# REQUEST FOR PROPOSAL

## FOR

# BUILDING MANAGEMENT SERVICES

**Related to**

***VIO, A CONDOMINIUM***
***45 Sutton Sq. St. SW,***
***Washington, DC 20024***

# VIO

**Issued by:**
**Wharf 4B Condo Owner LLC**
**May 1, 2017**

# REQUEST FOR PROPOSAL
**VIO, A Condominium**
*Building Management Services*

## A.    INVITATION

Wharf 4B Condo Owner LLC (the "Developer") invites submission of a proposal ("Proposal") to provide the building management services required for **VIO, A Condominium.**  The Project is a 12-story, 112-unit condominium building located in the heart of the Wharf redevelopment in Southwest Waterfront, DC.

## B.    PROPERTY DESCRIPTION

VIO is located in the heart of The Wharf redevelopment.  The Wharf project is a mixed-use waterfront community in the District of Columbia's Southwest Waterfront. The development area extends across 24 acres of land and over 50 acres of water, along the historic Washington Channel. The completed project will feature 3.2 million square feet of new residential, office, hotel, retail, cultural, marina, and public uses including waterfront parks, promenades, piers, and docks.

VIO, which consists of 112 luxury condominium units, is part of the larger Parcel 4 building which also includes 150-apartment units, known as *Incanto*. The first two floors of the building will consist of retail tenants. The condominium component will occupy the southern portion of the building facing the water at floors 3-10 and the entirety of the 11th, 12th, and penthouse levels. *Incanto* will occupy the northern portion of the building at floors 3-10.  Both VIO and *Incanto* are scheduled to deliver in late summer 2017.

The Parcel 4 building sits on top of a two (2) story parking garage extending the length of the entire project. The building construction is Cast-in-Place Concrete and the residential net square footage ("NSF") is 151,000 SF. Parking and Storage are available to residents within a secured nested area on the P2 level of the Garage.

VIO will be a LEED 2009 "Silver" rated building.

## C.    ANTICIPATED SCHEDULE

| | |
|---|---|
| Issuance of RFP and Exhibits: | 5/1/17 |
| Proposals Due: | 5/12/17 |
| Selection Process (Interviews if applicable): | 5/15-5/26/17 |
| Planning Period: | 6/1/17-9/1/17 |
| Building Delivery: | 9/5/17 |
| Settlements/Move-ins Begin: | 9/25/17 |

# VIO

**D.     PROPOSAL CONTENTS**

Please provide proposals that contain the following:

### 1. RELEVANT EXPERIENCE AND QUALIFICATIONS

Each proposer should provide a company profile, along with a list of similar properties currently being managed by the respective company, including a brief description of the property, and its relevance to the VIO property. Provide a list of the processes employed by the company to ensure smooth and seamless management by the firm as it relates to all aspects of management (financial reporting, bookkeeping, building engineering, etc.).

### 2. TEAM MEMBERS AND KEY PERSONNEL

Proposer must provide a proposed management team, indicating which members of the team will be full-time or part-time. Please provide individual resumes, and/or a description of each role, for the key personnel to be assigned to the Property.

Developer has assumed the following staffing parameters in the initial Condominium budget:

1)  Full time General Manager (on site) –8AM-5PM
2)  24/7 Front Desk/Concierge staff
3)  Full-time Building Engineer – spends approx. 50% of his time at the Property until building fully occupied.
4)  Building Porter (estimated hours 8AM – 11PM)

We anticipate that the staff required for items 2, 3, and 4 above will likely be third-Party companies contracted by the Association, but managed by the Building General Manager.

### 3. COMPENSATION

Provide a proposal for the monthly management fee as well as the proposed salaries for each staff member dedicated to the project and being paid by the Condo Association.  Indicate any other additional charges that may be assessed by the company that are not included in the monthly management fee.

### 4. SCHEDULE

Provide a schedule and description for the planning process prior to building delivery/first move-ins to ensure all systems are in place at the time move-ins begin.