

ALDERWOOD WATER & WASTEWATER DISTRICT

J2206 – Property Management

ADDENDUM NO. 1

June 7, 2022

Below are clarifications and answers to received questions regarding the request for proposals for the above referenced project.

- 1. There is conflicting information between the RFP, which states the submittal “shall be 20 - 8.5x11 pages or less, excluding organizational chart, resumes, and cover letter,” and the advertisement, which states the submittal “shall be no more than 20 pages including any resumes and cover letter.” Which is the correct version for proposal packages from applicants?**
 - a. The advertisement is incorrect, the information provided in the RFP itself is the correct information and prevails for the interest of this RFP. Proposers are limited to 20 - 8.5x11 pages or less, excluding organizational chart, resumes, and cover letter.

- 2. If interviews are determined to be needed following the close of the RFP submittal window on June 15, 2022 (4:00 p.m.), will the interviews be in-person?**
 - a. If the RFP committee determines interviews are needed, the venue (in-person or virtual) for the interviews will be determined based on the preferences of the potential candidates, while also taking into consideration any limitations due to public health and the safety and wellbeing of the applicants and the selection committee.

- 3. What information can you provide regarding the specifics of the properties that will be part of the property management portfolio, including facility types, rentable square feet, and lease information?**
 - a. A list of properties, including the type of lease and rentable square feet is attached to this addendum as Appendix A.

- 4. Are applicants required to be MWBE and/or SBE businesses?**
 - a. While not required, minority and women-owned firms shall be afforded the maximum practicable opportunity to compete for and obtain public contracts for services.

- 5. Is it acceptable for proposers to include recommendations for additional services that may streamline and/or enhance the intended services for the benefit of the property owner?**
 - a. It is at the discretion of the proposer applicant to include whatever material they feel best addresses the requirements of the proposal and the scope of work – within the size limitations of the submittal package.

- 6. Will the property owner pay any vendors directly for maintenance and operations, or is it anticipated that the proposing firm selected for the contract be required to pay vendor costs out of pocket and seek reimbursement?**
 - a. The manner in which expenses are coordinated and resolved by the selected property manager and the property owner will be determined at the time of the contract negotiation process and has not been conclusively determined at this time.

- 7. The draft contract reflects compensation for services based on a Guaranteed Maximum Price (GMP), Not-to-Exceed (NTE) basis. May proposers present alternatives to this method such as a task-based service contract or a cost-per-square foot basis as an alternative?**
 - a. The draft contract is a sample provided for reference to assist proposers in formulating a robust proposal in response to the RFP. It is up to the discretion of the proposer what expense methodology they wish to include as part of their proposal (but is not required). This will also be finalized during the contract negotiation process.

- 8. Will the selected proposing property management firm be required to establish an ACH payment system to receive rent funds from tenants and to distribute to the property owner?**
 - a. An ACH payment system is not a required component of this RFP process. It is up to the proposer to submit their recommended best practice for payments, funds distribution, and tenant accounts.

Appendix A

Alderwood Water & Wastewater District Property Information

1. **Building 1** – 7056 sq ft of rentable space, divided into six units.
 - a. One unit is leased by a commercial tenant – 2000 sq ft.
 - i. NNN Lease
 - b. Additional space is occupied by owner and will not be leased.
2. **Building 2** – 2106 sq ft of rentable space.
 - a. Building is rented by one commercial tenant, which occupies the entire building.
 - i. NNN Lease
3. **Building 3** – 3340 sq ft of rentable space, divided into three commercial tenant units.
 - a. Unit 1 – 720 sq ft.
 - i. NNN Lease
 - b. Unit 2 – 1328 sq ft.
 - i. NNN Lease
 - c. Unit 3 – 1292 sq ft.
 - i. NNN Lease
4. **Building 4** – 5734 sq ft. of rentable space, divided into five tenant units.
 - a. Unit 1 & 2 – Commercial – not a NNN lease
 - b. Unit 3 – Residential
 - c. Unit 4 – Residential
 - d. Unit 5 – Residential