

ADDENDUM # 3

Broward County Housing Authority
Solicitation Number: RFP 18-272

Property Management Services

DATE: January 15, 2019

TO ALL PROSPECTIVE BIDDERS

No change in proposal due date – February 05, 2019 at 2:00 PM (EST)

QUESTIONS/CLARIFICATIONS

The following questions (shown in italicized text) were submitted by prospective proposer(s). BCHA's responses are presented here (shown in bold text). The submitters' names and email addresses have been removed due to privacy requirements.

1. *Attachment C is missing, please provide Attachment C as well as any missing or incomplete Attachments.*

Answer: Attachment C is not missing, Respondents must label and submit their Response to the Evaluation Factors 1 through 4 as Attachment C-1, C-2, C-3 and C-4.

2. *Other than scheduled periodic repairs or replacement, provide a list of real and personal property, and asset, in need of repair or replacement and to include water intrusion, mold and mildew, etc.*

Answer: The request is deemed non-essential to the submission of a competitive proposal.

3. *From 2.a and c., clarify that there are eight (8) apartments' communities comprising 811 apartments plus 12 townhouse apartments at Manors at Middle River, a total of nine (9) LIHTC apartment communities and 823 apartments.*

Answer: Manors at Middle River is not a LIHTC property and is not included in this proposal. Only those properties in Exhibit A are to be addressed in the RFP.

4. *From 2.d provide copies of latest certified audited end of year financial statements for each apartment community including Manors at Middle River.*

Answer: Please refer to Addendum # 2 posted on BCHA's website at www.bchaf.org and on Demandstar at www.demandstar.com for the listing of

certified audited year-end financial statement for the LIHTC properties. Manors at Middle River is not included in this RFP.

5. *Explain the intention of 3.3? It is not clear.*

Answer: Clause 3.3 is self-explanatory. "BBC reserve the right to award separate agreements based on criteria that BBC determines to be appropriate."

6. *From 4.1, provide a copy of the Standard Operating Procedures (SOP) suitable to BBC and the SOP currently being utilized?*

Answer: BBC is interested in the Respondent/Proposer companies Standard Operating Procedures for evaluation. The request is deemed non-essential to the submission of a competitive proposal

7. *From 4.2 provide a copy of the Model Lease to be utilized and the Model Lease currently utilized by PMU as required by HUD Handbook, 4350.3 (Handbook) adopted by 26 USC 42 and IRS Revenue Ruling 2004-82.*

Answer: There is no Model Lease required to be used by the LIHTC program.

8. *From 4.2.1.i, provide PMI's file on each property with documentation relating to current resident programs and amenities and in compliance with the recorded LURA and ELIHA.*

Answer: The request is deemed non-essential to the submission of a competitive proposal

9. *From 4.2.1, provide copies of the recorded LURA and ELIHA agreements and any other agreements which affect or may affect management for each LIHTC apartment community including Manors at Middle River, and including a summary of each agreement affecting management of each LIHTC apartment community including Manors at Middle River.*

Answer: Please refer to Addendum #2 posted on BCHA's website at www.bchafi.org and on Demandstar at www.demandstar.com for LURA and ELIHA agreements.

10. *From 4.2.2.b) iii, provide the detailed preventative maintenance schedule currently being utilized for each apartment community including Manors at Middle River.*

Answer: The request is deemed non-essential to the submission of a competitive proposal.

11. *From 4.2.2.b) vi and c) i, are the personal property, equipment and assets including the computers, copiers, printers, software, golf carts, televisions, furniture, supplies, materials, equipment, etc. owned by each apartment community and will PMI turn them over in excellent condition?*

Answer: The request is deemed non-essential to the submission of a competitive proposal

12. *From 4.2.2.b) vi, is the current property manager, Professional Management, Inc. (PMI), going to turn over all properties in Excellent Condition including the seven (7) in-place Resident Programs as required under the recorded LURA and ELIHA?*

Answer: The request is deemed non-essential to the submission of a competitive proposal

13. *From 4.2.2 c) i, provide the detailed list of asset for each apartment community including Manors at Middle River.*

Answer: The request is deemed non-essential to the submission of a competitive proposal

14. *From 4.2.2.c) iv), is the current property manager, Professional Management, Inc. (PMI), going to turn over all drawings and manuals? If so, provide a list of the drawing and manuals for each apartment community?*

Answer: The request is deemed non-essential to the submission of a competitive proposal

15. *From 4.2.2 e), provide a copy of the current Hurricane Preparedness, Business Continuity Plan and Preventative Maintenance Plan for each property.*

Answer: The request is deemed non-essential to the submission of a competitive proposal

16. *From 4.2.3, explain the term "Positive Pay" and specify the criteria and requirements for "Positive Pay"?*

Answer: Positive Pay is a cash management service used by banks to detect and prevent fraudulent check transactions.

17. *From 4.2.5.a) ii, provide a copy of the organizational chart (s) for staffing currently utilized.*

Answer: The request is deemed non-essential to the submission of a competitive proposal

18. *From 4.2.5.a) iii, provide a current itemized list of property staff compensation not included in the salary such as industry standard bonus programs for occupancy, collections, holidays, etc. and include the specific industry standard bonus program (s) and the specific authorization (s) permitting the property manager to*

engage in any industry standard bonus program (s) on LIHTC and federally subsidized affordable housing.

Answer: The request is deemed non-essential to the submission of a competitive proposal

19. *From 4.2.5.a) iv. a, requiring three (3) years' experience is in conflict with 4.2.6a (1) (b) requiring five (5) years' experience. Please clarify and correct.*

Answer: Clause 4.2.5. a (iv) is referring to the minimum years of experience for the property manager and clause 4.2.6.a is referring to the minimum years of experience for the Property Management Company.

20. *4.2.5. b does not list office hours for Manors at Middle River. What are the hours of operation for the office at Manors at Middle River and where is the office located or to be located?*

Answer: The Manors at Middle River is not included in the RFP Please refer to the answer for question 3.

21. *From 4.2.5.c, provide a copy of the most current inspection report of all units, grounds, building exteriors, building systems, and interior common areas at each property that insure compliance with the various programs where applicable including LIHTC, FHFC, REAC, HOME, HUD's Housing Quality Standards (HSQ), as well as applicable federal, local and state code requirements.*

Answer: The request is deemed non-essential to the submission of a competitive proposal

22. *From 4.2.5 e) i), provide a copy of any and all reports made to FHFC including but not limited to Operations Reports, Program Reports, etc. on all apartment communities subject to this RFP.*

Answer: The request is deemed non-essential to the submission of a competitive proposal

23. *From 4.2.6.a, provide a copy of any and all findings made by FHFC to include any uncorrected or outstanding findings on all apartment communities subject to this RFP.*

Answer: The request is deemed non-essential to the submission of a competitive proposal

24. *Neither 4.2.7 nor Attachment E defines the term "Gross Income." Does "Gross Income" include laundry income, water and sewer income as at Progresso Point, late fees, NSF check fees, etc? Is Gross Income limited to actual rental income? Please define "Gross Income."*

Answer: Please refer to Addendum #1, Question 5 and the amended Attachment E posted on BCHA's website at www.bchafi.org and on Demandstar at www.demandstar.com.

25. From 6.3.2 and 8, identify "BBC's Assistant Secretary" and the "Contracting Officer" (CO) by name, direct email address and direct phone number.

Answer: The Assistant Secretary for BBC is Ann Deibert, who is the Contracting Officer as per clause 8.2 of the RFP and as indicated on Attachment F – BBC Form of Contract.

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This addendum **SHOULD** be returned with your Bid on the established due date.

All other terms, conditions and specifications remain unchanged for RFP No. 18-272

NAME OF COMPANY: _____