

**COMPTON COMMUNITY COLLEGE DISTRICT
REQUEST FOR PROPOSAL (RFP) FOR PROPERTY MANAGEMENT SERVICES
RFP CCC-091**

Issued December 9, 2025

Compton Community College District (District) invites your firm/institution to submit a proposal in response to this Request for Proposals (RFP) for Property Management Services for the District's new on-campus student housing community at Compton College (College). The District is issuing this RFP pursuant to Government Code section 53060.

The District is seeking an experienced property management partner to provide the District special services and advice in financial and administrative matters relating to the student housing and to provide full-service operations, including license administration, resident services, facilities coordination, and student-centered housing management.

This RFP is open to qualified housing operators, including public or private universities or colleges and private property management firms. As part of this important process, the District is committed to selecting and engaging the partner who will best serve its students and the community.

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1. OVERVIEW

1.1 The District. The District was established in 1927 as a component of the Compton Union High School District. In 1950, voters approved a bond issue separating the college from the high school district. Construction of the College campus was completed on the present site of the College. Classes began on the new College campus in fall 1956. The District serves a diverse student population in Los Angeles County; it encompasses an area of about 29 square miles, making educational services available to nearly 300,000 residents of Compton, Lynwood, Paramount, and Willowbrook, as well as portions of Athens, Bellflower, Carson, Downey, Dominguez, Lakewood, Long Beach, and South Gate. Approximately 305 full- and part-time faculty members teach more than 43 degree programs and 47 certificate programs. The College is a welcoming and inclusive community where diverse students are supported to pursue and attain student success. The College provides solutions to challenges, utilizes the

latest techniques for preparing the workforce and provides clear pathways for completion of programs of study, transition to a university, and securing living-wage employment.

1.2 Student Housing Community. The District is constructing a student housing community (“Housing”) on the College campus to address housing-insecure and unhoused College students. The District has elected to design and construct a 250 bed student housing facility with specific unit configurations: (i) 50 Type A Units (traditional residential hall) will house two students per unit, with access to shared bathrooms and common spaces; (ii) 50 Type B Units (semi-suite) will house two students per unit and will include a bathroom and access to common spaces; (iii) 50 Type C Apartment Units (studio) for single students or students with dependents; and (iv) one director’s unit (not included in the 250 bed count). An overview of the Housing is attached as Exhibit A. Note that up to 40 of the Type C units described above may be rented as double occupancy units for students without dependents in year one. This would increase the bed count from 250 to 290.

1.3 Anticipated Timeline

February 2026	Select Property Manager
March 2026	Onboard Property Manager
April 2026	Begin Licensing Preparation (contract, marketing collateral, etc.)
April 2026	Begin Residential Life Preparation
August 2026	Be Ready to Begin Licensing
August 2027	Move-in Fall 2027 Semester

*All dates are subject to change

END OF SECTION

2. SCOPE OF SERVICES

2.1 The Property Manager will be expected to provide comprehensive special services pertaining to all aspects of the operations, leasing, maintenance, residential life, administration, and financial performance of the Housing. The Property Manager will be expected to work cooperatively and proactively with the District in the best interest of the residents, the District, and the performance of the Housing. There is expected to be an ongoing relationship between the Property Manager and the District. The selected Property Manager is subject to District oversight and approvals and must follow District applicable laws and rules.

2.2 Subject to a fully developed and executed Property Management Services Agreement or other agreement between the Property Manager and the District, the Property Manager will perform the following general duties (provided in more detail in Exhibit B):

Start-up

2.2.1 Engage with the District at least 14 months prior to opening to ensure licensing is ready to begin 12 months prior to opening and all critical operational elements are designed, tested and ready at least four months ahead of student move in.

Communication

- 2.2.2 Maintain and initiate open and regular meetings with applicable District personnel regarding the operations, maintenance and administration of the Housing.
- 2.2.3 Schedule and conduct regular meetings (at least monthly, or as otherwise agreed) with designated District personnel to review Housing operations, resident issues, and progress toward mutually agreed upon objectives.
- 2.2.4 Immediately notify the District of any significant incidents or emergencies, including, but not limited to, threats to health or safety, alleged or confirmed crimes, and conduct that may subject a resident to discipline.
- 2.2.5 Inform the District in a timely basis of operational or behavioral issues that, while not emergencies, may impact residents or Housing operations. This includes, but is not limited to, resident conduct concerns and resident feedback regarding the Housing, or the need for revised processes and procedures.
- 2.2.6 The Property Manager shall coordinate with the District to ensure compliance with all applicable federal, state and local laws and regulations, including without limitation, The Clery Act, Title IX, Fair Housing Act, Americans with Disabilities Act, Family Educational Rights and Privacy Act, California Fair Employment and Housing Act, the California Education Code, and the California Public Records Act.

Operations

- 2.2.6 Operate and maintain the Housing to a high-level of quality and in a manner that positively reflects on the District. Subject to the annual operating budget (developed by the Property Manager and approved by the District), ensure the Housing is adequately staffed with qualified personnel at all times, including management, leasing, maintenance, custodial and residential education personnel. This must include on-call positions. The District will assign three custodial positions to work at the Housing, 40 hours a week, Monday through Friday. These positions will clean and maintain common areas (bathrooms, kitchens, study rooms, etc.) and the grounds of the Housing. They will not be responsible for cleaning or maintaining the residential units of the Housing, except that they will support Property Management staff during “turn”. All other maintenance and custodial positions necessary to maintain the Housing in a clean and safe condition are the responsibility of the Property Manager.
- 2.2.7 Develop the onsite residential education program in collaboration with the District.
- 2.2.8 Execute and maintain service contracts as necessary to provide agreed-upon resident amenities and utilities, as well as to perform repairs, landscaping, and any other services necessary for maintenance of the Housing in clean and safe condition.
- 2.2.9 Develop and manage all necessary and appropriate Housing policies and procedures in compliance with relevant federal, state, or local laws and regulations, including, but not limited to, procedures regarding fire safety, missing students, and requests for accommodations or modifications, subject to review and approval by the District.
- 2.2.10 Develop all Housing policies applicable to residents (and their guests, as relevant) for review and approval by the District.
- 2.2.11 Assist with the enforcement of campus and District policies and procedures.
- 2.2.12 Adjudicate conduct cases for minor-level violations on behalf of and as agreed upon and determined by the College.
- 2.2.13 Assess resident satisfaction and experience and share data at least annually with the District.
- 2.2.14 Collaborate and assist with the implementation of the District’s Housing & Residential Education initiatives

- 2.2.15 Work closely with the District to ensure appropriate security coverage in and around the Housing.
- 2.2.16 In alignment with the California Community Colleges Board of Governors Climate Action and Sustainability Framework, work with the District to look for opportunities to meet sustainability goals around energy use, water use, waste, purchasing and procurement, and food systems.

Financial

- 2.2.17 Prepare annual budget for the District's input and approval. Obtain District consent for expenses in excess of the budget, including by providing a report explaining the need to incur the expenses.
- 2.2.18 Develop and implement various technology and reporting protocols (e.g., online payment collection, tracking software, and various reports, etc.)
- 2.2.19 Develop a student-centric approach, with the District's input, to manage ongoing payment delinquencies.
- 2.2.20 Develop a process to adjust payment schedules based on the timing of Financial Aid disbursements, as necessary.
- 2.2.21 Collect information on occupancy rates, payments, income summary, accounts receivable, accounts payable schedule, budget versus actual variance, and bank reconciliation and provide a report with this information to the District on a monthly basis.
- 2.2.22 Prepare any other reports regarding the Housing, as requested by the District.

Marketing and Leasing

- 2.2.23 Develop a student-centered marketing plan and licensing strategy to maximize occupancy while concurrently achieving revenue and cash flow targets.
- 2.2.24 Develop and implement a resident management plan (licensing; tenant screening; license agreement enforcement; housing accommodation and modification procedures; complaint resolution; etc.).
- 2.2.25 Create, maintain and update the Property website and social media accounts, as well as all online review platforms, such as Google, Yelp, etc.

Capital Improvements

- 2.2.26 Per established timeline and guidelines of the District, prepare capital and operating budgets for the District's approval.
- 2.2.27 Identify the scope of needed capital improvements and coordinate with architects, engineers, or contractors after they are hired by the District, and oversee day-to day construction progress as an owner's representative.

Additional

- 2.2.28 Any other duties as shown in the attached Operational Requirements (Exhibit B) and as assigned in a fully executed Property Management Services Agreement or other agreement between the Property Manager and the District.

END OF SECTION

3. RFP PROCEDURES AND INSTRUCTIONS

3.1 District Representative. The District Representative for all Question(s) Related to RFP (as defined in Section 3.6 below) is:

Dr. Linda Owens Jackson
Chief Facilities Officer
Compton Community College District
1111 East Artesia Boulevard Compton,
California 90221
lowens@compton.edu

3.2 Important Dates.

RFP is issued:	Monday, December 9, 2025
Non-mandatory Information Session:	Thursday, December 18, 2025 at 12:00 p.m. (*Zoom link below)
Questions related to RFP due:	Thursday, January 8, 2026 at 11:59 p.m.
Responses to questions provided:	Tuesday, January 20, 2026
Proposals due:	Wednesday, January 28, 2026 at 3 P.M. PST
Interviews of selected finalists:	Week of February 9, 2026
Contract Execution:	March 2026

3.3 Non-mandatory Information Session. The information session is NOT mandatory and attendance is NOT required. The District will conduct the non-mandatory information session via Zoom at the date/time noted above and at the link below.

Zoom Meeting Link: <https://us06web.zoom.us/j/88671433507?pwd=2pOcSGQxisotO9sHi9lbF426fUt1sA.1>

3.4 District Modifications to RFP. The District expressly reserves the right to modify any portion of this RFP prior to the latest date/time for submission of Proposals, up to and including without limitation, the cancellation of this RFP. Modifications, if any, made by the District to the RFP will be in writing in the form of Addenda. Addenda issued by the District will not be distributed to Respondents. Addenda will only be posted to the District's website

Respondents are responsible for regularly reviewing the District's website for Addenda to this RFP. Respondents must acknowledge receipt of all Addenda issued by the District in their respective RFP Responses. Failure of a Respondent to acknowledge receipt of all Addenda issued by the District will result in rejection of a RFP Response for non-responsiveness.

3.5 No Oral Clarifications/Modifications. The District will not provide any oral clarifications or modifications to the RFP or the requirements hereof; no employee, officer, agent or representative of the District is authorized to provide oral clarifications or modifications to the RFP. No Respondent shall rely on any oral clarification or modification to the RFP.

3.6 Questions/Errors/Discrepancies/Clarifications to RFP. Respondents discovering any errors, conflicts, or ambiguities in this RFP, or seeking clarification of any portion thereof ("Question(s) Related to RFP"), shall immediately notify the District Representative in writing at the email

identified in Section 3.1. Responses to Questions Related to RFP will be provided in writing. To maintain fairness and transparency among eligible Respondents, the District will issue a written addendum to address any question or clarification that, in the District's reasonable discretion, may affect the interpretation of this RFP or other Respondents. Addenda and clarification responses will be made available on the District's website. All Questions Related to RFP must be submitted and actually received by the deadline stated in this RFP. The District will not respond to questions submitted or received thereafter.

3.7 Confidentiality; Ownership of Materials; Public Records.

3.7.1 Custody of Proposals.

All materials submitted in response to this RFP shall become the property of the District for purposes of this procurement and will not be returned to the Respondent. Submission of a Proposal does not transfer ownership of any underlying intellectual property rights of the Respondent.

3.7.2 Public Records Act Disclosure.

Proposals and related materials are public records subject to disclosure under the California Public Records Act (Government Code §7920.000 et seq.), except to the extent that a statutory exemption applies. The District will make all determinations regarding disclosure in accordance with applicable law.

3.7.3 Marking and Identifying Claimed Trade Secrets.

Any portion of a Proposal that a Respondent believes is exempt from disclosure as a Trade Secret (as defined in Civil Code §3426.1) must be clearly marked "Trade Secret" on each page containing the claimed material. Each marked page must be accompanied by a written explanation of the factual and legal basis for the exemption, including why the information derives independent economic value from not being generally known and the efforts undertaken to maintain its secrecy. The terms "Confidential" or "Proprietary," without further explanation, do not create an exemption under the Public Records Act. The District may deem a Proposal non-responsive if large portions are indiscriminately marked as confidential or trade secret.

3.7.4 District Review and Determination.

The District will make an independent determination as to whether any material claimed to be exempt is, in fact, exempt under applicable law. The District is not bound by a Respondent's markings or assertions. If the District receives a Public Records Act request for materials identified as exempt, the District will notify the Respondent and provide a reasonable opportunity to seek judicial relief before disclosure. If the Respondent fails to act within the time stated in the notice, the District may release the information in accordance with its determination and applicable law.

3.7.5 Timing of Disclosure.

To maintain fairness and transparency in the competitive process, the District may withhold Proposals from disclosure during active evaluation and negotiation phases, to the extent that release would interfere with the District's deliberative process or ongoing negotiations, consistent with Government Code §7922.000. After award or final decision, the District will release non-exempt materials upon request.

3.7.6 Indemnification.

By submitting a Proposal, each Respondent agrees to defend, indemnify, and hold harmless the District, its officers, employees, and agents, from and against any liability, damages, or costs (including reasonable attorneys' fees) arising from the District's lawful disclosure of records, or from any claim that information was withheld or released in accordance with this Section. The Respondent shall bear all costs associated with defending the confidentiality of its materials.

3.8 Proposals. Proposals shall remain firm for one hundred twenty (120) days after the date of the District's opening of Proposals. If the District's Board of Trustees has not taken action to award an agreement to a Property Manager prior to expiration of the one hundred twenty (120) days that pricing proposals are to remain firm, the District may, at its discretion, request that Respondents hold their respective pricing proposals firm for an additional maximum one hundred twenty (120) day period. Only those Respondents who affirmatively and unequivocally commit in writing to extend their Proposal validity will remain under consideration for award. Respondents who decline or fail to provide such written confirmation will be removed from further consideration.

3.9 Best and Final Offers. The District reserves the right, after the opening of Proposals to request all or some of the Respondents to submit "Best and Final Offers" ("BAFO"). Respondents selected to submit a BAFO shall comply fully with the District's instructions regarding content and submission deadlines. Any Respondent invited to submit a BAFO that fails to do so in accordance with the District's request will not be further considered for award of the Student Housing Property Management Services Agreement or other agreement between the Property Manager and the District.

3.10 District Negotiations. The District reserves the right to engage in (whether or not the District elects to engage in the BAFO process) negotiations with one or more Respondents regarding pricing, contract terms, or other aspects of the requirements of the Student Housing Property Management Services Agreement or other agreement between the Property Manager and the District.

3.11 Proposal Costs. All costs and expenses incurred by a Respondent to prepare and submit a Proposal in response to this RFP, including any related preparation, travel, or presentation activities, shall be the sole responsibility of the Respondent. The District shall not be liable for any costs or expenses incurred in the preparation of submission of a Proposal, or for any other related activities.

END OF SECTION

4. RFP REQUIREMENTS

4.1 Submission of Proposal.

- 4.1.1 Latest Date/Time for Submission of Proposals. The latest date/time for submission of Proposals is set forth above. Proposals which are not submitted to and received by the District at or prior to the latest date/time for submission of Proposals will not be accepted or considered by the District. Respondents are solely responsible for the timely submission of Proposals.
- 4.1.2 Process to Submit Proposal. Proposals shall be emailed to the email listed below:
Compton College Purchasing
purchasing@compton.edu

4.2 RFP Submission Format.

- 4.2.1 Proposal Format File. All materials submitted in response to this RFP shall be submitted in PDF format in a file that does not exceed 13 MB.
- 4.2.2 Additional Materials. Respondents are not prohibited, but are discouraged, from submitting materials in addition to those specifically responding to the matters noted in Paragraph 4.3 below. Materials submitted beyond those requested will not be considered in the evaluation.

4.3 Proposal Contents. Each Proposal must conform to the following described format and must include the content described below. Failure of a Respondent to substantially conform to the following requirements may result in rejection of the Proposal as non-responsive, at the District's discretion. Confidential, proprietary, or trade-secret materials must be clearly identified and justified in accordance with Section 3.7.3.

- 4.3.1 Section A – Cover Sheet. Identify the submittal as the Response to this RFP and identify the firm/institution submitting the Proposal. Provide the firm/institution's address, along with telephone numbers and email addresses for the firm's/institution's principal contacts in connection with this RFP or the Proposal. Acknowledge receipt of all Addenda.
- 4.3.2 Section B – Letter of Interest. Include a brief letter expressing the interest of the Respondent in providing property management services for the Housing contemplated by this RFP, along with a brief statement of the qualifications of the Respondent to provide property management services for a student housing facility, paying special attention to the residence life aspect of your submission.
- 4.3.3 Section C – Table of Contents. Include a Table of Contents reflecting the Respondent's responses to each of the items set forth below.
- 4.3.4 Section D – Experience
Detail the firm's/institution's capabilities in delivering the scope of services outlined in this RFP.
1. Provide a brief history of the firm/institution, including experience managing communities of comparable size and budget. Provide names, locations, years managed, and any other relevant details.
 2. Describe the firm's/institution's experience working with on-campus student housing for colleges and universities, and if applicable, detail collaborative efforts between the firm and the partner institution to 1) start up new housing programs or

communities and 2) recruit, retain, and support residents.

4.3.5 Section E - Approach

1. Provide information about the team structure and key personnel
2. Provide information about how the firm/institution will staff the Housing, as well as the availability of regional and corporate/institutional support.
3. Describe the firm's/institution's understanding, philosophy, and approach to student housing management, and how it would apply those to the Housing at the College to develop and maintain a mutually beneficial, collaborative relationship with key District personnel.
4. Describe the firm's/institution's understanding, philosophy, and approach to resident engagement and resident life.
5. Describe the firm's/institution's approach to new housing start-up and suggest strategies to minimize financial and operational disruptions.

4.3.6 Section F – Fees, Consideration, and Expenses

1. If the firm/institution will charge a fee to assist in preparing for the opening of the Housing or for its ongoing property management services, provide information about the fee structure.
2. If the firm/institution will require consideration other than cash, please describe the consideration that it proposes in exchange for assisting in preparing for the opening of the Housing or for providing ongoing property management services.
3. If the firm/institution believes that certain expenses are required for it to assist in preparing for the opening of the Housing or to provide ongoing property management services, provide information about what expenses will be required to perform their responsibilities per the required scope.

4.3.7 Section G – Additional Requirements

1. Description of any items within Exhibit B – Responsibility Matrix and Operational Requirements – that would not be provided as a part of the Project Management scope.
2. As part of the Proposal, each Respondent shall provide copies of a sample student housing license agreement and sample housing application used for similar higher-education housing facilities. These samples will be used solely to evaluate the Respondent's understanding of student housing management, regulatory compliance, and resident engagement practices. The District acknowledges that such sample materials are provided for illustrative purposes only and do not constitute proposed contract terms. All final student housing documents will be developed, reviewed, and approved by the District in consultation with the selected Property Manager.

END OF SECTION

5. EVALUATION OF PROPOSALS AND AWARD OF AGREEMENT

5.1 Evaluation Rubric

Proposal Element	Maximum Points Awarded
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Firm/Institution Experience	40
Approach	35
Fees/Consideration/Expenses	25
Total	100

5.2 Selection Committee. The District has established a Selection Committee consisting of District employees to review and evaluate Proposals. Timely submitted Proposals will be independently reviewed by each member of the Selection Committee. A Proposal which does not comply with the requirements of this RFP will be subject to rejection for non-responsiveness. The foregoing notwithstanding, the District may, in its discretion, waive minor irregularities or informalities in a Proposal.

5.3 Short-List Interviews. The District may elect to conduct Short-List Interviews. At the sole discretion of the District, Respondents may be invited to participate in the Short-List Interviews. Short-List Interviews, if conducted by the Selection Committee, will generally consist of no more than fifteen (15) minutes for Respondents' presentation, followed by questions posed by the Selection Committee. Total time of each interview will not exceed one (1) hour. If requested by the Selection Committee, any Respondent invited to participate in a Short-List Interview shall have present at the Short-List Interview the Respondent's proposed personnel for the Housing and any other personnel the District may request. The order of firms to be interviewed will be selected randomly.

5.4 Final Interviews. The District may elect to conduct Final Interviews in addition to or in lieu of Short-List Interviews. At the sole discretion of the District, Respondents may be invited to participate in Final Interviews. If requested by the District, any Respondent invited to participate in a Final Interview shall have present at the Final Interview the Respondent's proposed personnel for the Housing and any other personnel the District may request. The order of firms to be interviewed will be selected randomly.

5.5 Selection Committee Recommendation. The Selection Committee will make a recommendation to the District Board of Trustees for award of an agreement to the Respondent determined to be most advantageous to and in the best interest of the District, taking into account all Evaluation Criteria set forth above, the overall quality of the Proposal, and any information obtained through Short-List Interviews or Final Interviews. While the highest scored Proposal will generally be recommended, the Selection Committee may recommend another Respondent, if the Committee determines and documents in writing, that such selection better serves the District's operational, administrative, financial, or student housing objectives. The Selection Committee's recommendation and written findings will be forwarded to the District's governing Board of Trustees for consideration at a public meeting. The Board of Trustees retains full and final authority to accept, modify, or reject the Committee's recommendation and to award, or decline to award, an agreement to a Respondent in accordance with the best interests of the District.

5.6 Notice of Intent to Award Agreement. At least five (5) days prior to the date of the District's Board of Trustees meeting to consider award of the Student Housing Property Management Services Agreement or other agreement with a Property Manager, the District will issue a Notice

of Intent to Award the Agreement, identifying the Respondent to whom the District intends to award the agreement and the date/time/place of the District's Board of Trustees meeting at which award of the agreement will be considered.

5.7 Proposal Protest. Any Respondent submitting a Proposal to the District may file a protest of the District's intent to award an agreement to a Property Manager, provided that each and all of the following are complied with: (i) the protest is in writing; (ii) the protest is filed and received by the District's Director of Purchasing and Auxiliary Services, Reuben James, rjames@compton.edu, not more than three (3) calendar days following the date of issuance of the District's Notice of Intent to Award the Agreement; and (iii) the written protest sets forth, in detail, all grounds for the protest, including without limitation all facts, supporting documentation, legal authorities and argument in support of the grounds for the bid protest; any matters not set forth in the written protest shall be deemed waived. All factual contentions must be supported by competent, admissible and creditable evidence. Any protest not conforming with the foregoing shall be rejected by the District as invalid. Provided that a protest is filed in strict conformity with the foregoing, the District's Director of Purchasing and Auxiliary Services or such individual(s) as may be designated by him, shall review and evaluate the basis of the protest. The District's Director of Purchasing and Auxiliary Services, or other individual designated by him shall provide the Respondent submitting the protest with a written statement concurring with or denying the protest. The written statement of the District's Director of Purchasing and Auxiliary Services (or designee) shall constitute the District's final administrative decision on the protest, and exhaustion of this administrative process shall be a condition precedent to the institution of any judicial proceeding relative to the proposal process, the District's intent to award an agreement to a Property Manager the District's disposition of any protest or the District's decision to reject all proposals. In the event that any such legal or equitable proceedings are instituted and the District is named as a party thereto, each party shall bear its own attorneys' fees and costs unless otherwise ordered by a court of competent jurisdiction.

5.8 Award of Student Housing Agreement. Authority to award an agreement to a Property Manager is vested solely in the District's Board of Trustees. Award of such an agreement will be considered in an open public meeting of the Board of Trustees conducted in accordance with applicable law. The Board of Trustees reserves the right to reject all proposals and to waive minor informalities.

END OF SECTION

Compton College Student Housing



Driving Affordability While Maintaining Financial Sustainability
Opening Fall 2027, 100% State Grant Funded

Program

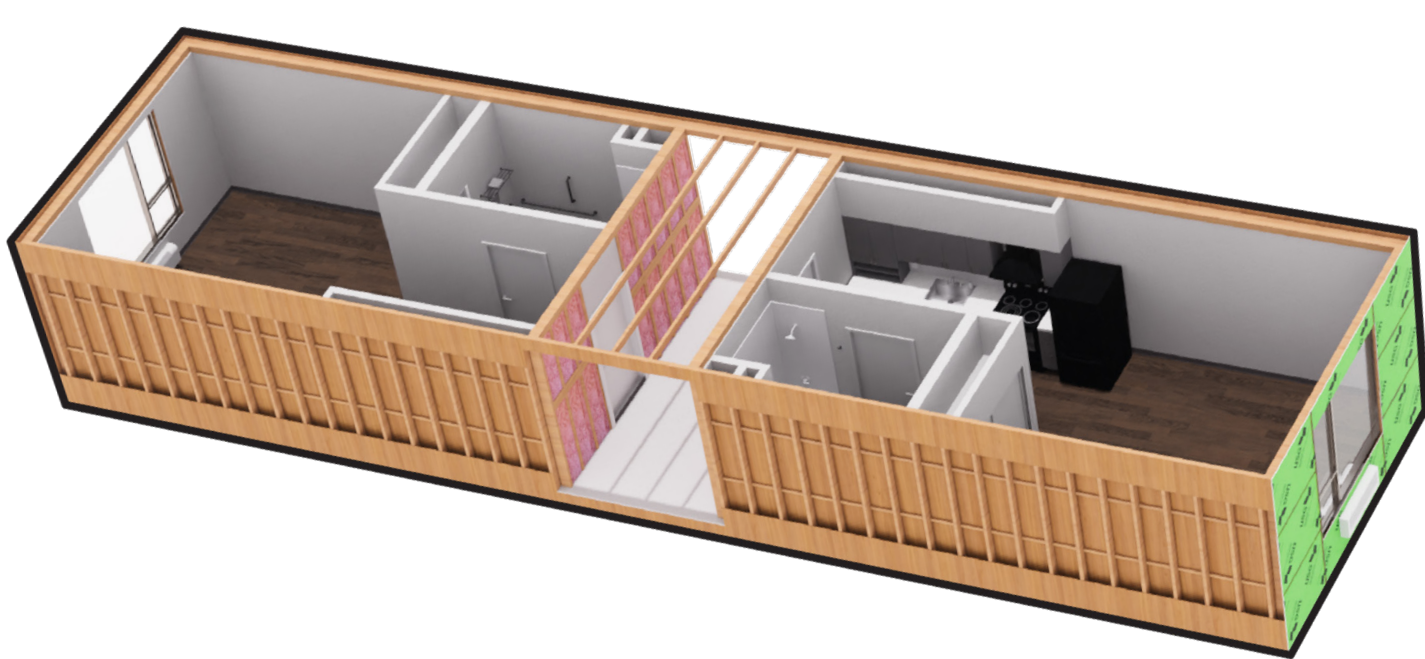
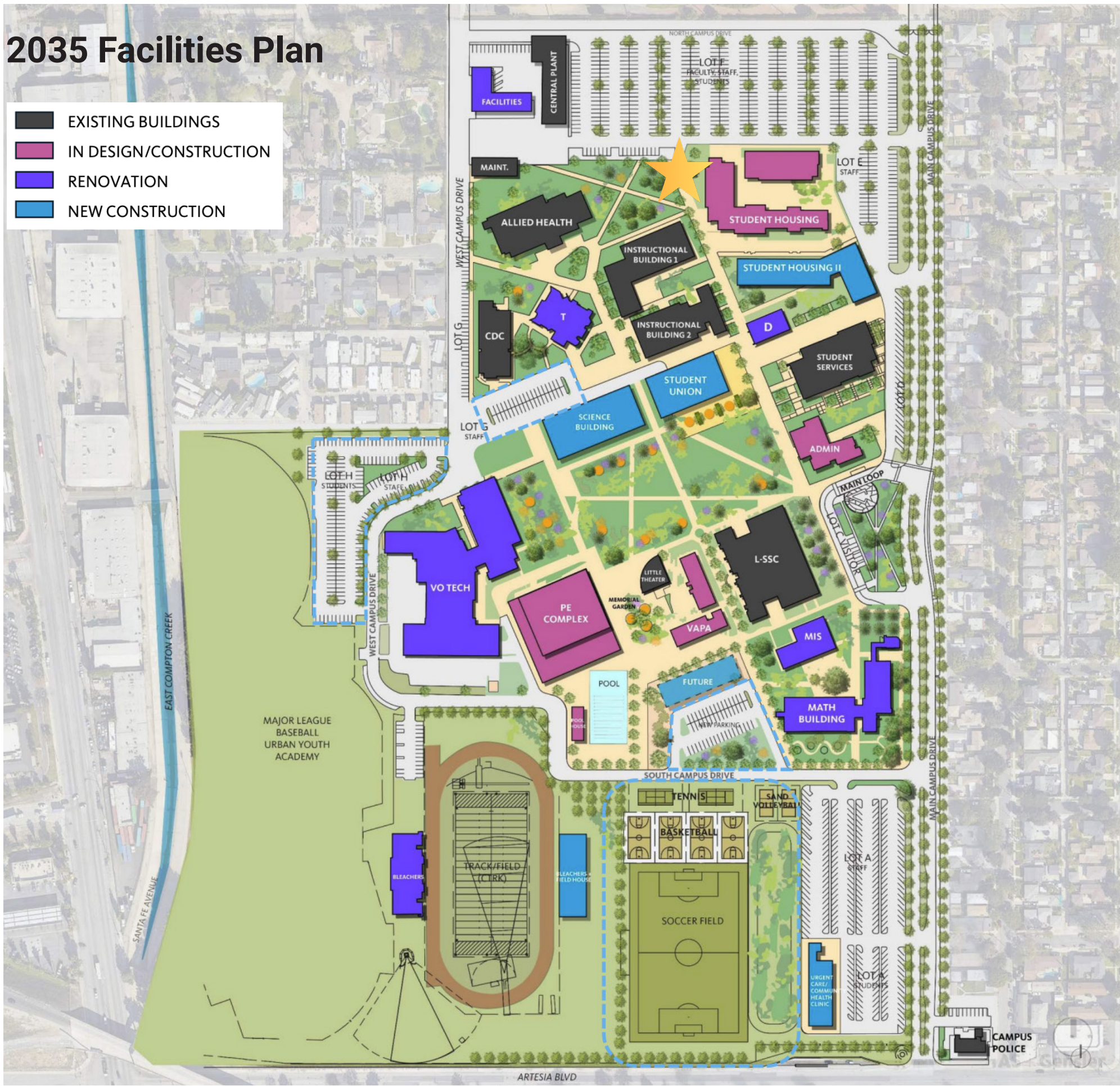
- Total Beds: 251
Studios, Traditional Doubles & Semi-Suites

Project Highlights

- Some studio units will be available for students with dependents
- The goal is to create a safe and inclusive home for students
- The building will primarily use modular construction techniques
- This development represents Phase 1, with Compton College planning a Phase 2 expansion in the future

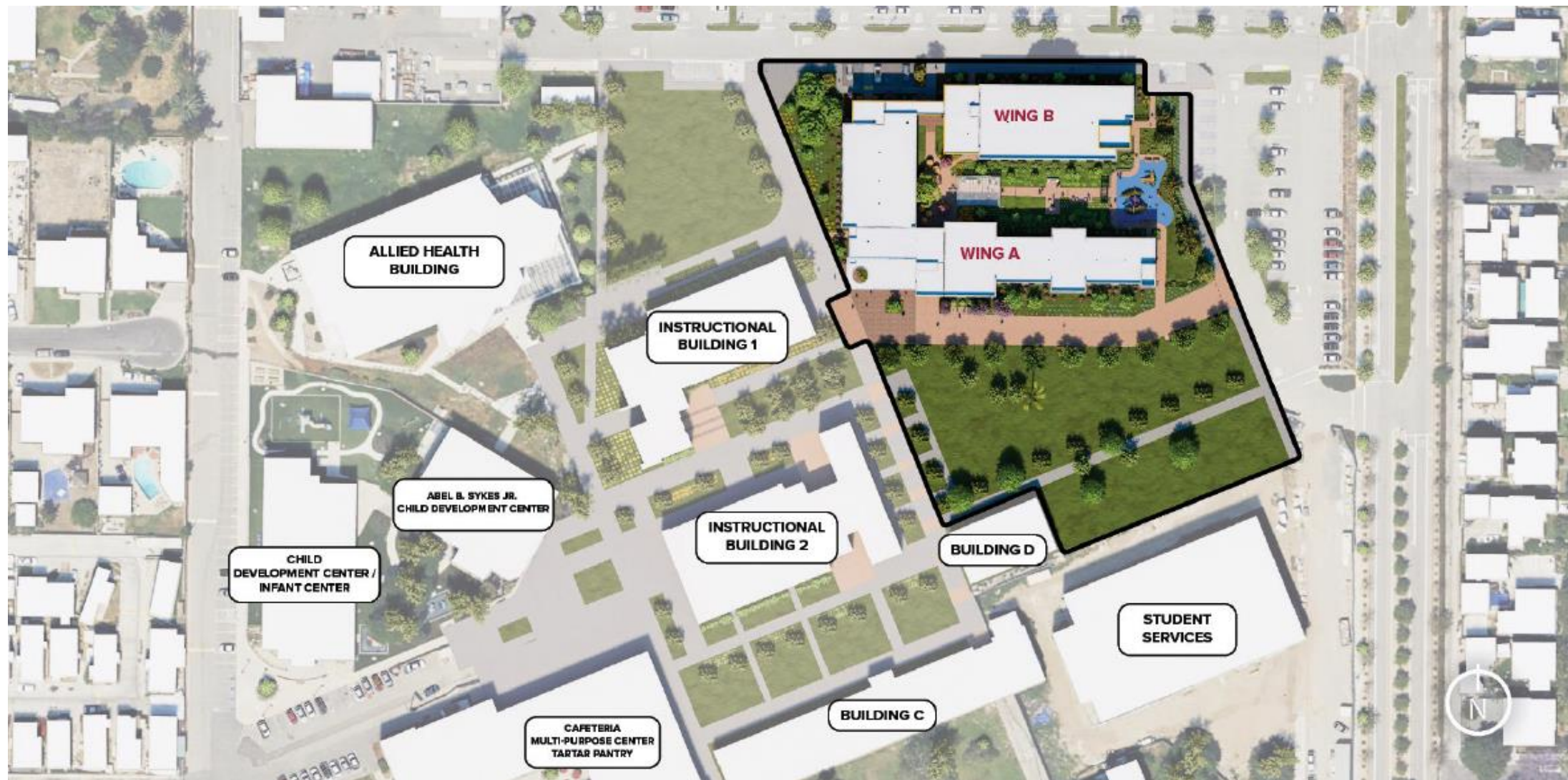
Team

- **Board of Trustees**
Andres Ramos, President
Sonia Lopez, Vice President
Dr. Sharoni Little, Clerk
Barbara J. Calhoun, Member
Juanita Doplemore, Member
Cynthia Mims, Student Trustee
- **PM/CM**
Gafcon/Volz Company
- **Architect**
HPI Architecture
- **Contractor**
Bernards
- **Modular Manufacturer**
Guerdon
- **DSA Inspection**
The Anaheim Group
- **Testing Lab/G.E.O.R.**
Universal Engineering Sciences

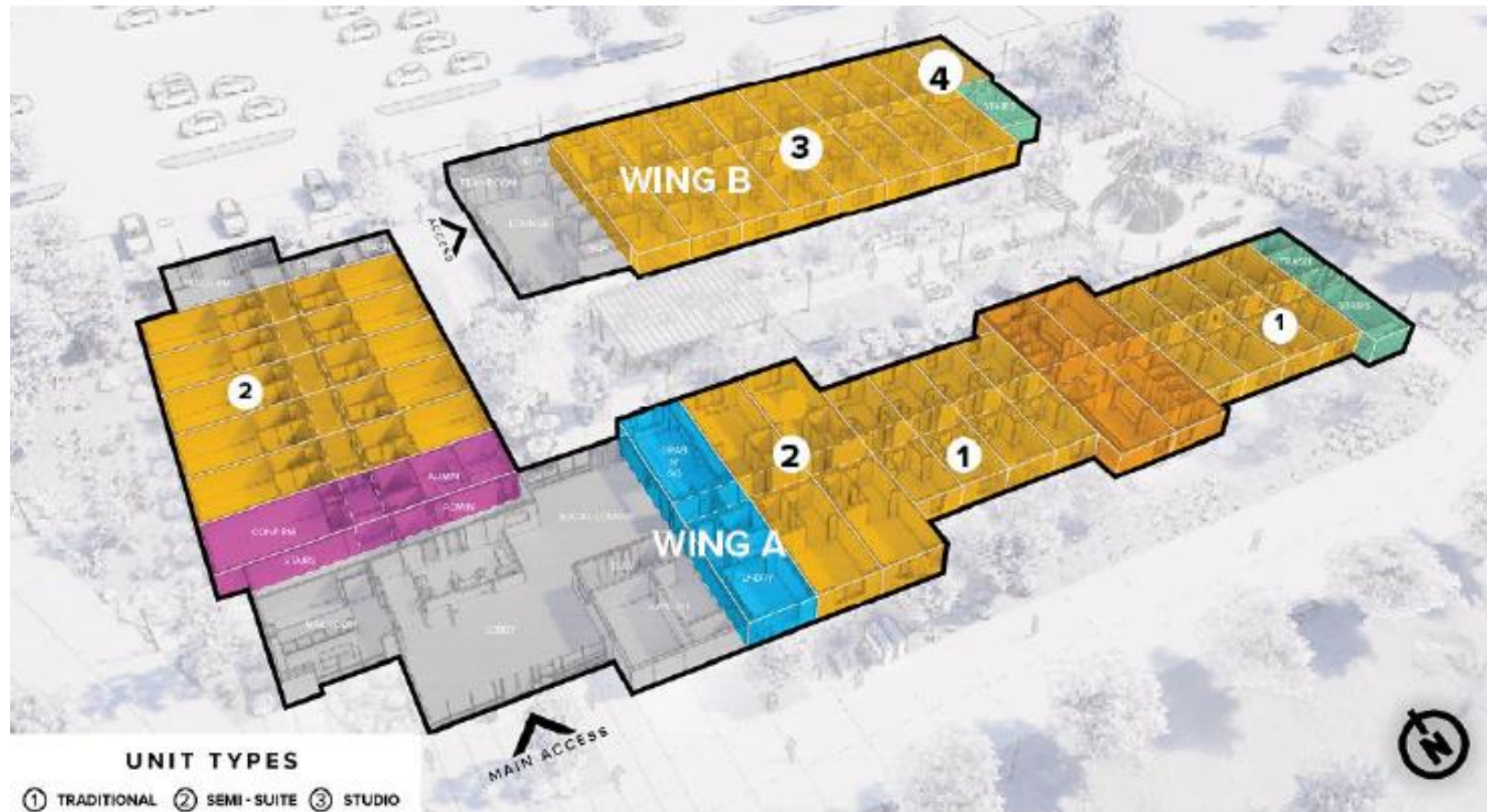


Renderings provided by HPI Architecture

Compton College Student Housing Overview



Compton College Student Housing Overview



Unit Types & Beds

- 50 Traditional Doubles
(100 beds)
 - 50 Semi-Suites
(100 beds)
 - 50 Studios
(50 beds)
-
- 1 Director's Unit
(1 bed)

Exhibit B: Operational Requirements

Overview of Potential Property Management Responsibility / Requirements	Details To Be Negotiated In Student Housing Property Management Services Agreement or Other Agreement Between the Property Manager and Compton Community College District (The Below Represents a List of Proposed Topics)
Pre-Opening Activities	
Participate in weekly planning meetings with Compton Community College District (District) representatives	Beginning 14 months prior to opening.
Meet with all key District departments to develop relationships and identify points of contact	Beginning 14 months prior to opening. Includes student life, police, conduct, title IX, admissions, athletics, marketing, basic needs, DSPS, EOPS, et al.
Establish processes and workflows	Work closely with the District to establish housing processes and workflows for the District as it relates to their new student housing.
Leasing and Marketing	
Manage the full application, licensing, and onboarding life cycle	Begin licensing 12 months prior to opening.
Staff temporary licensing desk/office at the District	Provide part-time staff (student worker) in licensing area 6 months prior to opening.
Term length of license agreement.	Although the expectation is for residents to have a 12-month term, explore the need (and effect to budget) to offer both 12- and 10-month lease terms. Also develop strategies for addressing specific needs of residents in unique positions, such as graduating or leaving mid-year, needing extensions that do not align with typical cycle, etc.
Use approved license fees	License fee amounts will need to be approved by the District.
Manage prioritization of residents	Ensure applications are prioritized to meet District requirements and applicable laws.
Create and manage Housing website	With District collaboration and approval, create, maintain, and update the Housing website and social media accounts. Branding to be distinct from but aligned with the District brand.
Preliminary application requirements	Must be 18 by move-in. Require guarantor with possibility of waiver to be approved by the District. In lieu of guarantor, require LEAP (https://www.leapeasy.com/) or similar. \$20 application fee with possibility of waiver to be approved by the District. Background check.

License agreement	Create license agreement and work with District counsel to finalize and get approval by the District Board
Application & Eligibility	The Property Manager shall manage the full housing application process and verify resident eligibility in alignment with criteria established by the District, including confirmation of enrollment status, guarantor, and financial aid qualification as applicable. All applications and eligibility determinations shall be documented and reviewed in coordination with designated District personnel to ensure compliance with District requirements. Property Manager will need to be designated as a school official under FERPA and comply with all applicable laws.
Require background check	Violent crimes and sex offenders are not permitted to live here. Coordinate with the District for all other criminal history.
Roommate Matching	Manage a thorough and transparent process that includes a way to address objections that are raised by applicants/residents. Address roommate matching in regards to coed, transgender, and other important considerations and in compliance with all applicable laws.
Reporting	Delivery of weekly and monthly licensing and financial reports to the District.
Accommodations and modifications	Manage process for reviewing requests for housing accommodations or modifications.
Marketing and Advertising	The Property Manager shall develop and execute a comprehensive marketing and advertising strategy to promote student housing, including digital campaigns, print materials, outreach events, and social media engagement, all aligned with District branding guidelines and subject to District review and approval.
Operations	
Enforce resident rules and regulations	The Property Manager shall implement and enforce all resident rules and community standards as approved by the District, with a focus on education, consistency, and alignment with student conduct procedures.
Reporting and Documenting	The Property Manager shall maintain accurate and timely documentation of all incidents occurring within the housing community, including student conduct concerns, facility-related issues, and emergencies. All reports shall be submitted to the District in accordance with established protocols, with follow-up actions coordinated in partnership with the District's Student Conduct Officer or designated staff, ensuring compliance with applicable policies and legal obligations.

Manage move-in, move-out and turn	The Property Manager shall coordinate and manage all aspects of resident move-in and move-out processes, including pre-arrival communication, unit inspections, key distribution, and timely unit turnover to ensure readiness for new occupants.
Manage summer residential programs as applicable	There may be opportunities in the summer (depending on occupancy) to provide housing for programs directly or indirectly affiliated with the District.
Key/key card management	The Property Manager shall implement and maintain a secure key and key card management system, overseeing the issuance, tracking, replacement, and deactivation of all access credentials for residents, staff, and vendors, and ensuring strict protocols are followed to protect resident safety and facility security.
Food Service	Provide strategies on how to ensure adequate food access for residents, given the absence of a full-service cafeteria that provides three meals a day.
Childcare	The Property Manager shall collaborate with the District to provide information and referrals to on-campus childcare services or approved community providers, and, where applicable, support residents with dependents by coordinating access to childcare resources and exploring opportunities to integrate childcare accommodations within the housing facility, subject to District approval and licensing requirements.
Mail and Packages	The Property Manager shall establish and oversee a secure and organized mail and package delivery system for residents, including receiving, logging, storing, and notifying residents of deliveries in a timely manner, while ensuring compliance with safety protocols and student privacy guidelines.
Compliance with FERPA and Data Privacy Laws	Ensure compliance with FERPA and all applicable data privacy laws; prohibit unauthorized disclosure of student information.
Records Retention and Access	Maintain property management records for a minimum of 5 years and provide access to District and auditors upon request.
Maintenance Requirements	
Building maintenance	Maintain all interior areas of the Housing and exterior areas adjacent to the Housing to standards consistent with interior and exterior maintenance in other areas of the District. The foregoing includes all equipment and building systems.
Garbage collection	Ensure the garbage is collected and garbage areas are kept clean.
Community Kitchen	Oversee use of community kitchens including education programs to teach and encourage appropriate use and cleanup.
Quarterly Room Checks	Conduct room checks for all residents on a regular basis.

Manage additional furniture needs	Manage the inventory of furniture available for students with dependents. This involves tracking inventory, managing the offsite storing of furniture not in use, the coordination with residents on availability furniture, and providing assistance to residents when "project furniture" is not available.
Vendor and Procurement Oversight	Manage vendor contracts to include procurement protocols, thresholds of District approvals, and conflict of interest disclosures in contract negotiations.
Budgeting Requirements	
Proforma	On an annual basis, the Property Manager will create a proforma for discussion and approval from the District. This will establish license fee amounts, Strategic Objectives, and required financial performance.
Operating Budget	Prepare annual operating budgets and maintain expense/revenue books and records in accordance with generally accepted accounting procedures applied in a consistent manner.
Capital Improvements; Repairs and Replacements	The Property Manager shall support the District in identifying and prioritizing capital improvement needs, preparing annual capital repair and replacement budgets, and managing approved projects in accordance with budgetary and operational guidelines.
Reporting and Communication	Prepare and submit monthly line-item variance reports noting any variances above 10% and discuss with the District any fiscal concerns.
Staffing	
General responsibility	The Property Manager is responsible for employing such personnel necessary to fully and timely complete Property Manager obligations under the Property Management Agreement. Personnel completing Property Manager obligations may be employees of the Property Manager or independent contractors to the Property Manager. The Property Manager is responsible for training, continuing training, and discipline of personnel completing Property Manager obligations. All personnel costs, including benefits, shall be borne by the Property Manager as a part of the annually approved budget.
Required on-site personnel	The Property Manager shall recruit, hire, and manage qualified on-site personnel necessary for the successful operation of the housing facility, including but not limited to a Director of Residential Life or Housing Manager, maintenance staff, front desk personnel, and student staff such as Resident Advisors, with key staff positions filled in accordance with a staffing timeline approved by the District

Resident Advisors	Include a minimum of 6 resident advisors. These advisors must be at least 2nd year students, with a strong preference for third year students. Explore the possibility of utilizing individuals who are not Compton College students if there would be a benefit to the community.
Rent Collection and Financial Aid Requirements	
Collect license fees	Collect license fees and other occupancy charges due under License Agreements.
Work closely with financial aid	Work closely with financial aid to develop a process by which housing payments are posted to the students' accounts (at the District) and then transferred directly to the Property Manager. Manage the software interface to make this possible.
Financial aid timing	Work closely with residents and financial aid to allow students awaiting financial aid disbursements to move in prior to payments being made.
Delinquencies and Evictions Authority	Closely track delinquencies and manage the process to support residents who are struggling to meet payments and manage the removal process.
Student Life Requirements	
Create and manage robust student life program	The Property Manager shall design and implement a robust student life program that fosters community engagement, personal development, and a sense of belonging among residents through regular events, workshops, and social activities that align with the District's values and student success goals.
Create and manage opportunities for learning, living labs	The Property Manager shall collaborate with the District to create and support experiential learning opportunities within the housing environment, such as living-learning communities and themed residential programs, that connect residents with academic support, faculty engagement, and career exploration.
Training	Develop and implement strong training programs for both staff and residents, with some resident training (financial literacy training, consent/Title IX training) beginning for residents prior to move-in.
Strong coordination with Compton College Director of Student Life and Housing	The Property Manager shall maintain strong, ongoing collaboration with the Compton College Director of Student Life and Housing to ensure alignment of housing operations and student support services with the District's mission, policies, and student development initiatives.
Policies and Procedures Requirements	

Resident Handbook	The Property Manager shall develop, maintain, and annually update a comprehensive Resident Handbook that outlines community policies, safety expectations, housing procedures, and resident responsibilities, and legal requirements subject to review and approval by the District.
Resident Advisor Training Handbook	The Property Manager shall create and maintain a Resident Advisor Training Handbook detailing expectations, protocols, training content, emergency response procedures, and student support strategies, with updates provided annually or as needed subject to review and approval by the District.
Collections	Manage a student-centric collections process
Emergency procedures	Coordinate emergency responses, including relating to environmental and hazardous material incidents. Notify District within 24 hours of material incidents
Safety, Security, and Mental Health	
Access Control Plan	The Property Manager shall develop and implement an Access Control Plan, approved by the District, to regulate resident and visitor entry into the housing facility and ensure safety through secure key or card access systems.
Visitor plan	Develop a plan that is approved by the District on how visitors receive approval to enter the Housing. This plan should involve Compton College Police Department in the guest check-in process and meet at least the following minimum requirements: 1. All overnight guests need to be submitted 24 hours prior 2. No guest for longer than 3 consecutive days (no more than 6 days a month) 3. Regular quarterly inspections of units to make sure there are no added guests and condition of space
Mental health support	The Property Manager shall collaborate with the District to establish mental health support protocols, including clear guidance for accessing on-campus or virtual services during daytime hours, and after-hours procedures for nights and weekends to address urgent resident concerns.
Campus Police	The Property Manager shall establish and maintain a collaborative working relationship with Compton College Campus Police to support the safety and security of residents and housing facilities. This includes coordinating on emergency response protocols, reporting incidents in a timely manner, participating in safety trainings and drills, and sharing relevant information to ensure a proactive and integrated approach to community safety.

Insurance Requirements	
Insurance Requirement	<p>Workers Compensation: In accordance with law</p> <p>Employers Liability: One Million Dollars (\$1,000,000)</p> <p>Comprehensive General Liability (including property damage and automobile liability): Two Million Dollars (\$2,000,000) per occurrence/Four Million Dollars (\$4,000,000) in the aggregate</p> <p>Professional Liability: Two Million Dollars (\$2,000,000) per claim/Four Million Dollars (\$4,000,000) in the aggregate</p> <p>Commercial/crime Insurance: One Million Dollars (\$1,000,000) per claim</p> <p>Cyber and privacy insurance: One Million Dollars (\$1,000,000) per claim and One Million Dollars (\$1,000,000) in general aggregate</p>



EXHIBIT C – Draft Eligibility and Prioritization Rubric

Compton College Student Housing

****This exhibit does not represent the final approved eligibility and prioritization rubric, but is meant to represent the general expectation of the process and what will be required of the property manager. ****

ELIGIBILITY

Compton Community College District is committed to the success of its students. The District recognizes the challenges students face. Students are eligible to reside in student housing if they meet the following requirements:

- Must be a credit student
- Must be at least 18 years old at the time of residing in the student housing or be a dependent of a resident who meets all other criteria
- Must have no criminal record related to violence or other significant disciplinary offenses
- Must be a financial aid recipient
- Must have current MMR vaccination and TB clearance

CRITERIA FOR PRORITIZATION

Housing for Compton College is limited and expected to be in high demand. While living in housing is not required, it is also not guaranteed and is offered on first-come, first-served basis within a priority system. The District highly recommends students submit their housing application as soon as the application process opens to increase their chances of obtaining a space.

If housing is not immediately available for eligible students, they will be placed on a waitlist.



Housing Application Rubric for Year 1

Level 1 – Priority	Requirements
<ul style="list-style-type: none"> - Continuing full-time student residents (not applicable Year 1) - Full-time students with dependents (limited to the first 10 who are eligible)* 	<ul style="list-style-type: none"> - Meet income requirements set by the State of California and are eligible for financial aid - Enrolled in 12 credit units (full-time student status) <ul style="list-style-type: none"> o Students with accommodations/Special Resource Center (SRC/DSPS) may have less credit hours. - Good academic standing - Do not exceed 90 Compton College degree applicable units - Residency not to exceed three (3) calendar years with an exception that students of high unit majors or DSPS accommodations are to be handled on a case-by-case basis - Satisfactory Academic Progress - Background check clearance - No holds on student's records

Level 2 – Priority	Requirements
<ul style="list-style-type: none"> - Full-time students that are eligible for EOPS/CARE/NextUp/CalWORKS - Full-time DSPS students - Full-time students that are former/current foster youth or unhoused youth - Full-time students that are veterans or active/reserve duty members - First year experience 	<ul style="list-style-type: none"> - Meet income requirements set by the State of California and are eligible for FAFSA - Enrolled in 12 credit units (full-time student status) <ul style="list-style-type: none"> o Students with accommodations/Special Resource Center (SRC) (DSPS) may have less credit hours. - Completed FAFSA or Dream Act equivalent if applicable** - Good academic standing - Do not exceed 90 Compton College degree applicable units - Residency not to exceed three (3) calendar years with an exception that students of high unit majors or DSPS accommodations are to be handled on a case-by-case basis - Satisfactory Academic Progress



	<ul style="list-style-type: none">- Background check clearance- No holds on student's records
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Level 3 – Priority	Requirements
<ul style="list-style-type: none">- All full-time Compton College students who meet eligibility requirements	<ul style="list-style-type: none">- Meet income requirements set by the State of California and are eligible for FAFSA- Enrolled in 12 credit units (full time student status)<ul style="list-style-type: none">o Students with accommodations/Special Resource Center (SRC) (DSPS) may have less credit hours.- Completed FAFSA or Dream Act equivalent if applicable**- Good academic standing- Do not exceed 90 Compton College degree applicable units- Residency not to exceed three (3) calendar years with an exception that students of high unit majors or DSPS accommodations are to be handled on a case-by-case basis- Satisfactory Academic Progress- Background check clearance- No holds on student's records

Level 4 – Priority	Requirements
<ul style="list-style-type: none">- All part-time Compton College students who meet eligibility requirements	<ul style="list-style-type: none">- Enrolled in 6 credit units (part-time student status)- Completed FAFSA or Dream Act equivalent if applicable**- Background check clearance- No holds on student's records

* All individuals residing in a studio/family unit must be related and part of a nuclear family (as defined below) and there cannot be more than three individuals (regardless of age) in a unit. All individuals residing in a studio/family unit must be registered with the building and receive background clearance. It is anticipated that this number of units available to students with dependents will increase from 30 to 45 over the first five years of operations subject to District approval.

** Complete the FAFSA or Dream Act Equivalent – This requirement will be waived for undocumented students not eligible to complete the FAFSA or Dream Act applications.



Definitions:

Good Academic Standing: A student who is not on academic or progress probation for two consecutive terms.

Nuclear Family: Includes children, parents, and grandparents. "Children" includes any children for which the parents or grandparent have legal responsibility.

Waitlist: As spaces within housing become available, applicants meeting the criteria of Level 1 will be contacted first and then if space is still available, applicants from Level 2 will be contacted. (Three attempts to communicate with waitlisted applicants will be made before moving to the next priority level and then a "closing application" notice will be sent.)



EXHIBIT D – Draft Application and Acceptance Workflow

Compton College Student Housing

****This exhibit does not represent the final approved application and acceptance workflow, but is meant to represent the general expectation of the process and what will be required by the property manager. ****

Purpose

This DRAFT workflow provides a structured process for Compton Community College District and/or the designated Property Manager to follow when receiving, reviewing, prioritizing, and approving or denying student housing applications.

STEP 1: Student Completes Application

- See Application

STEP 2: Property Manager works with District to verify Eligibility and Priority Level

Eligibility Requirements:

- Verify applicant is enrolled or planning to enroll
- Verify applicant will be 18 years old at time of move-in
- Run background check to verify no violent criminal record
- Coordinate with the District to verify no significant disciplinary offenses.

Priority Level Verification

- Priority Level is confirmed (property manager working with the District) based on priority rubric

STEP 3: Offering Housing or Waitlisting

Available Beds:

- Beds will be awarded on a first-come, first-served basis within the priority level. Until [add date] only priority level 1 applicants will be considered.
- Only the first 10 beds (in the studio apartments) are available to students with dependents.
- After [add date], beds will be awarded to all students based on the date of their submitted (and complete) application.
- Continue until all beds are filled.

If No Beds Are Available:

- Place remaining applicants on a waitlist
- Waitlist to be prioritized by date application was received.

**Waitlist Protocol:**

- If a space opens, offer it to the next eligible applicant.
- Attempt to contact them 3 times.
- If no response, move to the next applicant and send a closure notification.
- Multiple applicants may be contacted at once, corresponding with the number of available beds.
- It is understood that in practice, this approach is a bit more nuanced because of the need for appropriate matching of roommates.

STEP 4: Acceptance, Contracting and Move-in**Steps to Finalize Housing:**

1. Send Housing License Agreement to student
2. Student signs
3. Guarantor signs
4. Collect deposit/payment.
5. Confirm enrollment in required units.
6. Verify academic and financial aid status.
7. Conduct final background and hold check.
8. Confirm health documentation.

Once all steps are complete, countersign the agreement and confirm move-in date.

Property Management Staff Review Checklist – For Reference

- [] Confirm student is an admitted Compton College credit student
- [] Verify age (18+) or dependency status
- [] Ensure MMR vaccination and TB clearance provided
- [] Run and review background check
- [] Verify no disciplinary holds on student record
- [] Check enrollment in 6+ credit units (or last term in program)
- [] Confirm good academic standing
- [] Assess for Priority 1, 2, 3, or 4 status
- [] Review supporting program documentation (EOPS, Foster Youth, DSPS, etc.)
- [] Confirm FAFSA/Dream Act completion or valid exemption
- [] Check Pell/CCPG status if required
- [] Validate housing availability or assign to waitlist
- [] Record three outreach attempts if waitlisted
- [] Send offer and collect deposit/payment
- [] Distribute and collect signed license agreement
- [] Verify final enrollment, financial aid, background, and health documentation
- [] Countersign agreement and schedule move-in