

REQUESTS FOR PROPOSALS

for

Property Management Services

of

Willowbrook Apartments, Village de Jardin
Apartments and, and Mid-City Gardens Apartments

Addendum No. 2

Published April 17, 2024

Date RFPs Published: Wednesday, March 13, 2024

Deadline to Submit Proposals: Tuesday, April 30, 2024 by 4:00P.M. Central Time

To All Applicants:

This addendum is being issued to clarify, add, delete, correct and/or change the Requests for Proposals for Property Management Services of Willowbrook Apartments, Village de Jardin Apartments, and Mid-City Gardens Apartments (RFPs) to the extent indicated herein and is hereby made a part of the RFP documents on which the contract will be based. Any modifications/changes made by this addendum affect only the portions or paragraphs specifically identified herein; all remaining portions of the RFPs, including those addressed through previously-issued addenda, are to remain in force. It is the responsibility of the applicant to conform to this addendum.



1. Section V, "Proposal Response Format", Subsection H "Cost Proposal" (pages 25-27) is hereby revised to clarify the cost proposal requirements and format, and shall now read as follows:

H. Cost Proposal

The Proposer should state what it considers to be the most appropriate method for determining a reasonable fee for this representation, and state the rationale for this determination.

The LHC will NOT reimburse any expenses related to Contractor(s)'s transportation under the Contract (e.g. mileage, parking, etc.) for travel to LHC's offices. Travel time approved by the LHC shall be paid in accordance with the actual billable rate in the contract. Travel expenses directly related to field travel on behalf of LHC must be pre-approved and will be paid in accordance with PPM 49, State Travel Regulations. No other travel expenses will be reimbursed under the contract.

Taxes. Any taxes other than State and Local Sales and Use Taxes, from which the State is exempt, shall be assumed to be included in the Proposer's costs.

Other Direct Costs (ODC) -- Potential costs and/or charges, if any, for any and all proposed services associated with the implementation and administration of this RFP which should be considered by the Corporation shall be submitted in the proposal. If ODCs are required, they must be approved in advance of purchase by the LHC. Prior to the purchasing or leasing any ODCs, the Contractor(s) shall provide a list of ODCs to the LHC. The LHC will review that list and will either (a) authorize the Contractor(s) to purchase, obtain or lease the items or services and submit that expense for reimbursement (with proper documentation), or (b) deny the request. For any such purchases, LHC and/or federal procurement guidelines, if applicable, must be followed.

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 or 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, proposers should note that rates may vary based on the repairs needed. Any substantial repairs to the property by third party craftsmen or tradesmen must be reviewed and approved by the LHC. The Corporation reserves the right to refuse any subcontractor and/or limit the work performed by the subcontractor as needed.

The cost of services is one of the factors that will be considered in making an award(s). The information requested in this section is required to support the reasonableness of the Proposer's fee schedule.

Proposers must submit the expected Management Fee, presented as a percentage of gross rental receipts. The cost proposal must provide the overall fee structure that the proposer is requesting and indicate the hourly rates of staff members who will be involved in the management of the property. An organizational chart for all staff necessary for the performance of the duties listed in this RFP should also be included, including a schedule of wages and salaries for those included on the organizational chart.

The cost proposal should state assumptions on which the firm's fee would be predicated and any factors that would change the actual fee. The Proposer should state what it considers to be the most appropriate

method for determining a reasonable fee for this representation, and state the rationale for this determination.

The cost proposal shall also include any and all costs the Proposer desires to have considered in any contract entered into with the LHC.

Operational projections shall include an operational cost for the first year of the contract, which shall include projections for all necessary management, staffing, overhead, for management of the property for 6 months, 12 months, and 2 years.

Supplemental Management Fees. In the case of a natural disaster or other disaster such as a fire that generates real property damages in excess of one hundred thousand dollars (\$100,000.00), the Corporation and Contractor shall meet and re-negotiate a fee structure agreeable to both parties for an interim recovery period. Additional compensation may be given to the Contractor, depending on the necessary Property Management/Maintenance and/or Project Management/Maintenance services.

The Proposer shall provide the total cost for providing all services set forth in the table below. Rates are expected to be fully burdened and include all labor, office supplies and project expenses to provide the service. All required publications will be considered as an “other direct cost” and will be billed at cost.

For the purpose of scoring the Cost Proposal section of the RFP, the LHC will be considering the costs below:

Management Fee Costs (40 points)

Management Fee	Percentage (of total monthly gross receipts)
Management Fee	

Additional Costs [not included in the Management Fee] (10 points)

Service	Fee Amount (per month)
Administrative Fee	
Accounting Fee	

Cost Proposals will be evaluated and an absolute score calculated. Points will be assigned for cost using a calculation-based evaluation process based on the total costs from the pricing submitted by each Proposer.

The Cost Proposal will be scored separately using the following methodology:

- The lowest Proposal will receive 100% of the available points for the cost component
- Remaining Proposals will receive points based upon the following formulas:
 - Management Fee Costs = (Lowest Management Fee Costs/ Management Fee Costs of Proposal Being Evaluated) multiplied by 40

- Additional Costs = (Lowest Total Additional Costs/Total Additional Costs of Proposal Being Evaluated) multiplied by 10

Scores for all components will be added together to determine the total Proposal Score.

EVALUATION CRITERIA	MAXIMUM SCORE
Corporate Background and Experience/Proposed Staff Qualifications	40
Approach and Methodology	60
Cost Proposal <ul style="list-style-type: none"> ▪ Management Fee Costs (40 points MAX) ▪ Additional Costs (10 points MAX) 	50
TOTAL SCORE	150