



## **Administrative Services Committee Meeting**

Meeting Date: 09/26/2023

### **HCD\_ Property Management Services Approval Request to David Greem Realty – RFP23-273**

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<b>Department:</b>	HCD
<b>Presenter:</b>	Hawthorne Welcher, Jr. and/or HCD Staff
<b>Caption:</b>	Motion to approve Housing and Community Development Department's (HCD's) request to enter into contractual agreement with David Green Realty, LLC. for property management services (RFP 23-273). Recommendation of award is for a 2 year contract with option to extend for three (3) additional one (1) year terms.
<b>Background:</b>	<p>Earmarked by the Augusta Georgia Land Bank Authority, HCD currently has 53 rental units throughout the Augusta, Georgia, Richmond County Area. Auben Realty previously managed the units, but the Augusta, Georgia Commission is reviewing the appointment of David Green Realty LLC as the new property management company. The primary objective of these rental units is to improve Augusta's housing index and address the affordable housing crisis in the area.</p>
<b>Analysis:</b>	<p>Despite the agreement's expiration between Auben Realty and Augusta c/o HCD, the relationship remains intact. An RFP was issued for the servicers following the Augusta Procurement Code procedures. Four (4) vendors responded to the RFP. Through the evaluation process, David Greene Realty received the highest score. The Department requested to enter into negotiations with the vendor. Following a fair process that followed the proper procedures, the Department is requesting award to David Green Realty, LLC. as the new management company. The recommendation of award is for a 2 year contract with option to extend for three (3) additional one (1) year terms.</p> <p>The approval will allow HCD to continue to provide decent, safe, and affordable housing to citizens in the Augusta-Richmond County area.</p> <p>If approved by the Augusta, Georgia Commission, as per the budget, the management service fee for the contract term is estimated to be \$85 per unit for 53 units, resulting in a total cost of \$4,505.</p>

## Financial Impact:

## Alternatives:

### Recommendation:

**Funds are available in the following accounts:**

CDBG-221073211-5211119-Eight (8) Units

- HOME-221073112-5211119-Twenty (21) Units

- HOPWA-221073213-5211119-Six (6) Units

- NSP (1&3)-221073217-5211119-Thirteen (13) Units**

- BOND-297075220-5211119-Five (5) Units**

- Total Bond    \$3,390.00    (Total Rent for 1 Month)  
                       -\$425.00    (Management Fee \$85 per unit)  
                       \$2965.00

**REVIEWED AND**  
**APPROVED BY:**

Procurement

Finance

Law

Administrator

Clerk of Commission