

PUBLIC NOTICE
CITY OF MUSKEGON
PROPERTY MANAGEMENT SERVICES

The City of Muskegon is seeking proposals from qualified property management firms to oversee and maintain residential properties funded through HUD programs, including the Community Development Block Grant (CDBG) and HOME Investment Partnerships Program.

Scope of Services

The selected firm will be responsible for:

- Tenant Management – Leasing, rent collection, tenant relations, and compliance with HUD regulations.
- Property Maintenance & Repairs – Routine and emergency maintenance, landscaping, snow removal, and general upkeep.
- Financial Management & Compliance – Collaborating with City of Muskegon staff to develop budgets, track expenditures, provide financial reporting, and ensure compliance with HUD and Fair Housing requirements.
- Vendor Coordination – Hiring and supervising contractors for repairs, inspections, and environmental assessments.

Submission Requirements

Interested firms must submit a sealed proposal including:

- Company background and experience in HUD-funded property management.
- Proof of relevant licenses, insurance, and certifications.
- References from similar projects.
- Detailed fee structure and proposed management approach.

Bid Availability & Deadline

Completed proposals must be submitted to the Clerk's Office at Muskegon City Hall by **April 24, 2025 at 2pm**. Late, faxed, or emailed proposals will not be accepted.

The City of Muskegon reserves the right to reject any or all proposals.

For questions, contact Sharonda Carson, Director of Community and Neighborhood Services, at 231-724-6968 or sharonda.carson@shorelinecity.com.

Equal Opportunity Statement

The City of Muskegon is an Equal Opportunity Housing Provider and Employer. We comply with Section 3 regulations and Federal Fair Housing laws, ensuring no discrimination based on race, color, religion, sex, disability, familial status, or national origin.

Publish Date: April 6, 2025