



SOLICITATION ADDENDUM

Solicitation Number: RFP FY20-086-1 (DRW), Addendum #2

Solicitation Due Date: August 8, 2019, 3:00 p.m. Local Time

CITY OF PHOENIX
Housing Department
251 W. Washington Street
4th Floor
Phoenix, AZ 85003

Solicitation Name: PROPERTY MANAGEMENT SERVICES FOR AFFORDABLE HOUSING PORTFOLIO

A. The following clarifications are made to the above-referenced solicitation:

1. Staffing costs submitted shall be firm and fixed for the initial three (3) year contract period and shall be all inclusive, as stated on page twenty-eight (28) of the RFP. Therefore, annual staffing cost provided in your proposal shall include all staffing costs including anticipated overtime. No additional staffing cost will be paid over what is submitted in your offer.
2. Camelback Properties consist of 102 designated senior units of which 15 units are subsidized by project-based Housing Choice Vouchers (PBVs).
3. Currently, some of the senior sites receive transportation services managed by the current property management contractor. As part of this RFP, staffing and costs related to transportation services should not be included. The City will discuss the possibility of continuing transportation services with the awarded contractor for Group A.

B. The following questions and answers are now incorporated as part of this RFP:

1. Must a respondent currently have the number of units under management in this area or would a bid still be evaluated and awarded?

Answer: Yes, a proposer must currently manage a minimum of six (6) multifamily properties in the Phoenix metropolitan area and not less than 400 units in the aggregate. a proposal will not be further evaluated if this requirement is not met.

2. Will copies of REAC's and current financials be available?

Answer: A copy of the latest REAC report is included in this addendum. Current financials will not be provided as part of this process. Contractors should project operating expenses based on similar properties in their portfolios'.

3. What would be the expectations of the Property Managers for supportive and resident services?

Answer: Property Managers are expected to provide holiday parties and monthly resident meetings with refreshments to discuss topics that are relevant to the tenant population and allow residents an opportunity to voice their concerns. WMHC would like property managers to factor the cost of these gatherings in their budget and identify any additional resident services the proposer intends to provide as part of their proposal.



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4. What is the latest REAC scores for the Camelback Properties on the applicable properties?

Answer: The last REAC inspection was conducted on 12/04/18. Camelback Properties received a score of 86b. A copy of the report is included in this addendum. In addition, Camelback Properties is subject to Management and Occupancy Review (MOR) inspections. The last MOR inspection was conducted on 2/06/19. Camelback Properties received an overall score of 80.

5. What is the current staffing on each of the properties?

Answer: The current staffing at each site is outlined in the attached Exhibit I. However, proposers shall submit their proposed staffing plan in their response to Question 8 under Method of Approach.

6. Which assets have leasing offices and maintenance shops?

Answer: The leasing offices and maintenance shops are outlined in the attached Exhibit I.

7. What is the office and maintenance shop current inventory?

Answer: Inventory and final start-up costs will be discussed with the awarded Contractor for each group.

8. What is the current occupancy on each of the assets?

Answer: The current occupancy rates are outlined in the attached Exhibit I.

9. Who will conduct the compliance for the PBV units at the Camelback Properties.

Answer: The awarded contractor will be responsible for conducting PBV compliance for the 15 PBV units.

10. May we receive a 12 month trailing financial for the properties or some type of financial reporting to assist with budget projections?

Answer: Trailing financials will not be provided as part of this process. Contractors should project operating expenses based on similar properties in their portfolios'.

11. Under Section IV - Special Terms and Conditions 6 and 7, Property Insurance and Mechanical Breakdown/Boiler, it implies the Manager is responsible for coverage and cost. Please confirm this is a City/Property cost not manager cost for each of the assets.



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Answer: Under Section IV - Special Terms and Conditions, Section 7 to be replaced in its entirety with "Property insurance must be written on an all risk, replacement cost coverage for the City's property and contents located on City of Phoenix properties."

12. Under Section IV - Special Terms and Conditions 4. Insurance Requirements, the commercial liability insurance for subcontractors at \$5,000,000 can create a hardship for potential subcontractors and eliminate the potential for multiple competitive bids. On the current asset we manage for COP, a memo was given from COP to MEB to allow for a modification of the amount for a reduction from \$5,000,000 to \$2,000,000 for the subcontractor of the Management Company. Note the Management Company was still required to have \$5,000,000. Would this be specified in the current RFP?

Answer: Under Section IV - Special Terms and Conditions, page 33, subsection titled, "SUBCONTRACTORS" is now replaced in its entirety with the following:

SUBCONTRACTORS: Contractors' certificate(s) must include all subcontractors as additional insureds under its policies or subcontractors must maintain separate insurance as determined by the Contractor. However, subcontractor's limits of liability must not be less than \$1,000,000 per occurrence/\$2,000,000 aggregate.

13. Do you have to have your CPM certifications at the time of application?

Answer: Yes

The balance of the specifications and instructions remain the same. Bidder must acknowledge receipt and acceptance of this addendum by returning the entire signed addendum with the proposal submittal.

Name of Company: _____

Address: _____

Authorized Signature: _____

Print Name and Title: _____



EXHIBIT I to SOLICITATION ADDENDUM

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	Occupancy June 30, 2019	On-site Office Staff	Maintenance Staff	Resident Services/Events	House Keeper	Grounds Keeper	Onsite Office Available	Onsite Maintenance Shop
Group A								
Sand Dollar	98.57	1 FTE	1 FTE	8 hrs a month			Yes	Yes
La Cascada I	100	0.5 FTE	0.5 FTE	8 hrs a month			Shares La Cascada II Office	Shares La Cascada II Shop
La Cascada II	91.89	0.5 FTE	0.5 FTE	8 hrs a month	4 hrs a week		Yes	Yes
Deck Park Vista	100	1 FTE	1 FTE	8 hrs a month	6 hrs a week		Yes	Yes
Cypress Manor	100	1 FTE	1 FTE	8 hrs a month			Yes	Yes
Foothills on the Preserve	97	2 FTE	2 FTE	8 hrs a month		1 FTE	Yes	Yes
Group B								
Windrose Villas	99.13	2 FTE	2 FTE	8 hrs a month			Yes	Yes
Foothills Court	98.78	1 FTE	1 FTE	8 hrs a month			Yes	Yes
Paradise Village	97	1 FTE	1 FTE	8 hrs a month			Yes	Yes
Sahuaro West	97	1 FTE	1 FTE	8 hrs a month			Yes	Yes
Ambassador West	98.03	1 FTE	1 FTE	8 hrs a month			Yes	Yes
Reflections on Portland	100	2 hrs a month	12 hrs a month	8 hrs a month			No	Small Room for Minimal Inventory
Group C								
Camelback Properties	99	2 FTE	2 FTE	8 hrs a month	1FTE		Yes	Yes
Paradise Greens	99	1 FTE	1 FTE	8 hrs a month			Yes	Yes
Yale Court	100	0 hrs a month	10 hrs a month	8 hrs a month			No	Small Room for Minimal Inventory
Red Mountain Springs	100	1 FTE	1 FTE	8 hrs a month			Yes	Yes
Desert Meadows	100	2 FTE	2 FTE	8 hrs a month	4 hrs a week		Yes	Yes