

Special Meeting of the Educational Housing Corporation Board of Directors - Jul 15 2026 Agenda

Wednesday, July 15, 2026 at 4:00 PM

SMCCCD District Office Board Room 3401 CSM Drive, San Mateo, CA 94402

Members of the Public may also participate via Zoom.

Zoom Meeting ID - <https://smccd.zoom.us/j/85946025889>

Dial-In: 1-669-900-9128 - Webinar ID: 859 4602 5889

NOTICE ABOUT PUBLIC PARTICIPATION AT BOARD MEETINGS

OBSERVING THE MEETING

Members of the public who wish to observe the meeting in-person or remotely by accessing the link or calling the following telephone number above at the beginning of the meeting.

PROVIDING PUBLIC COMMENT DURING THE MEETING ON AGENDA ITEMS

To make a comment regarding an item on the agenda, members of the public:

(1) If in person, may seek recognition at the speaker's lectern when called upon by the Board President, or

(2) If remote, once in the Zoom meeting (via above link), can utilize the raise hand function at 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.

(3) The Board of Trustees welcomes public comment on issues within the jurisdiction of the District. Comments are limited to three (3) minutes per speaker. In the event of multiple speakers on the same agenda item or non-agendized item, the Board President has discretion to limit the total time on a topic (such as twenty (20) minutes per topic) and/or limit the per speaker time (such as 1 minute per speaker). The Board President reserves the right to further limit the time per speaker in order to efficiently conduct the business of the board.

ACCOMMODATIONS

Persons with disabilities who require an accommodation or service should contact the Chancellor's Office (650) 358-6877 at least 24 hours prior to the Board meeting.

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1. OPEN SESSION - 4:00 P.M.

1.1 Call to Order / Roll Call

2. ACTION ITEMS

2.1 [Property Management Services Contract – Board Interview and Selection \(RFP 87006R\)](#)  3

It is recommended that the Board of Directors interview the three listed firms and, by motion, select one to enter into a two-year Property Management Services contract, with the option to renew annually for up to three additional years.

3. ADJOURNMENT

TO: Educational Housing Corporation Board of Directors

FROM: David McLain, Executive Director of Community & Government Relations

Property Management Services Contract – Board Interview and Selection (RFP 87006R)

BACKGROUND

On May 20, 2026, the Educational Housing Corporation (EHC), through the San Mateo County Community College District, issued Request for Proposal (RFP) 87006R for a two-year Property Management Services contract, with the option to renew on an annual basis for up to three additional years. The RFP was announced through the District's online bid portal, and a formal notice was published in the *San Mateo Daily Journal* for two consecutive weeks, on May 20 and May 27.

Nine proposals were received, two of which were deemed non-responsive. Under the oversight of the District's General Services Department, an RFP Evaluation Committee reviewed, evaluated, and scored the remaining seven proposals against four criteria: Cover Letter, Firm Information, Past Experience/References, and Project Team. General Services independently scored billing rates using a predetermined scoring formula. The Committee was composed of two District staff members who support the EHC, Executive Director of Community & Government Relations, David McLain, and Chief Financial Officer, Peter Fitzsimmons, and two Housing Board Directors, Vice President Townsley and Treasurer Beltran.

After individual scores were submitted to General Services and tallied, the four highest-scoring firms were invited to a 30-minute interview with the Committee. Following the interviews, updated scores were submitted to General Services for inclusion in the final tally. Based on the combined scores, the Committee advanced the following three firms to present to the Board:

Vendor	Price Proposals			
	Annual Base Pricing	In-House Maintenance	Additional Annual Fees	Total First-Year Cost
Greystar Management Services	\$125,960	\$38/hr	\$11,844 – \$14,994 (data access, banking, and education fees)	\$137,804– \$140,954
Prodesse Property Group	\$148,740	\$95/hr	\$8,442 (data access fee)	\$157,182
TrueDoor Property Management	\$188,136	\$75/hr	Request annual 3% CPI increase	\$188,136

INTERVIEW FORMAT

Consistent with the Board's direction to interview finalists directly, each of the three firms will be allotted 20 minutes: a 5-minute presentation followed by up to 15 minutes of questions from the Board. Following the three

interviews, the Board will deliberate and vote by motion to select a firm and authorize staff to negotiate and execute the two-year Property Management Services contract, subject to General Services and legal review.

RECOMMENDATION

It is recommended that the Board of Directors interview the three firms listed above and, by motion, select one to enter into a two-year Property Management Services contract, with the option to renew on an annual basis for up to three additional years.