RFP Addendum # 2

Request for Proposals for

Property Management Services

SHA Solicitation #4960

# Date of Addendum # 2: May 5, 2017

The Request for Proposals (RFP) for the above named project is amended as noted in this Addendum. This Addendum consists of two pages.

This Addendum lists questions received and SHA’s responses (see Item 1 below).

**Item 1**. The following is a list of questions received and SHA’s responses to those questions.

Question 1. What are the funding structures/income limits and certification requirements (WSHFC/CTED/Office of Housing/etc.)?

*Response: The properties are financed with tax-exempt bonds and as a result there is a State requirement that 50% of the units serve households of 80% AMI or less.*

Question 2. Are there any set asides and/or restrictions (elderly/disabled/large family/homeless) on the units?

*Response: Market Terrace is a elderly/disabled building.*

Question 3. Is there an office on site?

*Response: Market Terrace is the only building with an office.*

Question 4. Does the current manager live on site?

*Response: See below:*

*Telemark Yes*

*Market Terrace Yes*

*Montridge Arms Yes*

* *Main Place II Yes*
* *Main St. Apts. No*
* *Yesler Ct. No*
* *There is a team of two that manages these buildings.*

Question 5. Are these buildings current managed by a third party agency or SHA?

*Response: Third party company.*

Question 6. What was the vacancy & occupancy rate for the last two years?

*Response: See table below:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | ***2016***  ***Vacancy***  ***Rate*** | ***2016 Occupancy Rate*** | ***2015***  ***Vacancy***  ***Rate*** | ***2015 Occupancy Rate*** |
| *Telemark* | *4%* | *96%* | *16%* | *84%* |
| *Market Terrace* | *3%* | *97%* | *7%* | *93%* |
| *Montridge Arms* | *18%* | *82%* | *27%* | *93%* |
| *Main Place II* | *0* | *100%* | *0* | *100%* |
| *Main St. Apts.* | *8%* | *92%* | *12%* | *88%* |

Question 7. Is there any differed maintenance or upcoming capital projects?

*Response: Yes, there are several approved capital projects for each building. Some work would be completed by Seattle Housing Authority. Other jobs would be the responsibility of the selected management firm to secure an appropriate vendor to complete the work and manage the project from beginning to completion. These projects are expected to start/continue throughout the term of the contract.*

Question 8. Are these properties long term holds for SHA, or is there any intent to dispose of them in the future?

*Response: Long-term holds.*

END OF RFP ADDENDUM # 2