

ADDENDUM # 1

Broward County Housing Authority Solicitation Number: RFP 18-272

Property Management Services

DATE: January 04, 2019

TO ALL PROSPECTIVE BIDDERS

No change in proposal due date

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. *Are any of the properties subject to BCHA public housing requirement (through RAD conversion, etc.) i.e. grievance procedures, waiting list management/selection, etc.*

Answer: No, the properties are subjected to LIHTC regulations.

2. *On page 10 in the 3rd paragraph from the top, it mentions Business Continuity Plan; can you please advise as to what is needed specifically for this request?*

Answer: This is a plan to continue business after a disaster such as a hurricane, earthquake, fire or other type of disaster that causes damages to the property.

3. *Clause 4.2.5.a (i) states that all staff so hired shall be employees under the Respondent. The Respondent will be responsible for payment of all wages, benefits and payroll taxes for all property employees, subject to applicable Federal and State Labor Laws. Will these expenses come from the operating funds of the property?*

Answer: Yes, expenses for site staff will be covered by the property operating funds.

4. *Clause 4.2.7 in the Note: area, states that any additional fees related to oversight of the management of each property such as subcontractors for compliance or administration should be all inclusive in the management fee. Currently Professional Management, Inc. assesses a \$3.50 per unit per month for compliance monitoring that is separate from the management fee. Would we*

need to modify the total monthly management fee percentage to reflect this compliance monitoring fee?

Answer: Compliance and administration fees on behalf of the management company should be included in the management fee; however, fees assessed to the property associated with monitoring reviews conducted on behalf of FHFC, the Limited Partners and/or Loan Servicer Organization will be paid from the property operating funds. It's up to the Management Company to incorporate compliance fees within the management fee.

5. *Clause 4.2.7 3rd paragraph, states that the proposed percentage of gross income or net cash flow shall be a fixed percentage applied to the individual properties. See Attachment E for Fee Information; Attachment E reflects percentage of Gross Income, but Professional Management ,Inc. calculates from the Net Rental Income which is the Gross Income minus vacancies, minus uncollectible plus miscellaneous income. Can we use this information instead to complete the form?*

Answer: Yes, please refer to the amended Attachment E to reflect the “Gross Income minus vacancies, minus uncollectible plus miscellaneous income.” Replace current Fee Information Sheet (Attachment E) with updated the Fee Information Sheet below.

6. *Clause 6.9.4. – References Public Records: If financial statements are provided from Professional Management, Inc. will they be part of the public record since Professional Management, Inc. is a privately owned company?*

Answer: Yes, if any financial statements are submitted with the RFP, it would be a public record under Florida Law. However, if a proposer were to label or claim the financial information is a trade secret, it must meet the following definition under Florida Law 812.081 Trade secrets; theft, embezzlement; unlawful copying; definitions; penalty:

“Trade secret” means the whole or any portion or phase of any formula, pattern, device, combination of devices, or compilation of information which is for use, or is used, in the operation of a business and which provides the business an advantage, or an opportunity to obtain an advantage, over those who do not know or use it. The term includes any scientific, technical, or commercial information, including financial information, and includes any design, process, procedure, list of suppliers, list of customers, business code, or improvement thereof. Irrespective of novelty, invention, patentability, the state of the prior art, and the level of skill in the business, art, or field to which the subject matter pertains, a trade secret is considered to be:

1. Secret;
2. Of value;
3. For use or in use by the business; and
4. Of advantage to the business, or providing an opportunity to obtain an advantage, over those who do not know or use it

when the owner thereof takes measures to prevent it from becoming available to persons other than those selected by the owner to have access.

Therefore, if a proposer is going to submit information and claim it is a trade secret, then they will also need to agree to indemnify the BCHA from any costs, attorney's fees, and damages in the event the Court finds that the information was not in fact a trade secret.

7. *Clause 7.4 - Evaluation Factor 4 Fee Information; it is referencing Attachment C-5 on this page and on Page 25, it references C-4 and on the Proposal Submission Form – Attachment A; Tab 6 references C-4. We just want to confirm if the attachment relating to the Fee Information should be listed as C-4 vs. C-5.*

Answer: Page 27, Clause 7.4 Evaluation Factor must be changed from Attachment C-5 to C-4.

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This addendum **MUST** 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: _____

**BUILDING BETTER COMMUNITIES, INC.
 SOLICITATION NUMBER RFP 18-272
 REQUEST FOR PROPOSAL
 PROPERTY MANAGEMENT SERVICES**

FEE INFORMATION – ATTACHMENT E

A. Instructions: Please indicate the cost to include all overhead, centralized software and accounting cost.

Low Income Housing Tax Credit (LIHTC) Properties	PERCENTAGE OF GROSS (see below)
LIHTC Properties	_____% / GROSS minus vacancies, minus uncollectibles plus miscellaneous income)

The undersigned certifies that he/she has the ability to sign and bind the firm or company to the services to be performed within the fees proposed.

Signature	
Title	
Date Signed	
Printed Name	
Firm or Company	