



REQUEST FOR PROPOSALS

Coventry Elementary School Facilities Management & Lease Management Services

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Cleveland Heights, Ohio 44118

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Introduction

The primary objective of this proposal is to identify a qualified firm or organization that can operate the building with providing excellent professional facilities management services, planning, consulting, and lease management services for tenant spaces (the “Project”). Qualified firms must demonstrate competence and experience in and a thorough knowledge of providing such services.

In connection with this RFP the objectives of the Library in this agreement are:

1. Maintain Federal Tax-Exempt Status of building. All tenants must be non-profit organizations registered and in good standing with the IRS and the state of Ohio.
2. Accurately track and account for expenses in a manner that will show the existence of a growing reserve fund to be used for needed repairs and maintenance.
3. Provide a business-like atmosphere in the neighborhood where the building is located and conform with all laws of the City of Cleveland Heights and the State of Ohio.

Background

The Heights Libraries invites written proposals from firms interested in providing property management services for the former Coventry School Building at 2843 Washington Blvd, Cleveland Heights, Ohio (the “Building”).

The Coventry School Building consists of approximately 64,000 gross square feet, a former open plan elementary school building constructed in 1973. It features classrooms, offices, a large gymnasium and, on a lower level, a multipurpose room that served as a cafeteria and an auditorium. The building contains a large central atrium and a mezzanine level and contains an elevator for conveyance between the three levels. Coventry Elementary School once served 339 students in grades Kindergarten-5.

The Cleveland Heights-University Heights Public Library (“Library” or “Owner”) became the property owner in 2018, while keeping with the mission, vision, and values of the Heights Libraries as well as its current and future strategic plans. The building sits on a 6-acre park site that is adjacent to the Coventry Branch of the Heights Libraries and the Coventry Road commercial district.

The primary objective of this proposal is to identify a qualified firm or organization that can manage the Project and operate the building consistent with its non-profit, purposes and exemption requirements.

Form of Proposal

• **QUALIFICATIONS STATEMENT CONTENTS**

A. General Firm Information.

Include in your qualifications statement the following information about your firm:

1. Cover Letter. Cover letter must include:

- a *Name, address and phone number of the office where the personnel assigned to the Project will be based,*
- b *Name, title and phone number of the principal contact person.*

2. Company Overview. Company overview must include:

- a *Years of existence;*
- b *Legal form of firm,*
- c *Location of office; and*
- d *General firm history.*

3. Insurance Certificate.

Certificate of insurance evidencing the firm's current limits of liability for commercial general liability, business automobile liability and professional liability insurance.

B. Project-Specific Information.

Include in the qualifications statement the following information relevant to the firm and any team members that will participate in this Project:

1. Relevant Experience.

Relevant projects of similar nature. Include the following:

- a *description of the property(ies) including size, term of services, scope of work and fees for the services provided for each property;*
- b *individuals on your team involved in the projects;*
- c *name, title and telephone number of the client contact most familiar with the firm's services on the project.*

2. Other Criteria.

Local SBE/MBE/FBE Participation - The Owner is committed to promoting participation in the project by small business enterprises, minority business, female business enterprises and local businesses. Describe your firm's policies for promoting and successfully implementing such programs.

- **INSTRUCTIONS FOR SUBMISSIONS**

- A. Response Deadline.

Qualifications Statements in response to this RFP must be received in a sealed envelope clearly marked “Statement of proposals property maintenance and leasing services” and delivered to the addresses stated in this RFP. Responses that are received after this date and time will not be considered.

- B. Submission.

One hard copy and one electronic copy (under 10MB or through an electronic transfer link) of the qualifications statement must be sent to:

Nancy Levin, Director
Heights Libraries
2345 Lee Road
Cleveland Heights, OH 44118
E-mail: nlevin@heightslibrary.org

One electronic copy (under 10MB or through an electronic transfer link) of the qualifications statement must also be sent to:

Kim DeNero-Ackroyd, Deputy Director
Heights Libraries
2345 Lee Road
Cleveland Heights, OH 44118
E-mail: kackroyd@heightslibrary.org

C. Public Records.

All documents submitted to Owner in response to this RFP are public and will be available for inspection under ORC § 149.43 at the conclusion of the selection process. Insurance certificates and policies shall remain confidential, except under proper order of a court.

D. Cancellation; Rejection.

Owner reserves the right to accept or reject any or all qualifications statements and cancel at any time for any reason during this RFP process, any portion of this RFP or any phase of the Project. Owner shall have no liability to any proposer arising out of such cancellation or rejection. Owner reserves the right to waive minor variations in the selection process.

E. Costs.

Owner assumes no responsibility for costs incurred in the preparation, presentation or submission of the qualification statements.

F. Amendments to RFP.

At its discretion, Owner may amend this RFP at any time prior to the deadline for receipt of qualifications statements and distribute the amendments to all firms who are on record with Owner as having requested and been furnished a copy of this RFP.

Schedule

Tours of Coventry School Building 9:00 – 10:00 AM (One tour per firm, max 5 attendees per group) Email Nancy Levin nlevin@heightslibrary.org For a tour appointment.	2/23/22	
Deadline for Submission of RFP 3:00 PM - PUBLIC OPENING 4:00 PM Public opening will be by ZOOM Meeting broadcast on Facebook live. Available on YouTube channel at a later date.	3/1/22	
Review Qualifications for Candidate Shortlist / Interviewees	3/1/22	3/18/22
Notify (3) Shortlisted Candidates by 5:00 PM	3/22/22	
Committee to Interview Candidates - 7:00 - 10:00 PM	Week of 4/1/22	

Rank and Evaluate Interviewees	4/11/22	4/14/22
Board Review, Approval and Vote on Selection (April Board meeting)	4/19/22	
Board Announces Successful Candidate	4/20/22	
Negotiate Agreement with Successful Candidate	4/20/22	5/10/22
Agreement Approved by Board (May Board Meeting)	5/15/22	

Scope of Services

- The successful firm will provide reliable and consistent property management and leasing services at a reasonable cost that aligns with the Library’s budget.
- The successful firm will provide all supplies, equipment, vehicles, operating personnel, adequate insurance permits and licenses, and all other labor and materials necessary or required for the adequate and continued performance of the day-to-day property management and leasing of the Coventry School Building.
- The successful firm’s personnel shall perform their duties in a manner satisfactory to the Library Director, but, be exclusively under the direction and control of the successful firm. In performing its duties hereunder, the successful firm will be an independent contractor in every respect.
- The Director, or her designee, shall review the day-to-day operations monthly and maintain communication concerning the performance of the property management, maintenance and leasing services and establish procedures under which the duties shall be carried out.
- The successful firm will be responsible for submitting a budget to the Director or her designee, on criteria set out by the Library.
- The successful firm will be required to submit invoices for payment and categorize the services rendered for the defined common area maintenance (CAM) expenses and non-CAM expenses, leasing activities and other areas identified by the Library.
- The successful firm will provide consulting services to aid the Library in determining rent rates and terms to provide for the operation of the building on a positive cash flow basis, including payment of the Firm’s fees as well as the creation of a maintenance reserve account to be used for needed repairs and maintenance.

Standards of Property Maintenance

- The successful firm will be expected to coordinate a full range of interior and exterior property management maintenance service and repairs, including but not limited to cleaning and janitorial services, safety equipment inspection and replacement, and replacement of non-functioning lights. Does not include exterior lawncare, snow removal, or parking lot maintenance. Does include exterior stairs, windows, and roof.
- The successful firm will be responsible for collection of rents and fees from tenants on behalf of the Library.

- The successful firm will assist in the development and implementation of an annual upgrade and maintenance projects with agreed upon budgets; and identify normal and routine property management projects and acquire any equipment necessary for the maintenance of the Coventry School Building. All repairs and maintenance will be performed by the successful firm or approved subcontractors. The Library will pay the successful firm monthly for the pre-approved maintenance and repair performed.
- The successful firm will coordinate all supplies, vehicles, equipment (e.g. vacuums, floor buffers, ladders and lifts, and the like) operating personnel, insurance, permits, and licenses and all labor and material necessary or required for the adequate and continued performance of the contract, and provide documentation of the same to the Library upon request;
- Verify and ensure that environmentally sound cleaning products are used whenever practical;

Standards of Leasing Services

- The successful firm will follow laws of State of Ohio and Cleveland Heights and will not discriminate in any way.
- Ensure that all tenants are non-profit organizations registered and in good standing with the IRS and the State of Ohio.
- The successful firm will be responsible for collecting rents and fees from tenants of the Coventry School Building and depositing into an account or accounts designated by the Library.
- The successful firm will advertise and show available spaces, and promote and encourage education and the arts when advertising or leasing spaces.
- The successful firm will obtain signed leases and provide lease information to future or prospective tenants;
- The successful firm will oversee move-in and move-out of tenants to protect the Coventry School Building, and enforce any Building rules and regulations as determined by the Library for the protection of the Building and tenants.
- The successful firm will coordinate with the Director and legal counsel to discuss any lease disputes, claims or damages, and determine the course of action in each such case.

General Terms

- Provide documentation of insurance coverage including but not limited to the following: professional liability (including errors and omissions), property damage, and worker's compensation, in amounts satisfactory to the Library, and provide documentation of the same to the Library upon request.
- This agreement will be for a period of no fewer than two years.

Short Listing

The Library reserves the right to select a short list of candidates to make an oral presentation to the Library outlining their qualifications, services and capabilities. The Library will notify the short listed firms in writing of their selection.

Execution of Contract

The Library will notify the successful candidate of its selection, and the parties will negotiate in good faith to enter into an acceptable contract within 30 days thereafter. The candidate shall provide the Library with evidence of insurance coverage upon execution of the contract,.

[Remainder of page left blank. Exhibits to follow.]

EXHIBITS TO REQUEST FOR PROPOSAL

Floor Plans

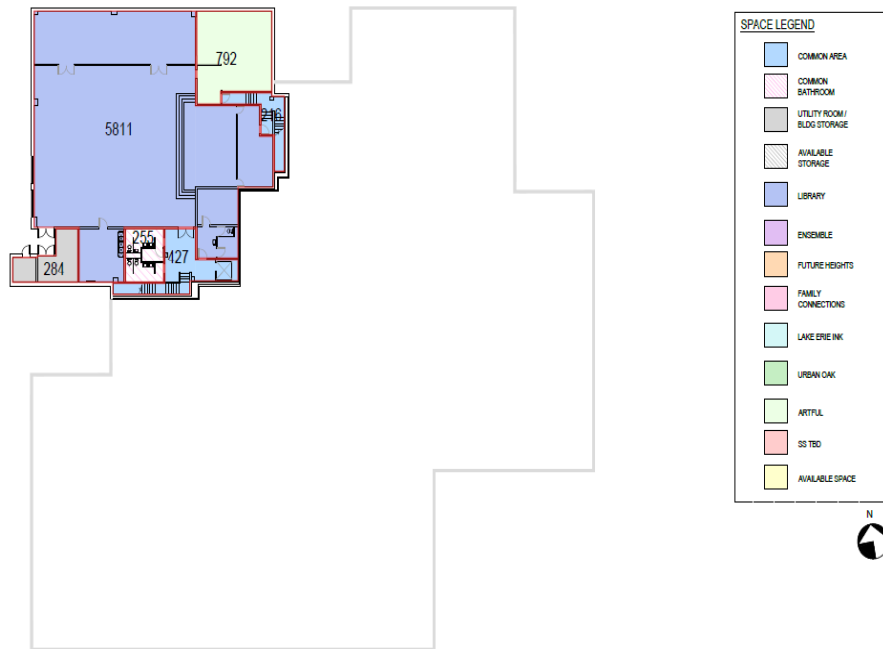
Drawings on following pages are for general area reference only. Specific units may be occupied by different tenants.

Drawing of basement for reference only.

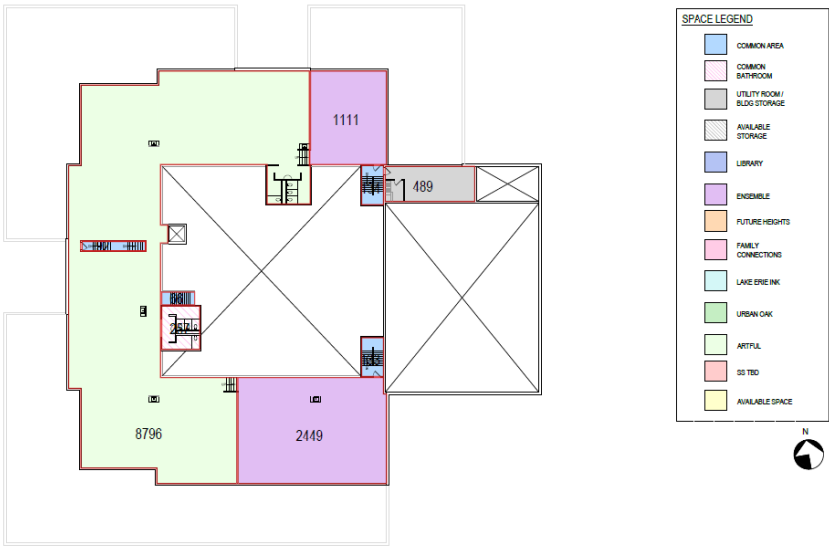
Summary Table of Square Footage

Exterior Gross Area	65,900 ft ²	100%
Total Leasable Area	45,900 ft ²	69.6%
Common Area	12,052 ft ²	18.3%
Unusable Area	7,948 ft ²	12.1%

Exhibit A (cont.)
Drawings



Mezzanine-for reference



Coventry Main Level

