

REQUEST FOR PROPOSALS (RFP) FOR PROPERTY MANAGEMENT SERVICES



Released January 23, 2026

Important Dates

Questions Due: February 18, 2026 at 4pm

Proposals Due: February 25, 2026 at 4pm

RFP contact: Vincent Montgomery, Division Manager

Email: vincent.montgomery@salinas.gov

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SUMMARY OF REQUEST

The City of Salinas (the City) invites responses to this Request for Proposals for qualified “Property Management Services” (the Contractor) to provide comprehensive property management services for City-owned residential properties. These properties include single-family homes, duplexes, acquired or developed through affordable housing programs.

The City seeks a Contractor with demonstrated expertise in having provided property management services of like properties, including affordable housing properties (experience working with low-income and households with special needs), ensuring compliance with federal, state, and local housing regulations, and providing safe, decent, and sanitary living conditions for tenants.

The Goals of this RFP include:

- Ensure compliance with Housing First, Fair Housing law and subsidy requirements.
- Provide transparent, accountable, and efficient property management services.
- Maintain properties to high standards of habitability and safety.
- Support tenant success and community stability.
- Deliver accurate financial reporting and documentation.

BACKGROUND

The City of Salinas owns and manages residential properties acquired through housing programs and redevelopment initiatives. These properties serve low-income households, special needs populations, and residents supported by federal and state housing subsidies. The income source for all operational expenses is the current federal, state and local housing subsidies.

The City’s mission is to promote affordable housing, revitalize neighborhoods, and ensure long-term sustainability of housing assets. By contracting with a qualified property management firm, the City intends to improve operational efficiency, enhance tenant relations, and ensure compliance with all applicable funding and regulatory requirements.

SCOPE OF WORK

The Contractor shall provide property management services including, but not limited to:

- **Tenant Relations and Leasing**
 - Facilitate lease agreements, renewals, and terminations.
 - Ensure tenant eligibility and income qualification under program requirements.
 - Implement affirmative marketing and tenant selection procedures consistent with Fair Housing law.
- **Rent Collection and Compliance**
 - Collect monthly rent payments and enforce lease terms.
 - Conduct annual income and rent re-certifications.
 - Ensure compliance with HUD, HCD, and other subsidy requirements.
- **Maintenance and Repairs**
 - Provide routine maintenance and minor repairs.
 - Arrange for pest control, janitorial, landscaping, and security services.
 - Ensure contractor and subcontractors comply with prevailing wage requirements when applicable.
 - Retain maintenance and repair records

- **Financial Management and Reporting**
 - Develop annual operating and expense budgets for each property.
 - Provide monthly financial reports and narratives.
 - Maintain accurate records of rent collections, inspections, and compliance activities.
- **Emergency Response**
 - Address emergency situations promptly and notify City staff.
 - Coordinate closely with supportive service providers, case managers, and behavioral health partners to support tenant stability.
 - Participate in case conferencing, care coordination meetings, and problem-solving discussions with City Staff, as needed.
 - Provide follow-up reports on incidents and corrective actions.
- **Optional Services**
 - Recommend capital improvements.
 - Provide community engagement and tenant support programming.

Deliverables:

- Monthly financial and narrative reports.
- Annual operating budgets.
- Tenant eligibility and compliance documentation.
- Maintenance logs and inspection reports.

PROPOSAL FORMAT

Proposals shall be organized as follows:

1. **Cover Letter/Executive Summary** – include signed cover letter.
2. **Project Team** – roles, bios, organizational chart, subcontractors.
3. **Firm Experience and Qualifications** – Provide a description of the firm, number of years in business and its core competencies. Proposals should describe past work on similar projects, and best practices for property management, financial management and reporting, and approach to tenant and community relations. Demonstrate background with HUD and HCD funded rental assistance programs.
 - a) **References are required.** Please provide names, address and telephone numbers of contact persons for three (3) client agencies for whom similar services have been provided.
4. **Scope of Work and Deliverables** – narrative approach, task assignments.
5. **Budget Estimate** – matrix of hourly rates, time commitments, optional tasks.
6. **Project Schedule** – milestones, deliverables, staff review timelines.
7. **General Contract Requirements** – proof of insurability, concurrence with contract provisions.
8. **Other** –If there are any requested edits or modification language to the City Contract form, to be considered by the City, such requested edits must be included with the submitted proposal.

EVALUATION CRITERIA

Proposals will be evaluated on the following:

Evaluation Criteria	Points
Demonstrated project understanding and methodology	30
Firm qualifications and past performance	25
Assigned Team member qualifications and resources	30
References from previous clients	10
Completeness and quality of response	5

PROPOSAL SUBMITTAL

Proposals must be submitted electronically to:

Vincent Montgomery, Division Manager at vincent.montgomery@salinas.gov with copy to Orlando Reyes, Assistant Director at orlando.rodas@salinas.gov

No oral or telephonic proposals will be considered.

Proposal Deadline: February 18, 2026, 4:00 PM. Late submissions will not be reviewed.

INQUIRIES

RFP Questions must be submitted via email to vincent.montgomery@salinas.gov by February 11, 2026, 4:00 PM. Written answers will be shared with RFP respondents.

Corrections and Addenda:

If a proposer discovers any ambiguity, conflict, discrepancy, omission, or other error in this RFP, the proposer shall immediately notify the contact person of such error via email and request clarification or modification of the document. Modifications will be made by addenda as indicated below to all parties in receipt of this RFP.

CITY PROCESS

City staff will evaluate proposals and may invite firms for interviews. The City reserves the right to proceed directly to selection if a proposal is deemed superior. Final contract authorization will be subject to City Manager and/or City Council approval.

CONDITIONS AND RESPONSIBILITIES

- The City reserves the right to reject any or all proposals.
- All costs of proposal preparation are the responsibility of the Contractor.
- Insurance coverage must meet City requirements.
- Non-discrimination and non-preferential treatment policies apply.
- All submitted materials become property of the City and may be subject to public disclosure.

ATTACHMENTS

- Sample Professional Services Agreement

SCHEDULE

The following schedule is subject to change. Any amendments will be shared with respondents.

- Release of RFP: January 23, 2026
- Questions Due: February 18, 2026
- Proposals Due: February 25, 2026
- Rating and Ranking: February 26, 2026
- Interviews (if necessary): March 2 – March 5, 2026
- Contract Authorization: March 10, 2026
- Agreement Commencement: April 1, 2026