



City of Valley Falls

Established 1854

REQUEST FOR PROPOSALS (RFP)

For the Operation and Management of Sunset Haven

A 24-room, 1-bedroom Apartment Complex

Issued by:

City of Valley Falls

Date: 3/13/2025

1. Introduction

The City of Valley Falls in conjunction with the Valley Falls Housing Authority (VFHA) is seeking proposals from qualified companies to manage and operate **Sunset Haven**, a 24-room, 1-bedroom apartment complex. We are looking for experienced property management firms with a demonstrated track record of working with the U.S. Department of Housing and Urban Development (HUD).

2. Background

Sunset Haven is located in Valley Falls and consists of 24 one-bedroom apartment units. The property provides affordable housing to low-income individuals and families. The VFHA requires the selected company to ensure that Sunset Haven is managed efficiently, effectively, and in compliance with all HUD regulations.

3. Scope of Work

The selected company will be responsible for the following:

- **Property Management:** Overseeing day-to-day operations of the Sunset Haven complex, including tenant relations, leasing, and compliance with HUD guidelines.
- **Tenant Management:** Ensuring that eligible tenants are admitted in accordance with regulations and managing tenant interactions.
- **Maintenance and Repairs:** Providing routine maintenance, and repairs, and ensuring that the property remains in good condition.
- **Financial Management:** Managing the property's budget, collecting rents, capital funds, and operating fund programs, and ensuring accurate financial records, including monthly reports.
- **Compliance:** Ensuring that all activities and operations comply with HUD regulations and other applicable laws.
- **Reporting:** Submitting monthly operational reports to the VFHA and attending meetings.

4. Qualifications

Proposals will only be considered from companies with the following qualifications:

- **Experience with HUD Programs:** A demonstrated history of managing properties that participate in HUD programs, particularly the low-income public housing.
- **Property Management Experience:** At least 3 years of experience in managing residential properties, preferably similar in size and scope to Sunset Haven.
- **Certifications:** Relevant certifications or licenses in property management and HUD-related compliance.
- **References:** At least three references from previous clients with similar needs.

5. Proposal Submission Guidelines

All proposals must include the following:

1. **Company Profile:** Overview of the company, including history, services, and relevant experience.
2. **Management Plan:** Detailed plan on how the company intends to operate and manage Sunset Haven.
3. **Experience with HUD:** Documentation or references showing past experience with HUD regulations, and similar projects.
4. **Team Qualifications:** Resume(s) of the key personnel who will be responsible for the project, including their experience and qualifications.
5. **Budget and Fee Structure:** Proposed management fees, any other costs, and a detailed budget plan for the operation of Sunset Haven.
6. **References:** Contact information for at least three references from similar projects.
7. **Proposed Timeline:** This is the timeline for starting operations and any key milestones in the process. The contract start date will be July 1, 2025.

6. Proposal Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Relevant experience with HUD Public Housing.
- Proposed management approach and ability to meet the needs of the residents.
- Qualifications of the management team.
- Cost-effectiveness and budgetary considerations.
- References and past performance on similar projects.

7. Submission Deadline and Instructions

All proposals must be submitted by **4/14/2025 at 3:00 PM** to:

City of Valley Falls

Attn: RFP for Sunset Haven
417 Broadway Street
Valley Falls, KS 66088

Late submissions will not be considered.

8. Additional Information

- The VFHA will meet with the selected company monthly, on the second Tuesday of each month at 6:00 PM.
- The VFHA or selected company will also present yearly updates to the Valley Falls City Council regarding the management and operations of Sunset Haven.

9. Contact Information

For any questions or further clarification, please contact:

Wesley Lanter
City Administrator
Phone: (785) 945-6612 Option 2
Email: cityadmin@valleyfalls.org

John Sherretts
VFHA President
Phone: (913) 674-1106
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VFHA Vice President
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Email: paulheinenassoc@gmail.com

10. Rights Reserved

The City of Valley Falls reserves the right to accept or reject any or all proposals and to negotiate with the selected company to ensure that the best interests of the Valley Falls Housing Authority and its residents are met.