

**Request for Information  
Property Management  
Accomack-Northampton Regional Housing Authority**

The **Accomack-Northampton Regional Housing Authority (A-NRHA)** is soliciting information from qualified individuals and companies who wish to provide the following services for three apartments complexes; William Hughes Apartments, Virginia Street and Sunnyside Village. William Hughes Apartments are 34 apartments in 6 buildings (34 units) located in Eastville, Virginia, Virginia Street Apartments are nine single family homes and one duplex (11 units) located in Exmore, Virginia and Sunnyside Village are 23 single family homes (23 units) located in Cheriton, Virginia

The properties are Section 8 Project Based and all tenants must meet federal income and household requirements.

Interested individuals or companies can provide information for any or all of the following services of interest.

Services of interest include:

- 1) On-call maintenance and repair, and preventive maintenance (Address Items A, B, C, J)
- 2) On-call property management including collecting of rents, security deposits, inspection of units and common areas, utility service and purchases (Address Items C, D, E, F, J)
- 3) Reporting, eligibility of residents, compliance of residents (Address Items C, G, H, J)
- 4) units turns, including painting and cleaning (Address Items C, I, J)

All provision of services require compliance with federal, state and local laws prohibiting discrimination in housing.

A letter of interest addressing the Request for Information Components, **as itemized**, will be received until **12:00 PM, Friday, April 25, 2025**, local prevailing time at the offices of the:

**Accomack-Northampton Regional Housing Authority  
The Enterprise Building  
23372 Front Street  
P.O. Box 387  
Accomac, Virginia 23301,**

at which time the RFI will be publicly opened and read aloud, and proposals will be reviewed according to the stated evaluation criteria. Mailed RFI's must be post-marked in adequate time to reach the address named above by the above deadline. Unless canceled or rejected, the RFI from the most responsible agency shall be accepted as submitted, except that if the bid from the lowest responsible bidder exceeds available funds, the A-NPDC reserves the right to negotiate with the most responsible RFI.

**The A-NPDC reserves the right to reject RFI's based on the prospective contractor's current**

**workload, past performance, overall capacity, and ability to start and finish construction within a reasonable time.**

Withdrawal of RFI's or proposals shall be according to Procedure (ii) of Section 11.54 of the Virginia Public Procurement Act. All RFI's received past the above deadline will be returned unopened. Please call (757) 787-2936, ext: 118, Eric Luchansky, Director of Housing Development, with any questions.

## **Request for Information Components**

### **A. Maintenance and repair experience**

The agent will endeavor to maintain and repair the property in accordance with local codes and keep it in a condition acceptable to the Owner at all times. This will include but is not limited to cleaning, painting, decorating, plumbing, carpentry, grounds care, energy conservation measures and practices; and such other maintenance and repair work as may be necessary, subject to any limitations imposed by the Owner in addition to those contained herein.

*Please list your experience with the above specifications.*

### **B. Preventative Maintenance experience**

The agent will develop a preventive maintenance schedule including but not limited to, periodic inspections of the units; tenancy commencement and termination checklists; inventory control; common area maintenance; equipment maintenance; exterior maintenance on a seasonal basis; and painting, decorating, and replacement timetables, as necessary.

*Please list your experience with the above specifications.*

### **C. Insurance**

The owner will inform the Agent of insurance to be carried with respect to the property and its operations, and the Agent will cause such insurance to be placed and kept in effect at all times. The Agent will investigate and furnish the Owner with full reports on all accidents, claims, and potential claims for damage relating to the property, and will cooperate with the Owner's insurers in connection therewith.

*Please detail your experience with insuring subsidized rental housing.*

### **D. Collection of Rents, Security Deposits and Other Receipts experience.**

The Agent will collect when due all rents, charges, and other amounts receivable on the Owner's account in connect with the management and operation of the property. Such receipts will be deposited immediately in a separate bank account in a bank whose deposits are insured by an agency of the United States Government. The Agent will have authority to draw thereon for any payments to be made to discharge any liability or obligations incurred in accordance with this Agreement. The Agent will collect, deposit, and disburse security deposits, if required, in compliance with any State

or local laws governing tenant security deposits. Security deposits will be deposited by the Agent in a separate account, at a Federally insured institution. Agent shall cause to be remitted to Owner at the end of each calendar quarter all funds in each account, less such sums as may be reasonably necessary to provide for all necessary expenditures for the then month.

*Please detail your experience with the above requirements.*

#### **E. Inspection of Units and Common Areas experience.**

The agent shall make no less than a semi-annual inspection of all dwelling units, or more often if directed by the Owner, and prepare a scheduled plan for correction of all deviancies noted during such inspections.

*Please detail your inspection experience.*

#### **F. Utility Service and Purchases**

The agent make contracts for garbage and trash removal, fuel, oil, extermination, snow removal, elevator maintenance, and other necessary services. Further, the Agent shall place orders for such equipment, tools, appliances, materials, and supplies as are necessary to maintain and repair the property properly. When taking bids or issuing purchase orders, the Agent shall be under a duty to secure any discounts, commissions, or rebates as a result of such purchase.

*Please detail your utility service and purchase experience.*

#### **G. Reporting**

The Agent shall establish and maintain a comprehensive system of records, books, inventory and accounts in a manner satisfactory to the Owner. The Agent shall prepare, execute, and file all forms, reports, and returns required by law in connection with the employment of personnel, including unemployment insurance, workmen's compensation insurance, disability benefits, social security, and other similar insurance benefits or taxes now in effect or hereafter imposed.

*Please detail your reporting experience.*

#### **H. Eligibility of Residents & Compliance with Federal, State and Local Programs**

The Agent will prepare a procedure to select residents in accordance with best practices such as credit checks, household checks and land lord references as well as verify eligibility of residents and submit eligibility paperwork. A waiting list is maintained that is in compliance with the Section 8 Project Based Voucher Program.

*Please detail your experience with resident eligibility and resident selection.*

#### **I. Preparation for New Tenant Occupancy**

The Agent will provide unit turn services including cleaning, trash and item removal, and painting and decorating, as necessary.

*Please detail your experience with preparation for new tenant occupancy.*

**J. Non-Discrimination**

The Agent will comply with all federal, state, and local laws prohibiting in discrimination in housing on the grounds of race, color, religion, sex, age, marital status, national origin, or physical or mental handicap.

*Please detail your experience with Non-Discrimination in housing.*