



REQUEST FOR QUALIFICATIONS

District Manager

The Greater Broadway District invites the submittal of proposals for management services.

Proposals are due by October 30, 2018.

If Interviews are necessary, they will occur the week of November 26, 2018.

Proposals can be mailed to **Post Office Box 188182, Sacramento, CA 95818** or e-mailed to kevin.grimes@e-arc.com

You may confirm receipt of your proposal to ensure your documents were received, in advance of the deadline.

Late submittals will not be considered.

Point of Contact:
Kevin Grimes
(916) 500-2903

The Greater Broadway District is seeking a qualified "District Manager" to provide the functions of, or serve in the capacity of, manager of the corporation providing special benefit services within the defined Greater Broadway District, CA Property and Business Improvement District (PBID). Individuals or companies are encouraged to apply.

1. Background:

Greater Broadway Partnership, Inc. (herein "GBD") is a mutual benefit California corporation with IRS determination as a Section 501(c)(6) exempt non-profit organization whose primary function is to administer the PBID along Broadway and X St between I-5 and Rt. 99 in Sacramento. The District was approved by an vote of the affected property owners in 2012, and is currently in the process of preparing for renewal of the PBID. The GBD operates under an implementation agreement with the City of Sacramento to administer the revenues, expenses, and programs for this assessment district. The GBD also operates a 501(c)(3) for charitable and fundraising activities.

The special benefit services funded by the GBD include maintaining cleanliness and order in the public rights of way and across properties, improving district identity, enhancing economic opportunity, serving the corporations' administrative needs and advocating on behalf of the area's property owners, business owners and residents. The GBD provides services through contracts with vendors including maintenance, security patrols, graffiti removal and social media. The GBD communicates with their members through its website, email and dedicated phone and voicemail. GBD does not have a brick and mortar location. For more detail see Exhibit "C": Greater Broadway District 2018 Business Plan. The PBID includes all property owners within the boundaries of the attached map in Exhibit "A". The function of the GBD is also one of an advocacy organization that seeks to lead and improve the overall appearance, building/commercial mix and public space improvements within the district.

The expectations for the administrative contract for services for this position are as follows:

2. Experience required:

- 1.) Working with non-profit corporation Board of Directors, preferably a mutual-benefit organization subject to the Brown Act and Public Records Act compliance;
- 2.) Understanding assessment district law and Proposition 218 special benefit requirements;
- 3.) Demonstrated understanding of the workings of PBID's, local municipalities, and business/owner communities;
- 4.) Working independently without direct supervision toward defined objectives;
- 5.) Ability to effectively communicate with stakeholders (property owners, business owners and residents);
- 6.) Ability to write as well as maintain records of the Association;
- 7.) Ability to identify leaders and nurture an effective committee structure;
- 8.) Knowledge of strategic planning and implementation;
- 9.) Knowledge of maintenance of the public rights of way;
- 10.) Basic computer and e-mail skills;
- 11.) Identify and pursue successful funding sources or donations in addition to the District assessments;
- 12.) An understanding of current issues, challenges and opportunities in City of Sacramento.

3. Scope of Service:

The attached Exhibit "B" details anticipated work components needed by GBD of the contractor or employee. The services include back office and Board support including but not limited to budgeting, communication, governance support, planning and operating support, regular in-District observation, coordination, evaluation, and communication directly with ownership, contractors, and community.

4. Hours required:

The District Manager, which is understood to include the principal manager and any fractional or dedicated staff assigned to District affairs, would dedicate the undetermined time necessary to render the services undertaken in the agreement. Office space for the support and administrative functions need not be located within the District but must be located in City of Sacramento.

5. Duration:

The District Manager agreement shall commence on or around December 1, 2018 and will remain in force for an initial 12-month period or until determined by the GBD Board of Directors. **The GBD Board of Directors shall retain the right at all times to terminate the management services agreement upon 30- days' notice.**

6. Compensation:

Respondent is to state their fixed monthly fee to provide the services and tasks as outline in Exhibit B.

7. Employment status:

Individual, consultant groups, PBID District Management Companies, or other PBID management entities or partnerships with appropriate experience are encouraged to submit a response to this RFQ. The District will enter into an independent contractor agreement with the selected candidate(s) or companies. The main point of contact for the selected candidate or company shall be Kevin Grime at 916.500.2903 or kevin.grimes@e-arc.com.

8. Due Date:

The GBD reserves the right to accept, negotiate, reject or propose amendment to any and all proposals submitted. The selection process will be determined based upon district management experience, knowledge of the law, experience in working with non-profit Boards and knowledge of the City of Sacramento. We reserve the right to reject any and all applicants as well as to determine that we will not fill this position.

Due date: October 30, 2018 5 PM

Proposals may be mailed to **Post Office Box 188182, Sacramento, CA 95818** or e- mailed to kevin.grimes@e-arc.com

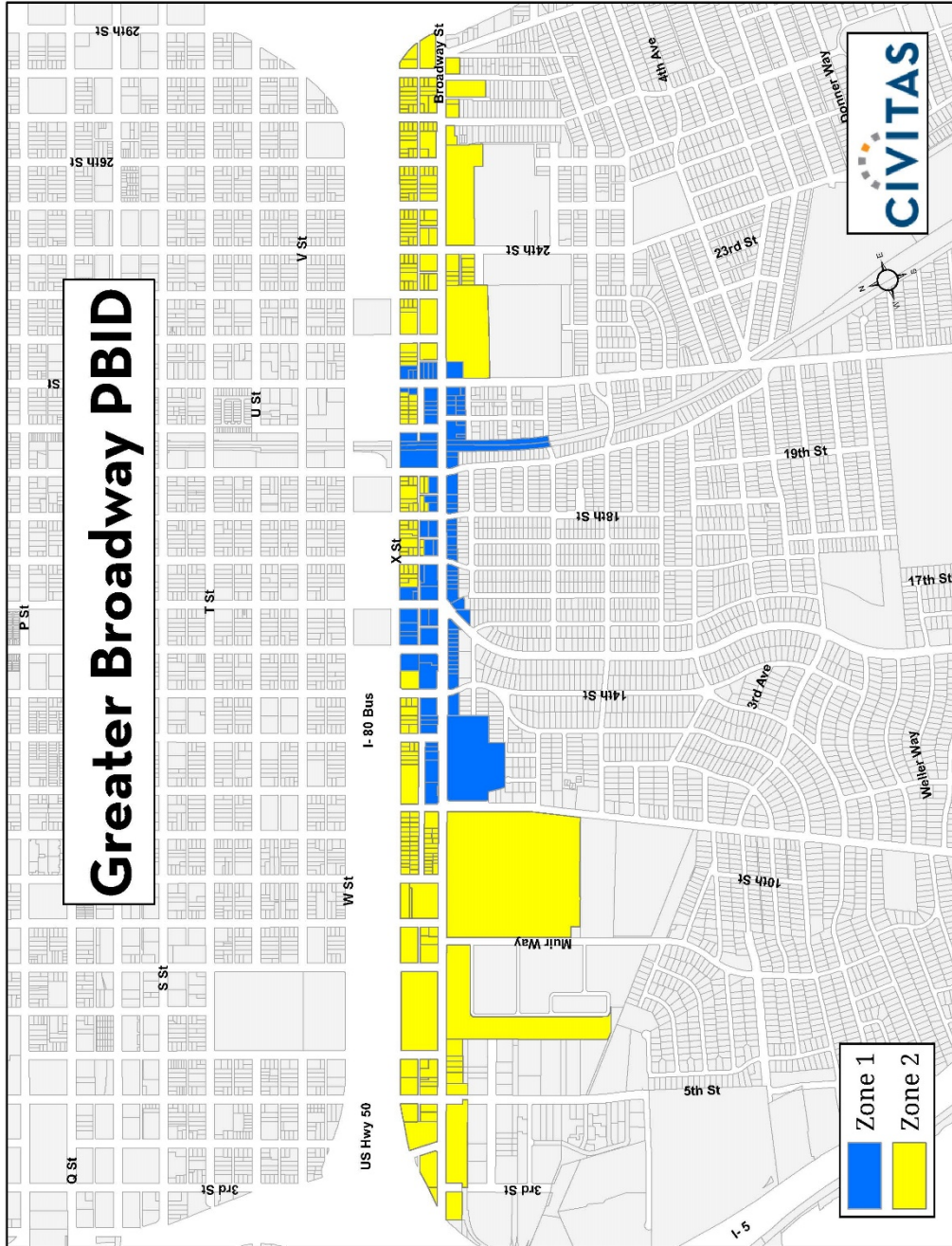
9. Evaluation Criteria

The District will conduct a comprehensive, fair and impartial evaluation of all Statements of Qualification received in response to this RFQ. Each Submittal will be analyzed to determine overall responsiveness and qualifications under the RFQ. The District may select all, some or none of the Respondents for interviews and/or a site visit. The District may also request additional information from Respondents at any time prior to final approval of a selected Respondent.

10. Award of Contract and Reservation of Rights

The District reserves the right to award one, more than one or no contract in response to this RFQ. The Contract, if awarded, will be awarded to the Respondent(s) whose Submittal(s) is deemed most advantageous to The District, as determined by The District. The District reserves the right to accept one or more Statements of Qualification or reject any or all Statements of Qualification received in response to this RFQ. The District also reserves the right to terminate this RFQ, and reissue a subsequent solicitation, and/or remedy technical errors in the RFQ process. The District will require the selected Respondent(s) to execute a contract with The District. No work shall commence until The District signs the contract document(s). In the event the parties cannot negotiate and execute a contract within the time specified, The District reserves the right to terminate negotiations with the selected Respondent and commence negotiations with another Respondent. This RFQ does not commit The District to enter into a Contract, award any services related to this RFQ, nor does it obligate The District to pay any costs incurred in preparation or submission of a submittal or in anticipation of a contract. If selected, Respondent will be required to comply with the Insurance and Indemnification Requirements established herein prior to an execution of a contract. Respondent agrees and understands that, if selected, it and all persons designated by it to provide services in connection with a contract, is (are) and shall be deemed to be an independent contractor(s), responsible for its (their) respective acts or omissions, and that The District shall in no way be responsible for Respondent's actions, and that none of the parties hereto will have authority to bind the others or to hold out to third parties, that it has such authority.

Exhibit "A"
Map of Project Area



Greater Broadway District

Work components of the administrative function

ADMINISTRATIVE MANAGEMENT SERVICES

Telephone Answering of dedicated line.

Maintenance of Files and Records

Administration of Inquiries Re: All Areas

Process Mail, E-Mail

Maintain District Master Calendar

Prepare and Disseminate Communications

Committee Coordination - All Aspects

EXECUTIVE MANAGEMENT SERVICES

Provide Leadership and Visionary Direction

Maintain an Understanding of the District, Industry and Government Environment

Serve as a Liaison to the Board of Directors, Committees and Ownership

Provide Day-To-Day Management of Operations, Vendors and Staff

Oversee all Service Delivery Programs and Activities

Maintain BID/PBID Industry Liaison Relationships

Assist in The Development and Execution of Goals and Objectives

Provide Leadership Training and Facilitation of Strategic Planning Sessions

Assure Compliance with Governing Documents and California Corporations Law

Budget Development and Analysis

Develop and Distribute Newsflashes, Alerts and Online Communication Materials to ownership, press and interested parties.

Maintain Relationships with Outside Vendors, Including Legal Counsel and Public Accountants.

Negotiate Contracts and Prepare for Board Approval

Assist in the Formulation, Documentation and Execution of Policies as Established by the Board of Directors

Exhibit "B"

Maintain awareness of advocacy opportunities for resources, recognition, and advancement of GBD service area.

Prepare Articles and Content Material for Publications and the Website

Coordinate (with leadership) Date and Location for Board Meetings

Assemble, Prepare and Distribute Board Meeting Agenda Packets

Staff Board Meetings, Take and Prepare Minutes and Follow-Up Reports

Coordinate (with chairs) Dates for Committee Meetings

Assemble, Prepare and Distribute Committee Meeting Agenda Packets

Staff Committee Meetings Take and Prepare Minutes and Follow-Up Reports

Complete Pre and Post Board and Committee Meeting Tasks

Maintain after meeting action reports.

Develop Plans, Ideas and Materials for Ownership engagement and contributions to the work of GBD

Respond to and Manage all Ownership Related Inquiries and Special Projects

Database Management of Property and Business Owners

Maintain Service Delivery, Incident, and Work Reports, Statistical Data

Develop, Distribute and Analyze Ownership Needs Assessment and Satisfaction

Surveys and Work with Nearby Neighborhood Associations

Implement process and communication standards for service delivery evaluation, follow-up, and adjustment

Support District utilization of student Intern talent

Establish staff/volunteer standards for role as Ambassador representing District to City of Sacramento and neighboring communities

FINANCIAL MANAGEMENT SERVICES (*NOTE: Some tasks could be optional if the District hires a bookkeeper*)

Maintain Books and Records Necessary to Document Receipts and Expenses

Prepare Checks for Payment Twice Per Month

Maintain Accounts Receivable System to the extent required.

Prepare and Post Adjusting Journal Entries as Needed for Accruals, Deferrals, Etc.

Preparation and Initiation of Bank Deposits as needed.

Monthly Bank Statement Reconciliation of All Accounts

Preparation and Dissemination of all Required Financial Reports

Conduct an Annual Budget Analysis and Proposed Budget Development

Evaluate and Analyze Financial Statements, Chart of Accounts, and Budgets

Evaluate and Analyze Banking and Investment Programs

Maintenance of Accounting of Non-Dues Revenue Programs for 501(c)(3)

Preparation and Distribution of 1099 Forms, As Needed

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pare and Provide Books and Documents to
standard required for Independent
Accountant Review/Audit and Tax Filing
Assist with All Matters Relating to Internal/External Audits
Insure annual Filing of Statement of Officers with Secretary of State
and AG Office

PUBLICATIONS/COMMUNICATION SERVICES

Work with the Leadership to Develop and Distribute Regular
Communications

Manage Print Budgets and Research Most Cost-Effective and Innovative
Ways to
Communicate

Oversee the Graphic Design, Layout, and Proofing of all Publications
and Materials

Oversee Production and Distribution of Publications by Outside
Vendors

Insure Timely Posting of Publications on the Website

Conduct print and TV interviews as necessary

WEBSITE ADMINISTRATION/INFORMATION TECHNOLOGY ADMINISTRATION

Develop and Distribute Promotional Media/Advertisements (motion graphic video,
banner ads, posters)

Provide Direction and Manage Social Media Vendor

BUSINESS AND PROPERTY OWNER MEETINGS AND EVENTS

Maintain Close Relationships with District Volunteers in Order to Assist in Meeting the
District's Goals

Develop and Monitor Meeting Budget

Coordinate Sites for All Education/Special Events/Annual Meetings

Handle all Logistical Planning for all Events

501(c)(3) FOUNDATION MANAGEMENT

Recommend to the Board Grants to pursue

Develop and Write Grant Proposals

Manage and Implement Grant funded Projects

Prepare all Grant required reports