

ADDENDUM 2

VENDOR'S INQUIRIES AND CITY'S RESPONSES

Please make the following changes to the above-referenced solicitation:

QUESTIONS AND ANSWERS:

Note: Spelling, grammar, and punctuation of the questions are shown exactly as submitted by the potential respondents.

Question		Answer																																
1.	Attachment A, Questionnaire- Question 8- Should the proforma be combined for all 6 properties? Or separate?	A proforma should be prepared separately for each property, such that there are individual proformas for six properties.																																
2.	What is the current delinquency on each property?	<p style="text-align: right;">Delinquency as of 08.31.2024</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">Ambassador West</td> <td style="text-align: right;">5.59% (\$4,358.71)</td> </tr> <tr> <td style="padding-left: 20px;">Foothills Court</td> <td style="text-align: right;">5.38% (\$3,412.69)</td> </tr> <tr> <td style="padding-left: 20px;">Sahuaro West</td> <td style="text-align: right;">8.53% (\$4,361.832)</td> </tr> <tr> <td style="padding-left: 20px;">Paradise Village</td> <td style="text-align: right;">3.85% (\$1,902.58)</td> </tr> <tr> <td style="padding-left: 20px;">Reflections on Portland</td> <td style="text-align: right;">1.45% (\$234.27)</td> </tr> <tr> <td style="padding-left: 20px;">Windrose Villas</td> <td style="text-align: right;">-0.04% (-0.04%)</td> </tr> </table>	Ambassador West	5.59% (\$4,358.71)	Foothills Court	5.38% (\$3,412.69)	Sahuaro West	8.53% (\$4,361.832)	Paradise Village	3.85% (\$1,902.58)	Reflections on Portland	1.45% (\$234.27)	Windrose Villas	-0.04% (-0.04%)																				
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3.	Are there any past due recerts? If so, how many at each property?	<p>Outstanding Resident Recertifications (as of 09.17.2024)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">Ambassador West</td> <td style="text-align: right;">0 late (100% on time completion)</td> </tr> <tr> <td style="padding-left: 20px;">Foothills Court</td> <td style="text-align: right;">6 (92.68%)</td> </tr> <tr> <td style="padding-left: 20px;">Sahuaro West</td> <td style="text-align: right;">10 (83.33%)</td> </tr> <tr> <td style="padding-left: 20px;">Paradise Village</td> <td style="text-align: right;">0 (100%)</td> </tr> <tr> <td style="padding-left: 20px;">Reflections on Portland</td> <td style="text-align: right;">1 (94.44%)</td> </tr> <tr> <td style="padding-left: 20px;">Windrose Villas</td> <td style="text-align: right;">0 (100%)</td> </tr> </table>	Ambassador West	0 late (100% on time completion)	Foothills Court	6 (92.68%)	Sahuaro West	10 (83.33%)	Paradise Village	0 (100%)	Reflections on Portland	1 (94.44%)	Windrose Villas	0 (100%)																				
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4.	Could you provide a list of the rent-restricted programs at each property?	<p>There are no property-wide, rent-restricted programs at the properties (see question #5), however the City of Phoenix Housing Department is a party to set-aside agreements with external service organizations for certain units as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: left;">Property Name</th> <th style="text-align: center;">Unit Count</th> <th style="text-align: center;">Unit Size</th> <th style="text-align: left;">Rent Restriction (cap max)</th> </tr> </thead> <tbody> <tr> <td>Ambassador West</td> <td style="text-align: center;">6</td> <td style="text-align: center;">1 bdrm</td> <td>10% on annual renewals</td> </tr> <tr> <td>Foothills Court</td> <td style="text-align: center;">3</td> <td style="text-align: center;">2 bdrm</td> <td>10% on annual renewals</td> </tr> <tr> <td></td> <td style="text-align: center;">2</td> <td style="text-align: center;">1 bdrm</td> <td>10% on annual renewals</td> </tr> <tr> <td>Paradise Village</td> <td style="text-align: center;">3</td> <td style="text-align: center;">1 bdrm</td> <td>10% on annual renewals</td> </tr> <tr> <td>Reflections on Portland</td> <td style="text-align: center;">2</td> <td style="text-align: center;">1 bdrm</td> <td>10% on annual renewals</td> </tr> <tr> <td>Sahuaro West</td> <td style="text-align: center;">4</td> <td style="text-align: center;">2 bdrm</td> <td>10% on annual renewals</td> </tr> <tr> <td>Windrose Villas</td> <td style="text-align: center;">2</td> <td style="text-align: center;">2 bdrm</td> <td>10% on annual renewals</td> </tr> </tbody> </table>	Property Name	Unit Count	Unit Size	Rent Restriction (cap max)	Ambassador West	6	1 bdrm	10% on annual renewals	Foothills Court	3	2 bdrm	10% on annual renewals		2	1 bdrm	10% on annual renewals	Paradise Village	3	1 bdrm	10% on annual renewals	Reflections on Portland	2	1 bdrm	10% on annual renewals	Sahuaro West	4	2 bdrm	10% on annual renewals	Windrose Villas	2	2 bdrm	10% on annual renewals
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5.	How many market rate units are at each property?	All units in Group B are considered "market rate," as their rents are not restricted and not subject to external housing affordability restrictions or regulatory requirements. However, on its own accord the City of Phoenix Housing Department limits occupancy to households earning no more than 80% of the Area Median Income and sets rents accordingly.																												
6.	Do the properties have a relationship with the local police department?	<p>In addition to informal relationships with the Phoenix Police Department, individual City properties participate in the Phoenix Crime Free Multi-Housing Program (a three-level certification program). See below for the certification expiration dates.</p> <table border="1" data-bbox="706 638 1507 1268"> <thead> <tr> <th data-bbox="721 669 997 751"><u>Community Name</u></th> <th data-bbox="997 669 1170 751"><u>Phase I</u></th> <th data-bbox="1170 669 1328 751"><u>Phase II</u></th> <th data-bbox="1328 669 1507 751"><u>Phase III</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="721 751 997 835">Ambassador West</td> <td data-bbox="997 751 1170 835">9/20/2026</td> <td data-bbox="1170 751 1328 835">9/1/2025</td> <td data-bbox="1328 751 1507 835">7/5/2025</td> </tr> <tr> <td data-bbox="721 835 997 919">Foothills Court</td> <td data-bbox="997 835 1170 919">11/15/2026</td> <td data-bbox="1170 835 1328 919">4/6/2026</td> <td data-bbox="1328 835 1507 919">1/25/2025</td> </tr> <tr> <td data-bbox="721 919 997 1003">Paradise Village</td> <td data-bbox="997 919 1170 1003">4/24/2027</td> <td data-bbox="1170 919 1328 1003">6/16/2025</td> <td data-bbox="1328 919 1507 1003">3/7/2025</td> </tr> <tr> <td data-bbox="721 1003 997 1087">Reflections on Portland</td> <td data-bbox="997 1003 1170 1087">8/2/2026</td> <td data-bbox="1170 1003 1328 1087">8/27/2025</td> <td data-bbox="1328 1003 1507 1087">1/5/2027</td> </tr> <tr> <td data-bbox="721 1087 997 1171">Sahuaro West</td> <td data-bbox="997 1087 1170 1171">11/16/2025</td> <td data-bbox="1170 1087 1328 1171">3/27/2029</td> <td data-bbox="1328 1087 1507 1171">5/23/2025</td> </tr> <tr> <td data-bbox="721 1171 997 1268">Windrose Villas</td> <td data-bbox="997 1171 1170 1268">9/21/2024</td> <td data-bbox="1170 1171 1328 1268">2/8/2028</td> <td data-bbox="1328 1171 1507 1268">11/29/2024</td> </tr> </tbody> </table>	<u>Community Name</u>	<u>Phase I</u>	<u>Phase II</u>	<u>Phase III</u>	Ambassador West	9/20/2026	9/1/2025	7/5/2025	Foothills Court	11/15/2026	4/6/2026	1/25/2025	Paradise Village	4/24/2027	6/16/2025	3/7/2025	Reflections on Portland	8/2/2026	8/27/2025	1/5/2027	Sahuaro West	11/16/2025	3/27/2029	5/23/2025	Windrose Villas	9/21/2024	2/8/2028	11/29/2024
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7.	What is the current monthly budget for courtesy patrol at each property?	Currently there is no monthly budget allocated for courtesy patrols at any Group B property.																												
8.	Is any service information or maintenance logs available for the chiller systems at Ambassador West Apartments?	Only water treatment reports are available. (See #22)																												
9.	Are there any ADOH units?	Group B does not have ADOH units.																												
10.	What housing programs are at each property?	There are no rent-restricted housing programs at the Group B properties (see question #5).																												



11.	Are the current managers at the properties full time or part time? Do any managers currently oversee more than one property?	Each site in Group B has a full time Manager except for Reflections on Portland, which only has 4 hours per week allocated for Manager and 6 hours per week for Maintenance staff. The staff is currently shared with another site in another portfolio.												
2.	What is the current delinquency for each of the properties?	See question #2												
13.	How many past due recerts are at each property?	See question #3												
14.	What is the occupancy at each property?	<p style="text-align: right;">Occupancy as of 08.31.2024</p> <table> <tr> <td>Ambassador West</td> <td>98.03%</td> </tr> <tr> <td>Foothills Court</td> <td>95.12%</td> </tr> <tr> <td>Sahuaro West</td> <td>91.66%</td> </tr> <tr> <td>Paradise Village</td> <td>93.54%</td> </tr> <tr> <td>Reflections on Portland</td> <td>94.44%</td> </tr> <tr> <td>Windrose Villas</td> <td>100.00%</td> </tr> </table>	Ambassador West	98.03%	Foothills Court	95.12%	Sahuaro West	91.66%	Paradise Village	93.54%	Reflections on Portland	94.44%	Windrose Villas	100.00%
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15.	What major expenses did each of the properties have this year?	<p>Major unanticipated Repairs and Maintenance expenses were incurred this year at various properties, as follows:</p> <table> <tr> <td>Ambassador West</td> <td>Primarily chiller, plumbing issues</td> </tr> <tr> <td>Foothills Court</td> <td>Primarily plumbing issues</td> </tr> <tr> <td>Sahuaro West</td> <td>N/A</td> </tr> <tr> <td>Paradise Village</td> <td>Primarily plumbing issues</td> </tr> <tr> <td>Reflections on Portland</td> <td>N/A</td> </tr> <tr> <td>Windrose Villas</td> <td>N/A</td> </tr> </table>	Ambassador West	Primarily chiller, plumbing issues	Foothills Court	Primarily plumbing issues	Sahuaro West	N/A	Paradise Village	Primarily plumbing issues	Reflections on Portland	N/A	Windrose Villas	N/A
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16.	Are their ongoing maintenance issues occurring at any of the properties?	With properties that are over 20 years old, it is not unusual to have ongoing maintenance issues. These properties have experienced typical plumbing problems.												
17.	What capital expense projects are scheduled for the remaining months of this year, 2025, future for each property?	There will be a combination of exterior upgrades, exterior lighting, roofing, plumbing, asphalt, and painting projects at these sites.												
18.	When were the roofs replaced at each property?	<p>Ambassador West: West building – 2020; East building – Before 2009. Foothills Court: 2011. Sahuaro West: Before 2009. Paradise Village: Before 2009. Windrose Villas: Before 2009. Reflections on Portland: Before 2009.</p>												



19.	Are there any underground leaks currently or this year at any of the properties?	There are no current leaks. Paradise Village has had some leaks this past year.
20.	Are there any courtesy patrols engaged at any of the properties?	See question #6 and #7
21.	Are there any concerns about crime activity on any of the assets?	There are no concerns regarding crime activity at these properties.
22.	Are the plans to begin the replacement of the two cooling towers at Ambassador West in November of this year?	Yes. The City of Phoenix Housing Department is preparing to work with a contractor to either replace the cooling towers or rebuild them this off season.
23.	Would the City be able to access a submission sent via Dropbox?	We would not know that information until we received access to the Dropbox. Any technical glitches or lack of access causing the City not to have access to your proposal by the submission deadline will cause the proposal to be considered late and not considered for evaluation. If your company chooses to use this method, I would recommend submitting a day or two early with a follow up email and call to the Procurement Officer to validate that the City was able to download the complete proposal.
24.	Section 3.3 states checks over \$2,500 require two signatures. Utilities are set up to be autopay by ACH to assure payments are made timely? Many times payments for utilities or other reoccurring cost which may be set-up on ACH will be over the \$2,500. May the these payments be made via ACH which does to allow for two signatures?	<p>Recurring utility or approved budgeted payments made by ACH are not subject to the \$2,500 requirement for dual signatures.</p> <p>Non-recurring and non-budgeted payments over \$2,500 require two signatories, as well as the approval of the City of Phoenix.</p>
25.	Section 7.2. General Liability Insurance - May we receive details on the current General Liability Insurance policies for each asset: 1. Name of insurance company/broker 2. Insurance policy term dates 3. Any past claims on any of the communities which could impact future coverage for the assets	<p>The City understands that the insurance broker for all Group B properties is being currently handled by Brown & Brown (602-277-6672).</p> <p>All polices are scheduled to expire 03/31/25.</p> <p>The Housing Department has no record of recent past claims.</p>



26.	Section 7.3. Property Insurance - May we receive details on the current Property Insurance policies for each asset: 1. Name of insurance company/broker 2. Insurance policy term dates 3. Any past claims on any of the communities which could impact future coverage for the assets	The Group B properties are wholly-owned by the City of Phoenix and are currently insured for <i>property</i> insurance purposes under an alternative City-managed insurance program. At this time, the Housing Department is not requiring the Contractor to procure <i>property</i> insurance coverage (as differentiated from location-specific <i>liability</i> coverage, which <u>is</u> required), however this approach is subject to change in the future.
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The balance of the specifications and instructions remain the same. Bidder must acknowledge receipt and acceptance of this addendum by signing below and returning the entire addendum with the bid or proposal submittal.

Name of Company: _____

Address: _____

Authorized Signature: _____

Print Name and Title: _____