

**Forest Edge Cluster Association
Request for Proposal (RFP)
Cluster Property and Financial Management**

Forest Edge Cluster Association
PO Box 2474
Reston, VA 20195
Email: boardmembers@forestedgecluster.com

Prepared by: Nick Bertoni
Date: March 4, 2022

Request for Proposal
Cluster Property Management
Reston, Virginia

Question Submission Deadline: March 25, 2022

Submission Deadline: April 8, 2022

Questions may be submitted in electronic form no later than 5pm EST on March 25, 2022 to:

RFP Contact Name: Nick Bertoni, current president of FECA
Email Address: boardmembers@forestedgecluster.com

Introduction:

Forest Edge Cluster Association (FECA) invites and welcomes proposals for a contract to manage our cluster property.

BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTED MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTORS—NO EXCEPTIONS.

Project and Location:

The bid proposal is being requested for a local firm to assume all responsibilities of our cluster’s financial and property management. Located in Reston, Virginia, we are a cluster of 107 townhouses built in the 60s that are spread out over Forest Edge Drive and Greenmont Court. A cluster property map is included in Appendix B.

Project Objective:

The objective and ultimate goal for this project is to hire a management firm to handle the financial and property management of our cluster. A brief summary of select tasks is listed below. See Appendix A for additional details for the scope of requested work.

- Respond to resident inquiries for maintenance of cluster grounds
- Enforce cluster design standards and property upkeep as directed by the board of directors
- Solicit and compile bids as needed for upkeep of cluster grounds or reserve study projects
- Coordinate with vendors to ensure contracted projects are completed according to contracts agreed to by the board
- Respond to emergencies as needed such as downed trees or other needs related to cluster property
- Maintain cluster bookkeeping for things like collecting dues, preparing financial statements and paying vendor invoices
- Prepare resale packets for homeowners, buyers and Reston Association when properties are sold

Scheduled Timeline:

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management:

Milestone	Date
Receive questions	March 25, 2022
Receive proposals	April 8, 2022
Interview candidates	April - May, 2022
Contract signed/transition	May 31, 2022
Property management in service	June 1, 2022

Proposal Bidding Requirements:

Forest Edge Cluster Association shall award the contract to the proposal that best accommodates the various project/task requirements. Forest Edge Cluster Association reserves the right to award any contract prior to the proposal deadline stated within the “Scheduled Timeline” or prior to the receipt of all proposals, award the contract to more than one Bidder, and refuse any proposal or contract without obligation to either Forest Edge Cluster Association or to any bidder offering or submitting a proposal.

Deadline to Submit a Proposal:

All proposals must be received by Forest Edge Cluster Association no later than 5:00 PM EST on Friday, April 8, 2022 for consideration in the project proposal process. Proposals should be submitted in electronic format to boardmembers@forestedgecluster.com.

Proposal Selection Criteria:

Only those proposals received by the stated deadline will be considered. All proposals submitted by the deadline will be reviewed and evaluated based upon the information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

- Proposals received by the stipulated deadline must be in the correct format
- Bidder's alleged performance effectiveness of their proposal's solution regarding the Project Objective of Forest Edge Cluster Association
- Bidder's performance history and alleged ability to timely deliver proposed services
- Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services
- Overall cost effectiveness of the proposal
- Past and current experience managing clusters within Reston, VA

Forest Edge Cluster Association shall reserve the right to cancel, suspend, and/or discontinue any proposal at any time they deem necessary or fit without obligation or notice to the proposing bidder/contractor.

Proposal Submission Format:

The following is a list of information that the Bidder should include in their proposal submission:

Summary of Bidder Background

- Bidder's Name(s)
- Bidder's Address
- Bidder's Contact information (and preferred method of communication)

Proposed Outcome

- Summary of timeline and work to be completed
- Responses to Common Management Provisions in Appendix A

Cost Proposal Summary and Breakdown

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
 - Cost should be itemized to indicate if it is a fixed monthly cost or variable cost associated with specific tasks (examples can include but are not limited to: soliciting RFPs, attending Reston DRB meetings, enforcing cluster standards, etc.)
- Brief summary of the total cost of the proposal.

Insurance

- Details of any liability or other insurance provided with regard to the staff or project.

Recommendations or References

APPENDIX A. Common Management Provisions

A. Clear Designation of Parties

1. Name of corporate / personal entities
2. Disclosure of any management relationship with developer
3. Disclosure of any management relationship with subcontractors
4. Appointment of board liaison to management

B. Term

1. Length of term
2. Automatic renewals
3. Cancellation with or without cause
4. 30 / 60 / 90 day notice of cancellation
5. Corrective provisions

C. Compensation

1. Specified contract fees or employee salary and benefits
2. Extra services or expenses to be charged separately and how much
3. When payment is expected

D. Association Governing Documents

1. Management responsibility for knowledge of the Master Deed / CC&Rs / Declaration, bylaws, rules and regulations, and architectural standards of the association
2. Responsibility for enforcing document provisions
3. Responsibility for complying with Federal, State, and Municipal requirements

E. Professional Responsibilities

1. Responsibility for acting as liaison to attorneys, accountants, engineers, insurance brokers, and other professional advisors
2. Circumstances under which management activities cease and other professionals are contracted
3. Stipulation for management to act in a reasonable manner exercising proper business judgment
4. Appointment of management as agent

F. Association Insurance Program

1. Responsibility regarding review of association insurance coverage
2. Responsibility in the management of claims
3. When the board is to be advised of issues regarding insurance
4. Extent of management's direct communication with insurance agent
5. Who determines adequate insurance coverages

G. Common Element / Area Maintenance

1. Responsibility for receiving and recording common element/ area service requests or complaints
2. Responsibility for site inspections
3. Frequency of site inspections
4. Requirements for site inspections
5. Responsibility for maintaining lists of contractors
 - a. Number of contractor names to maintain
 - b. Types of contractor names to maintain
6. Responsibility for writing bid specifications for each maintenance contractor
7. Responsibility for soliciting bids prior to expiration of an existing maintenance contract
8. Responsibility for development of preventive maintenance plan

H. Services to be Provided at Meetings

1. Who notifies owners of annual meeting
2. Who prepares proxies and ballots
3. Who counts votes at election
4. Information routinely provided by management prior to regular meetings
5. Time limits on management attendance at meetings
6. Management attendance at annual meetings

Q. Contractors / Employees

1. Who hires a contractor / employee
2. What names appear on contracts
3. Who can cancel a contract or terminate an employee and under what circumstances
4. Type of personnel from management company who will service the management contract
5. Number of full-time and part-time workers on site and when
6. Who carries workers' compensation insurance for employees

R. Communication with Owners and Residents

1. Management's responsibility to maintain a business-like relationship with all owners and communicate with them in a timely manner
2. Responsibility for informing residents of rules
3. Responsibility for informing residents of rules violations
4. Responsibility for production of newsletters
5. Responsibility for distribution of newsletters
6. Availability and functionality of an online portal to facilitate Board-Resident communication as well as potential for Resident-Resident communication
7. Capability to host, update and/or redesign cluster website (www.forestedgecluster.com)

S. Emergencies

1. Management availability for emergency response

T. Locations

1. Distance from association site that management will maintain its offices

V. Indemnification of Parties

1. Indemnification of management
2. Indemnification of association

W. Insurance Coverage for Parties

1. Purchase of fidelity insurance and the terms under which it is carried
2. Purchase of liability insurance

X. Notices

1. Provisions for how notices are given, when they are effective, and where they are sent

Y. Successors and Assigns

1. Provisions for right to assign the contract to another; what persons / entities are bound by it; legal responsibility of persons who become successors or assigns

Z. Captions

1. Provision that headings of each paragraph are not part of the paragraph and do not constitute content of the paragraph

AA. Annual Budget / Audit

1. Preparation of annual budget
2. Obligation of management to work with independent CPA selected by board to conduct annual audit
3. Whether or not an audit will be conducted upon termination and, if so, who will pay for it

BB. Accounting

1. Basis for accounting – cash, accrual, combination
2. Collection of fees
3. Notification of delinquent owners
4. Procedures beyond first notification of delinquent owners, including the circumstances under which legal counsel is used
5. Determination of legal counsel
6. Frequency of production for delinquency lists
7. Ability of management's computer system to follow association's collection policy
8. Obligation of management to produce a year-end trial balance
9. Compliance with applicable tax laws and regulations

CC. Deposit of Funds

1. What types of accounts
2. What funds can be commingled, if any
3. Approval of bank
4. Whose names are on accounts

DD. Disbursements

1. Limitations on amount management may spend, without prior approval, in normal circumstances
2. Limitations on amount management may spend, without prior approval, in emergency circumstances
3. Authority of management to pay:
 - a. Employee salaries
 - b. Contractors
 - c. Taxes
 - d. Insurance premiums
 - e. Replacement fund deposits
 - f. Operating expenses
4. Review of invoices
 - a. Level of investigation required
 - b. Forms to be filed by management indicating approval of invoices for payment
5. Under what circumstances management will advance monies, if any

EE. Fiscal Responsibility

1. Who is authorized to sign checks
2. How many signatures are required for what amounts

FF. Investment of Association Monies

1. Compliance with association policies and procedures concerning investment of association monies
2. Procedures for investment decisions
3. Who investigates and decides on investment alternatives

GG. Financial Records

1. Bank statements
2. General ledger reports
3. Delinquent account records
4. Investment records
5. Replacement fund records
6. Escrow fund records
7. Cash flow records
8. Periodic financial reports
9. Annual audit reports
10. Who receives what reports and how often

HH. Files and Office of the Association

1. Responsibility for ownership record changes
2. Custody of original association records
3. Form for acknowledging receipt of records from former management
4. Requirements for return of records upon termination of management
5. Association access to files stored by management
6. Facilities available for on-site manager / staff
7. Responsibility for association office upkeep
8. Level of cleanliness for association office
9. Office supplies and equipment
10. Ownership and responsibility for computer software

APPENDIX B. Cluster Property Map

