

**Housing Authority of the City of Alameda
Property Management RFQ**

**Addendum #1
8/30/2022**

As we prepare for the AHA Pre-Bid Conference, we wanted to offer the following RFQ clarifications

1. Does the portfolio outlined in the RFQ consist of Public Housing?
 - None of the properties listed in the RFQ are Public Housing. While the properties are income and rent restricted, AHA properties are more like those owned and managed by a not for profit housing organization, like Eden Housing or EBALDC.
 - The portfolio the is largely owned or controlled by AHA’s nonprofit affiliates – Alameda Affordable Housing Corporation and Island City Development. Three of the properties are LIHTC properties, with AHA acting as a minority owner.
 - In some cases, AHA (acting in the capacity of a housing authority subsidy administrator) issues project-based and tenant-based rent vouchers, but this is no different than a rent subsidy that the property owner and manager might receive for a not for profit or for profit housing provider.

2. Will “Prevailing Wage” be required for maintenance and capital repairs at under this contract?
 - No – Property management services under this RFQ will not trigger prevailing wage for management agents. For construction projects that are determined to trigger prevailing wage, the Housing Authority's construction or portfolio management staff will lead and carry out all prevailing wage compliance.

3. Do properties have separate budget and financial reports, or are communities combined?
 - Several scattered-site properties are combined into a single property entity for budget and financial reporting.
 - With the exception of the scattered-site units, each property has its own budget and financial reports.

4. Can AHA provide the salary ranges for current positions?
 - The salary ranges below reflect 2022 positions as well as the range of units currently covered by each position. The salary range contains only the base salary and does not include fringe benefits, health insurance and payroll taxes.
 - Some positions are “live-in” positions with a rent-free 2-BR unit assigned to employee. More detailed salary information will be available to management agents later in the process.

	Units Covered	Salary Range
Property Manager	72-146	\$60,000 - \$66,000
Assistant Property Manager	88-146	\$33,000 - \$51,000
Maintenance Tech Supervisor	118-146	\$56,000 - \$62,000
Maintenance Tech	72-146	\$48,000 - \$51,000
Janitor	118±	\$37,000 - \$44,000

5. Can the new management agent offer employment to existing staff?
 - The new management agent may retain existing staff if both the agent and the staff choose to do so. The new management agent is under no obligation to retain staff, but AHA (supported by the outgoing management agent) is requesting that any staff who are interested in staying with the portfolio be afforded an interview with the new management agent.

6. Will HUD Management Certificate be required for any of the AHA sites included in the RFQ?
 - We do not believe that HUD clearance is required as none of the properties included in the RFQ are HUD-funded through the multifamily program. Subsequently, we will request a HUD 2530 form from finalists only if HUD indicates that it is required.

7. Will TCAC approval of new agent be required?
 - Yes – Because three of AHA’s properties are LIHTC, TCAC requires certain LIHTC management experience. The link below provides information on TCAC’s management agent requirements. <https://www.treasurer.ca.gov/ctcac/compliance/memos/memo-management-change.pdf>

8. How will management fees be evaluated? Are there any regulatory (HUD, TCAC, etc.) restrictions in place on AHA properties?
 - AHA will request a management fee proposal from finalists later in the process.
 - While the fees are not governed by HUD regulation, AHA will request fee proposals that are reasonable and competitive. We expect to use HUD Management Agent’s Handbook (4381.5 Rev-2) as a guide when determining which costs must be charged to fee income and which can be charged to the project operating account. More on this when we request Fee Proposals from finalists.

9. Do the properties include union positions?
 - No, none of the current positions or employees are covered by collective bargaining.