



Request for Proposals for Property Management Services of Willowbrook Apartments, Village de Jardin Apartments, and Mid-City Gardens Apartments

Responses to Written Inquiries from Proposers

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All proposers are encouraged to review Addendum #1 to the RFPs for Property Management Services of Willowbrook Apartments, Village de Jardin Apartments, and Mid-City Gardens Apartments for key changes to the RFP which include a new submission deadline for proposals. Proposers should also review Addendum #2 to the instant RFPs for key changes to the RFP which include clarification of the Cost Proposals section of the original RFP. These changes supersede the original RFP and will replace the relevant sections outlined in the Addendum.

The following questions were submitted to the LHC concerning the above-referenced request for Proposals for Property Management Services of Willowbrook Apartments, Village de Jardin Apartments, and Mid-City Gardens Apartments, originally published on March 13, 2024.

1. The RFP reads that “Proposers must submit the expected Management Fee, presented as a percentage of gross rental receipts. The cost proposal must provide the basic fee structure and indicate the hourly rates of the various staff members”. Three (3) terms relating to the management fee appear in the RFP – “Management Fee”, “Total Management Fee Cost”, and “Management Fee Costs”.
 - If “Management Fee” is defined as “percentage of gross rental receipts”, is “Total Management Fee Cost” the sum of the “Management Fee” plus the “hourly rates of various staff members”, including benefits,
Response: No, the “Management Fee” on pg. 27 of the RFP should be provided as a percentage. This section of the Cost Proposal will only be scored based on the percentage provided. The Cost Proposal section of the proposal response should further include the overall fee structure that the proposer is requesting and hourly rates of staff members who will be involved in the management of the property.
 - Are the terms “Total Management Fee Cost” and “Management Fee Costs” synonymous,
Response: Yes. Please see Addendum #2 for a clarification to this term. The Management Fee Costs, should be the Management Fee proposed by the proposer to

manage the property and should be provided as a percentage of total monthly gross receipts.

- If “Total Management Fee Cost” is the sum of “Management Fee” plus “hourly rates of various staff members”, including benefits, the computation of “Percentage (of total monthly gross receipts)” would require the use / knowledge of the “total monthly gross receipts” that the Corporation will use in its computation. Is that number available?

Response: As answered, above, the “Total Management Fee” cost is the management fee percentage only. It does not include “hourly rates of various staff members” and/or benefits. The “total monthly gross receipts for the properties for the most recent available month are as follows:

Mid-City Gardens:	\$45,189
Village De Jardin:	\$183,052
Willowbrook:	\$314,997

2. The RFP reads *“Additional Costs (10 points MAX)”*.

- Are “Additional Costs” solely the sum of “Administrative Fee” plus “Accounting Fee”?

Response: Yes, for the purposes of scoring the cost proposal section of the RFP the “Administrative Fee” and the “Accounting Fee” should be expressed as a flat monthly rate.

3. The RFP reads *“Each Cost Proposal must also include a detailed listing of all expenses or fees that the Proposer deems as Additional Services which are to be paid directly to a subcontractor of vendor. These expenses shall be based on the actual costs incurred with no mark-up for overhead and / or profit allowed. If periodic building-related services (e.g. electricians, plumbers, etc.) are to be provided by subcontractors, a list must be provided that includes titles and respective hourly rates. Any expenses not specifically included will not be eligible for reimbursement and must be absorbed by the Management Fee. The Corporation reserves the right to refuse any subcontractor and / or limit the work performed by the subcontractor as needed”*.

- Please define “Additional Services”? Is “Additional Services” intended to encompass all services occurring on the property that are not performed by employees of Rampart (Contractor)?

Response: Yes, additional services encompasses all services occurring on the property that are not performed by employees of the proposer.

- Please define “periodic”, which is commonly understood to mean, “occurring or recurring at regular intervals”. Would monthly payments to a Security Company be considered as “Additional Services”?

Response: Periodic means occurring or recurring at regular intervals. Monthly payments to a security company can be considered an additional service.

- In the normal course of property management – electricians, plumbers, HVAC – technicians (collectively “The Trades”) are employed. Often The Trades may bill by the job and billing may include “a trip charge”, “parts” and “multiple” hourly rates or no disclosed hourly rate based on the needed expertise of the technician providing the service. Can the scope of this request be narrowed?

Response: The proposer should state what it considers the most appropriate method for determining a reasonable fee for this representation and can state the rationale for this determination. See Addendum #2 for a revision to the scope listed in #3 above.