Pre-Solicitation Meeting

RFP 769-21-964DH
Title: Property Management Lofts Dallas
June 3, 2021
10:00 am

*In the case of a conflict between this presentation and the solicitation document, the solicitation document takes precedence*
Agenda

- Introductions
- Project Description
- Evaluation Criteria
- Schedule of key Events
- Submittal of Proposals
- Questions
• Strategic Sourcing Contact: Denise Harpool
  • denise.harpool@untsystem.edu

• HUB Analyst: Aurika Weaver-White
  • Aurika.weaver-white@untsystem.edu

• Department Contacts
UNTS is seeking proposals for Property Management (NIGP commodity code 95800; 95815; 95878. The University of North Texas System is seeking a vendor to enter into a multi-year agreement for Professional Property Management Services for UNT System owned 111,000sf apartment residences, common areas and associated parking at 1900 Elm Apartments in Dallas, TX. Management of the building may include management of the tenant retail spaces on the first floor. The historic building includes 129 units averaging 860 sf per unit. The residence floorplans include loft-style studio and two-bedroom apartments designed around the original architectural elements of the building with some newer contemporary additions. Amenities include a 24-hour fitness center, coffee bar, community game room, laundry facility and an underground parking garage.

The property management provider will work in close collaboration and maintain close communication with oversight from the UNT System Office of Facilities.

Proposal should be based on a five (5) year initial contract, with option for five (5) one-year renewals.

Proposal should be a maximum of ten (10) pages.
Evaluation Criteria

The complete evaluation criteria can be found in original solicitation document.

- 2.3.1 Proposed Management Services and references
- 2.3.2 Proposed Finance Services
- 2.3.3 Proposed Maintenance Services and procedures
- 2.3.4 Proposed Marketing and Customer Relationships
- 2.3.5 Pricing per Vendor Proposal, plus Vendors Property Management Services Agreement attached
Schedule of Key Events

• Deadline for Questions: June 10, 2021 at 2:00 pm
• Questions & Answers Posted: June 17, 2021 at 5:00 pm
• Deadline for Submittals: June 24, 2021 at 2:00 pm
• Deadline for HSP (if specified) N/A

All times are local
We have determined that a Historically Underutilized Business Subcontracting Plan (HSP) is not required with this proposal.

Please direct all questions regarding the UNT System HUB Program or the HSP to the HUB Specialist listed on Page 3.
Submittal of Proposals

Reponses may be mailed or hand-delivered to:
University of North Texas System
Care of Denise Harpool
1112 Dallas Drive, Suite 4000
Denton, TX 76205

Envelope/container instructions:
• Proposal number, company name, and due date to be marked clearly on the lower left hand corner of the package
• Proposal must contain/include:
  • Bid response documents and HSP (if specified), each in a separate sealed/marked sub-container
  • Signed proposal
  • USB flash-drive containing electronic version of the entire proposal
Questions

• Questions are not accepted or answered in this pre-solicitation meeting
• Questions must be submitted via email to the sourcing professional listed on Page 3 denise.harpool@untsystem.edu
• Communicating with other UNT System or component institution team members may result in disqualification from the solicitation process.
• Refer to the Schedule of Key Events on page 6 for question and answer due dates
• Questions and answers will be posted to the UNT System bid page at untsystem.edu/bids and txsmartbuy.com
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