



818 S. FLORES ST. SAN ANTONIO, TEXAS 78204 www.saha.org

Procurement Department

ADDENDUM # 1

To: File 1612-958-78-4612
RFP for: Property Management Services for Various Beacon Communities

Pre-Submittal Sign in Sheets are attached.

The following questions are asked:

Question 1: On the property list in Exhibit A, on one page I see that Villa de Valencia is listed and on a couple of the other sheets it lists Villa de San Alfonso which of the sites is to be included for RFP purposes?.

Answer 1: Delete any reference to Villa De Valencia; it is not included in this solicitation. Villa De San Alfonso is included as a part of this solicitation.

Question 2: Do we include our property management agreement in our response?

Answer 2: You may if you desire but understand it is not SAHA's practice to sign agreements that originate from other sources. The property management agreement will be negotiated utilizing SAHA's agreement as the base document.

Question 3: Are any of the properties Tax Credit?

Answer 3: Yes, Villa De San Alfonso. Some properties also include Section 8 and Public housing as well as ADHP, Bonds, Project Based Assistance (PBA), Market, VASH, and SAMs.

Question 4: Are the incumbent vendor's able to respond to this RFP?

Answer 4: Yes.

Question 5: Do you have the format required to upload the data to your JD Edwards Software?

Answer 5: We require all financial reports be submitted in Excel format and SAHA uploads into the JDE system.

Question 6: What is the current fee structure?

Answer 6: We have contracts with 5% of gross monthly collections, 4.5% total monthly income, and 3.5% of monthly gross receipts or a flat fee whichever is greater. Additionally, transition fees and Incentive bonuses are itemized in the existing contracts. The PBA and PH communities have a flat fee structure due to HUD requirements of \$24.80 or \$37.20 per unit based on community size. Converse Ranch I&II have a Market and Public Housing mix, Regan West is PBA, and Cottage Creek is a Market and PBA mix.

Question 7: Do you know if Interviews will be conducted?

Answer 7: Interviews may be required but that decision would be made after the initial evaluation is completed.



Question 8: Do you have more current financials?

Answer 8: The financials included are from our most recent fiscal year. We will explore releasing the available financials from this fiscal year.

Question 9: On P.36 under operations and maintenance, it states that the agent will re-key the entire property within 30 days. Could you clarify if this means all apartments on the property, or if you are referring to all of the common areas?

Answer 9: Common Areas only.

Question 10: SAHA is already a client of ours. In our 3 references, may we use SAHA, or is there a stipulation about that? We did not read anything prohibiting this.

Answer 10: We would prefer clients other than SAHA be utilized as references.

Question 11: Is there anything unique about this portfolio that would require specific training that is not already mentioned in the RFP?

Answer 11: Other than the programs already mentioned which would require a trained staff there isn't anything unique that would require additional training.

Question 12: Can you share the list of bond holders /lenders/ syndicators associated with this portfolio?

Answer 12: At this time the following Frost, Bank of New York, Walker and Dunlop/ Chase/ no syndicators

Question 13: Reference Section C4 (D) – Capacity/Financial Viability: Are you seeking we provide ALL communities that we manage in a particular city and the chain of supervision in that city? When you say time requirements associated with each, how do you wish us to quantify the time spent, do you wish by hours a week or percentage? Are you looking for a supervisors time associated with each?

Answer 13: Yes, provide a list of all communities by city, and the percentage of time required by the regional Manager for each particular portfolio of properties. A percentage of time is acceptable.

Question 14: Reference Section D VII (A)-Invoices: Do you mean that the management company will submit its invoices to SAHA for approval on all operations items? In what instance would SAHA submit a purchase order to the management company?

Answer 14: No, SAHA would require all documents including invoices when the contract terminates or expires at no additional fee. We do not approve invoices or submit for purchase orders. Sub-contracts can only bein 1 year increments and all work over \$2500 must be submitted as 3 comparable bids on a SAHA bid worksheet for our review and approval.



Question 15: Reference Section D X General Conditions (G1) Proposed Fee: Base: Do you mean that the management company cannot bill back the cost of expenses (such as on-site service providers, payroll etc.) to SAHA and must include these costs in the Base Fee?

Answer 15: All operating costs are paid from the operating budget.

Question 16: Reference Section D X General Conditions (G2) Additional: Do you mean that the management company will have to include the cost of training, recruiting, insurance, information technology in its management fee and not directly bill back through operations?

Answer 16: Onsite staff training and recruiting, insurance, and our portion of your software fees will be charged to operations.

By: *Charles R Bode*
Charles Bode Asst. Director of Procurement

Date: Feb 13, 2017

SIGN IN SHEET
 1612-958-78-4612

Property Management Services for Various Beacon Properties
 February 1, 2017

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