

**CITY COUNCIL REGULAR SESSION**

Resolution authorizing execution of a two-year Professional Services Agreement, with an option for one three-year renewal, with Yates, Wood & MacDonald, Inc., in the estimated amount of \$500,000, plus all applicable taxes, for residential property management services at the Bayvue Village Apartments.

Michael Shiosaki, Director, 452-5377

Camron Parker, Parks Property & Acquisition Manager, 452-2032

Zarrian Smith, Contract Administrator, 452-4883

*Parks & Community Services Department*

**EXECUTIVE SUMMARY**

This Resolution authorizes the execution of a two-year Professional Services Agreement, with an option for one three-year renewal, with Yates, Wood & MacDonald, Inc., for residential property management services at the Bayvue Village Apartments.

**RECOMMENDATION**

Move to adopt Resolution No. 10013

**BACKGROUND/ANALYSIS**

On August 6, 2007, Council authorized the purchase of the Bayvue Village Apartments from Skookum Enterprises. As part of the acquisition, the City has continued renting the existing units while working towards the completion of the Meydenbauer Bay Park & Land Use Master Plan and project implementation. Bayvue Village Apartments is comprised of 51 rental units within seven buildings.

The City typically contracts with property management firms for the management of residential property operations including but not limited to marketing, renting, lease administration and compliance, rent collection, routine maintenance, and emergency response.

Pursuant to the City's contracting policies, a Request for Proposal (RFP) process was completed for the management of the Bayvue Village Apartments. Proposals were solicited through a competitive RFP process that was open, fair, and transparent. Two proposals were received and Yates, Wood & MacDonald was selected as the most responsible and qualified service provider.

Based upon the review of the proposed materials, staff recommends entering into a Professional Services Agreement with Yates, Wood & MacDonald. Yates, Wood & MacDonald is an experienced property management and brokerage firm which demonstrated the capability to effectively meet the needs and requirements of the City's RFP. Yates, Wood & MacDonald possesses a wealth of experience and knowledge of the local rental and sales markets, having managed several multi-family properties similar to and including Bayvue Village.

## **POLICY & FISCAL IMPACTS**

### **Policy Impact**

Bellevue City Code 4.28 provides for the fair and equitable treatment of all persons involved in the purchasing process. Council approval is required to award bids where the cost exceeds \$90,000.

City of Bellevue Comprehensive Plan – Parks & Open Space System:

PA-2 – Obtain land throughout the community to meet present and future parks and open space needs.

PA-6 – Acquire and develop waterfront property to increase public access to Bellevue's lakes.

### **Fiscal Impact**

This agreement obligates the City to a Professional Services Agreement with an estimated value of \$500,000 over two years, with an option for one three-year renewal.

The estimated contract value is based upon 5 percent of the estimated gross annual rental revenue collected plus the estimated expense of an on-site manager and maintenance. The contracted residential property management services are fully funded by the Land Purchase Revolving Fund through rental receipts generated from property operations. This contract will have no fiscal impact to the General Fund. The cost is estimated to be \$500,000 plus all applicable taxes.

## **OPTIONS**

1. Adopt the Resolution authorizing execution of a two-year Professional Services Agreement, with an option for one three-year renewal, with Yates, Wood & MacDonald, Inc., in the estimated amount of \$500,000, plus all applicable taxes, for residential property management services at the Bayvue Village Apartments.
2. Do not adopt the Resolution and provide alternative direction to staff.

## **ATTACHMENTS & AVAILABLE DOCUMENTS**

Proposed Resolution No. 10013

## **AVAILABLE IN COUNCIL LIBRARY**

Professional Services Agreement with Yates, Wood & MacDonald, Inc.