

# REQUESTS FOR PROPOSALS, RFP'S AND SPECIFICATIONS

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In a recent blast, I mentioned that the Commission for Common Interest Communities and Condo Hotels along with some of the employees of the Nevada Real Estate Division had concerns about community managers use of, knowledge of and/or lack of use of specifications in our bidding process in our industry.

I also expressed that this part of the bidding process is an after the pre-licensing class training learning function that should be taught by the owners of the management companies or additional training sought in the after licensing continuing education classes. The pre-licensing maintenance and law classes remind the students of the requirements to use experts when the proposed activity is outside the scope of the Community Manager's license and abilities. The use of experts class identifies all of those experts that the manager will use, should use or for which to start building a database for future use.

Using the specifications from another client will not work in most cases as the properties are almost NOT identical in design, quality or age.

As we work on our next year's budgets, why not put a line item for solving this problem in the budget.

Look at the reserve study to see what is projected next year for work to be completed and consider if an expert should be consulted. The call to get an estimate for writing specific specifications and then put that amount in the budget.

I used to use arborists, landscaping architects, roofing manufactures, asphalt engineers, painting manufacturers and similar professionals to write my specifications. Some charged and some didn't depending on the product. Putting this into next year's budget will definitely keep the members of the board in safe harbor and keep the manager from feeling like it is their job to write all specifications.

Is it ethical to call one of your contractors and request that they write specifications knowing that they won't get the job? I don't think it is ethical and you will definitely lose a good contractor if they feel like they were set up. If you have an upfront conversation with them letting them know that there are no guarantees that they will get the job and you know that they have the qualifications to write the specifications in the first place for the work you are considering, maybe that would be acceptable. They need to know that you won't push them as a contractor and that there are no guarantees of their getting the job.