

San Mateo County Community Colleges Educational Housing Corporation
Board of Directors | Special Meeting
March 25, 2021 | 5:00 p.m.

The San Mateo County Community Colleges Educational Housing Corporation Board of Directors will meet **telephonically** (through Zoom) on March 25, 2021. In accordance with local and state orders regarding social distancing, **members of the public will not be able to attend the meeting in-person.**

Observing the Meeting

Members of the public who wish to observe the meeting may do so by accessing the following link or calling the following telephone number at the beginning of the meeting:

Zoom: <https://smccd.zoom.us/j/87534718878>

Dial-in Number: 1-669-900-9128

Meeting ID: 875 3471 8878

Providing Public Comment on NON-AGENDA Items

To make a comment regarding a non-agenda item, members of the public, once in the Zoom meeting (via above link), can utilize the “raise hand” function on the bottom right corner of the screen. This will allow for the Board President to recognize members for comment and will allow staff to activate audio access to individual participants. Members of the public who “raise their hand” will be called upon in the order they appear. Members of the public making comment are reminded of the 3 minute time limit for comment.

Members of the public may also submit written comments on non-agenda items via email to housing@smccd.edu. The length of the emailed comment should be commensurate with the three minutes customarily allowed for verbal comments, which is approximately 300 words. Emails received by 12:00 p.m. on March 25, 2021 will be provided to Housing Board members.

Providing Public Comment on AGENDA Items

To make a comment regarding an item on the published agenda, members of the public, once in the Zoom meeting (via above link), can utilize the “raise hand” function on the bottom right corner of the screen. This will allow for the Board President to recognize members for comment and will allow staff to activate audio access to individual participants. Members of the public who “raise their hand” will be called upon in the order they appear.

Members of the public may also submit written comments on non-agenda items via email to housing@smccd.edu. Emails received by 12:00 p.m. on March 25, 2021 will be provided to Housing Board members.

Accommodations

Individuals who require special assistance or a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact Carina Warne, Executive Assistant to the Chancellor, by 12:00 p.m. on March 25, 2021 at (650) 358-6877 or via email at warnec@smccd.edu.

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AGENDA

- I. Call To Order and Roll Call**
- II. Public Comments on Non-Agenda Items**
- III. Action Items**
 - a. Approval of Property Manager Bid Recommendation
- IV. Information Items**
 - a. Discussion of Date for Spring Meeting
- V. Adjourn**

HOUSING BOARD REPORT

PREPARED FOR: Educational Housing Corporation Board of Directors

PREPARED BY: Mitchell Bailey, Vice Chancellor and Chief of Staff

MEETING DATE: March 25, 2021

REPORT SUBJECT: Approval of Award of Bid for Property Manager

In November 2020, Kenny Realty provided notice that they did not wish to execute the one-year extension to their contract which was authorized by the Housing Board in September 2020 and that they would not be a bidder on a future contract for property management services with the Educational Housing Corporation. To accommodate a bid process for a new property manager and to ensure a smooth transition to a new vendor, in December 2020, Kenny Realty agreed to – and the Housing Board approved – a limited contract extension.

The Housing Board approved a best value bid process for selecting a new property manager at a special meeting in November 2020. To prepare for a bid process for a new property manager, the Housing Board formed an ad-hoc committee to prepare the scope of work and bid documents. The Committee consisted of Board President Dennis McBride, Director Michael Pierce, Property Manager Mike Kenny, former Board Treasurer Kathy Blackwood and Vice Chancellor Mitchell Bailey (housing administrator). The Committee incorporated feedback received by the Board at meetings in November and December 2020.

OUTREACH

Because of the nature of the District’s housing program, the Ad-hoc committee prepared a list of 10 potential bidders to participate in the bid process. Each potential bidder was contacted to make them aware of the bid opportunity and each was provided with the bid documents. Additionally, potential bidders were invited to tour the properties individually, in conformance with COVID-19 safety protocols.

RESPONSES

The Housing Corporation received three (3) bids for property manager services. Those bidders were: BLVD Residential, Davis Stirling Management Corp., and HIP Housing Affordable Ventures.

REVIEW COMMITTEE

Prior to the receipt of proposals, a bid review committee was formed to evaluate the technical proposals for the bidder and to hold interviews with selected bidders (at the committee’s discretion). Members of the committee were selected based on their knowledge and experience working with the housing program and property manager. The bid review committee included:

- Carina Warne, former resident and on-site resident manager
- Fi Tovo, current resident
- Barbara Christensen, former housing program administrator
- Bernata Slater, District Chief Financial Officer
- Mitchell Bailey, Vice Chancellor and Chief of Staff and housing program administrator
- Mike Kenny and Caryn Kenny, property managers (non-voting advisory members)

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TECHNICAL PROPOSAL EVALUATION

The members of the bid review committee independently reviewed and scored each bidder's technical proposal in four main areas consistent with the requirements outlined in the bid documents:

CRITERIA	MAX. SCORE
Section 1: Cover Letter	Pass/Fail
Section 2: Firm Information	10
Section 3: Past Experience / References	25
Section 4: Project Team	15
Technical Score Maximum	50

INTERVIEWS

The bid review committee had the discretion to determine if there was an interest in or need to interview any bidders. The committee determined that, based on the submitted proposals, interviews would be extended to two bidders: BLVD Residential and HIP Housing Affordable Ventures. The interviews allowed the committee to get clarification regarding elements of the written proposal, to better understand the bidder's understanding of the project, and to clarify any questions or issues for the bidder.

The committee conducted 45-minute interviews with each selected bidder and also followed-up with supplemental questions that required written responses. The committee, after reviewing the responses and considering the information discussed during the interviews, then scored each interview with a maximum score of 25 points.

SCORING

This bid proposal was a best value proposal, not lowest bid (though pricing was reviewed after the technical proposals had been scored). The bid review committee scored each technical proposal and interview and the results are as follows (in aggregate):

CRITERIA	MAX. SCORE	BLVD Residential	Davis Stirling	HIP Housing
Section 1: Cover Letter	Pass/Fail	Pass	Pass	Pass
Section 2: Firm Information	10	9.2	8.0	10.0
Section 3: Past Experience / References	25	22.8	18.6	24.0
Section 4: Project Team	15	10.6	11.4	15.0
Technical Score Total	50	42.6	38	49.0
Interview Score Total	25	24.0	NA	14.75
TOTAL SCORE	75	66.6	38	63.75

REFERENCES

References were checked for the highest-scoring bidder (BLVD Residential) and all three references provided very positive feedback and they had no hesitation in recommending BLVD Residential as a property manager.

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PRICING INFORMATION

Each bidder submitted pricing information as part of their bids. Those prices are included below.

FEES/COSTS	BLVD Residential	Davis Stirling	HIP Housing
Annual Management Fee	\$118,560 <i>(\$95/unit per month)</i>	\$43,680 <i>(\$35/ unit per month)</i>	\$99,840 <i>(\$80/ unit per month)</i>
Leasing Coordination Fee	\$0	\$300 per move-in	\$500 per move-in
Estimated Annual In-house Maintenance/Repair/Labor Costs	\$31,200 <i>(est. based on 32 hrs. per month @\$75/hr.)</i>	<i>Not provided.</i>	\$60,000 <i>(est. based on 40 hrs. per month @ varying \$75/hr.-\$100/hr.-\$125/hr. rates based on job)</i>

RATIONALE FOR RECOMMENDATION

The bid review committee was **unanimous** in recommending that the bid for property management services be awarded to BLVD Residential. Reasons for this recommendation include, but are not limited to the following:

1. **Experience.** BLVD Residential has experience working with higher education and employee housing programs at Stanford University and Montage Health. This work closely aligns with, and understanding of, the approach of the relationship with the Housing Corporation and residents at the Vistas, as they have extensive experience working with faculty and staff.
2. **History and Capacity.** BLVD Residential has a track-record of successful work over the last decade and manages 75 properties (large and small) with 5,000 units. The size of our complexes would not be an outlier on either end of their work spectrum.
3. **Team.** BLVD Residential has a team of experienced professionals who will be engaged with the property management. Their CEO and president both take active roles in engaging with clients and their local property managers assigned to the project have extensive experience with populations similar to Vista residents.
4. **Maintenance.** BLVD Residential has dedicated maintenance staff who will be available to resolve issues for residents. This is likely to save the Housing Corporation money and enhance resident satisfaction. BLVD also has an online resident issue portal which will improve communications and response to any maintenance issues.

RECOMMENDATION

Staff recommends, based upon the work and recommendation of the bid review committee, that the Housing Board award the Property Manager bid to BLVD Residential. The term of the award would be for one year, with the Housing Corporation’s option to renew on an annual basis for up to two additional years. Further, it is recommended that the Vice Chancellor and Chief of Staff be authorized to negotiate and the Housing Board President to execute a contract consistent with the terms outlined in the bid documents.