which services are included in the quote. OFY-D reserves the right to negotiate final terms and conditions of contract including the Scope of Work.

All quotes should be submitted on company letterhead and include a bid or estimate of cost for the services being offered. Supporting documentation such as customer references, statements of qualifications, company history, alternative fee schedules, etc. are welcomed. Please submit quotes by the due date above to:

Evelyn Barrios
Assistant Principal of Instructional Operations
evelynbarrios@ofy.org

OFY-D staff will diligently review all submitted quotes and make a recommendation to Options for Youth - Duarte's Board of Education. It is anticipated that OFY-D will award the contract with the term of the contract commencing July 1, 2024.

Please contact Evelyn Barrios, using the above contact information, should you have any further questions. OFY-D looks forward to receiving your quote.

Sincerely,
Options for Youth - Duarte, Inc.

Scope of Work for Property Management Operations and Administration

I. Real Estate

A. Site Acquisition

1. Conduct a market analysis to assist in budgeting
2. Create and implement a site checklist
3. Feasibility analysis on prospective properties
4. Coordinate site visits with various departments, i.e. construction, instruction
5. Coordinate various systems inspections
 - a) Fire Sprinkler System
 - b) HVAC Systems - Age, Title 24 Compliance
 - c) Electrical System - Title 24 Compliance/Size Of Panel
 - d) 1 Hour Fire Wall Assembly
 - e) ADA at Exterior - Path of Travel/Parking/Public Walkway
 - f) ADA at Interior - Bathrooms/Drinking Fountains/Guard Rails/Path of Travel Exits
 - g) Knox Box
 - h) Fire Alarm
 - i) Mold/Asbestos/Water Damage
 - j) Request "As Built" plans
6. Negotiate LOI and lease.
7. Prepare a lease summary for board approval.

B. Post-Acquisition, Pre-Construction

1. Collaborate with peers on processes, procedures and developing standards.
2. Interpret and explain plans and contract terms to administrative staff, workers and clients.
3. Evaluate and prepare budgetary estimates.
4. Adhere to local, state and federal regulations as applicable.
5. Apply and proceed with application for ADA Hardship when applicable.

II. Operations and Administration

A. Site Management

1. Quarterly walk through inspections.
 - a) Coordination of preventative maintenance with vendors
2. Facilities vendor management and admin services specific to site location
 - a) Coordination of repairs and services
 - b) Management of janitorial services and cleaning services
3. Establishment of Emergency Repair Procedures
 - a) Coordination of repairs and services during emergencies
4. Coordination of Utility Services



5. Coordination of Site Security Measures and protocols
 - a) Location Security as needed.
 6. Maintain ongoing communication with landlords/PM's.
 7. Reference lease and negotiate accordingly when a facilities dispute arises.
 8. Start/Stop various utilities/services.
 9. Draft and mail out any notices required per the lease.
 10. Coordinate with senior management to obtain necessary signatures.
- B. Site disposal/Termination
1. Reference lease to obtain relevant information, i.e. expiration date, early termination clause
 2. Create and send out official notice to the landlord/PM.
 3. Communicate and collaborate with third party vendors to ensure space is ready to return to the Landlord.
 4. Conduct and document the final walkthrough with the landlord/property manager.
 5. Ensure security deposit is returned.
- C. Lease Management
1. Inform client of upcoming renewals
 2. Advise on what options are available and make a recommendation
 3. Negotiate lease renewals, expansions, assignments, etc.
 4. Coordinate with the accounting department for lease related payments, i.e. security deposits, termination fees.
 5. Review monthly invoices and annual CAM reconciliations
 6. Review and process estoppel certificates and SNDA's when requested by landlords/PM's..
- D. Record Keeping
1. Create a system for easy retrieval of both physical and electronic copies of lease documents.
 2. Maintain up-to-date database for upcoming expirations and rent increases.
 3. Process and maintain record of business licenses and various permits.
 4. Assist with the annual filing of property tax exemption forms with the County.
 5. Ensure physical copies of licenses and permits are on display at each location.
 6. Maintain historical data on recurring maintenance issues.

Add on Services

I. Permitting Services