

Compilation of RFP Questions and Answers
RFP for Property Management Services
at Mountain View Mobile Home Park

Question	Answer
Selection Process - How firm is the statement that preference will be given to those firms located and operating in the City of Santa Monica?	The location of the property management firm will definitely be factored into the evaluation of the proposals.
Financial Capability - Please explain what is meant by "your firm's financial capacity". Please explain what is meant by "your firm has the financial capacity"	By financial capacity, we mean to ensure that the selected property management firm is in good financial standing and is not in financial distress or at risk of going out of business.
Exhibit C - Contractor's Insurance Are we reading this (change) correctly --- The Contractor will now pay for the cost of the insurance without reimbursement from the City of Santa Monica?	Exhibit C references the insurance that the selected property management firm must carry at it's expense. Property insurance procured by the selected firm on behalf of the City will be reimbursed by the City.
What is the projected annual revenue? Detail by category?	Projected revenue/detail will be provided to the selected firm.
How many current staff assigned to the project? How many on on-site?	Currently there is one (1) off-site part-time property manager, (1) full time resident manager, one (1) full time maintenance person, one (1) part-time cleaning person. However, you should propose a staffing plan that you believe is appropriate based on your experience in property management.
Current maintenance vendor/contracts in place?	Current monthly vendor/contracts include pool maintenance and landscaping maintenance. As needed vendor/contracts include pest control,
Do you have current operating statements? Budget?	Current operating statements/budget will be provided to the selected firm.
Do the 55 mobile home residents have ground leases with the City?	There are currently many long-term residents that were existing residents when the City purchased the property. As a result, while each resident does have some form of and agreement, the City inherited many different forms of existing lease and/or rental agreements.
Will the management company handle re-leasing of units as part of the management contract?	Yes.
Can you provide a sample tenant lease?	The sample leases will be provided to the selected firm.
Are there any pending legal issues on the project?	This information will be provided to the selected firm.
Is there a HOA for the 55 residents?	There is no HOA because the residents' who own their own units do not own the land. There is a Resident Association which represents both the residents that own their units and the residents that rent City-owned units.