



**SOUTHWEST  
DETROIT**  
BUSINESS  
ASSOCIATION

**REQUEST FOR PROPOSALS  
PROPERTY MANAGER**

**Who We Are:**

Established in 1957, the Southwest Detroit Business Association (SDBA) works with local businesses, investors, entrepreneurs, customers and neighbors to capitalize on Southwest Detroit's competitive advantage. We support our community's vision for a healthy, vibrant neighborhood. The Association is a coalition of business and community interests committed to facilitating the continuation and enhancement of a stable, economically healthy Southwest Detroit. We accomplish this by employing strategies that support existing business and industrial enterprises, enhance the climate for public and private investment and economic growth, and act as a vehicle for cooperative ventures that support economic development in Southwest Detroit.

**SDBA Properties:**

The SDBA currently owns and manages two commercial properties that it rehabbed as part of its commercial corridor stabilization strategy.

- The first property is known as the Rebert Building located at 7752 W. Vernor Hwy., Detroit, MI 48209. The SDBA acquired and rehabbed the building in 1995. Rebert is a multi-tenant building of approximately 20,000 sq. ft. SDBA is the Master Tenant and there are six other tenants currently occupying the building.
- The second property is known as the Odd Fellows Building located at 8701 W. Vernor Hwy., Detroit, MI 48209. The SDBA acquired and rehabbed the building in 2005. Odd Fellows is a multi-tenant building of approximately 15,000 sq. ft. The anchor tenant in the Odd Fellows Building is the WAY Academy, a private school for grades 7 to 12. Living Arts and SDBA's COMPÁS program for youth arts and music also occupy the building.
- Parking lots currently owned by the SDBA include 8422 W. Vernor, 7720 W. Vernor, 7800 W. Vernor, and 2215 Lawndale. These lots require occasional resurfacing and repainting, etc.

**Property Manager Responsibilities:**

The SDBA is seeking an experienced property management company or professional to manage the operations of the above specified properties. Duties include the following tasks:

- Primary responsibility for routine and emergency maintenance and repairs on a 24/7 basis;
- In consultation with SDBA, coordinate collection and/or eviction process as needed;
- In consultation with SDBA, negotiate renewed leases for existing tenants (multi-year leases with options are preferred) and new leases for new tenants as needed (SDBA is currently averaging one tenant vacancy per year or less);
- Address any CAM-related issues due to changes in utility billings or other factors;
- Maintain list of contractors to do repairs, preferably minority Detroit-based individuals or companies.

- Maintaining all licensing and equipment servicing and inspections such as elevators and fire safety systems. A geothermal system is also installed at the Odd Fellows Building which required annual inspections.
- Primary responsibility to secure occupancy permits, awning permits, signage permits, and any other pertinent permits from the city of Detroit.
- Development of a capital needs assessment with a three to five year timeline to be completed within six months of the signing of the initial contract;

**Additional Scope of Service:**

In addition, the selected property manager will be expected to serve as the owner's representative to coordinate any non-routine repairs needed at the properties. Such repairs will include structural repairs at the Odd Fellows Building in the summer of 2019. A supplemental contract will be negotiated between the selected property manager and the SDBA to address such situations.

**Exclusions:**

The SDBA staff will maintain primary responsibility for building security at the two properties which includes a private alarm company and the Detroit Police Department's Green Light Project (for cameras and lighting.)

**Response:**

Companies or professionals interested in providing property management services for the SDBA-owned properties must provide responses to the following items by **5pm on Friday, June 14, 2019**. The SDBA administration may request that one or more follow up interviews take place with respondents to this RFP.

Please submit the following:

1. Primary contact information
2. Years in operation
3. Number of commercial properties managed, currently and cumulatively
4. Description of comparable properties managed
5. Monthly retainer fee (and hourly rate for additional scope of services to be negotiated)
6. Three references from property owners served in the past three years

If you have any questions about this RFP contact Robert Dewaelsche, President, Southwest Detroit Business Association at [robertd@southwestdetroit.com](mailto:robertd@southwestdetroit.com) or 313-842-0986. Please submit electronic and/or hard copy of a response to the attention of:

Robert Dewaelsche, President  
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Detroit, MI 48209