

**City of Alameda Housing Authority – Property Management RFQ**  
**Summary of Questions/Answers from Pre-Bid Conference September 1, 2022**  
**Addenda 2 (V1)**

Q1: How are the scattered site properties structured, operated, and staffed?

A: The scattered site portfolio consists of 52 units at 8 sites. The scattered site properties are operated under a single budget and as one property for financial reporting purposes. The scattered site portfolio shares one manager, who also covers another property. All scattered site properties are located geographically close to one another, and all are located on the 5 mile by 2 mile island of Alameda.

Q2: What is the predominant software used across portfolio? Q9: Expectation to continue using the software?

A: The outgoing management agent has been using Boston Post for all properties. AHA currently uses Yardi for remaining two properties and all accounting and would prefer the new management company to use Yardi; however, it is not required.

Q3: What current resident services are offered to AHA residents, and what will be the Service Coordinator to Resident ratio for future Permanent Supportive Housing (PSH)?

A: AHA currently offers resident services to all residents and voucher holders through a contract with LifeSTEPS ([www.lifestepsusa.org](http://www.lifestepsusa.org)). For the PSH properties in development (and anticipated to come online in 2025), we expect that the service coordinator to resident ratio will be 1 Service Coordinator to each 15 residents.

Q4: Does AHA have any “Good Neighbor Agreements” in place for properties/communities?

A: No formal “Good Neighbor” agreements have been necessary, as AHA maintains an active cooperative relationship with the communities where our properties are located and works closely with the City and the business community. AHA may establish a more formal “Good Neighbor” agreement for an upcoming adaptive reuse that will be completed and come online in mid-2023.

Q5: Please provide more information on “Conventional” properties and LIHTC properties. Q7: Requirement for annual recertification? Tracked by third party?

A: Conventional properties listed in the RFQ are owned by AHA rents restricted to 80% AMI. Annual Recertifications are required, largely to qualify the property for Welfare Tax Exemption. These recertifications mimic the TCAC certification model.

Q6: Does AHA have any plans to restructure any properties to add affordability?

A: As the portfolio list in the RFQ indicates, AHA has five upcoming properties in various stages of development, with one scheduled to come online in mid-2023, and four others with anticipated completion/lease-up of 2025. AHA is continually seeking funding sources to provide further affordability and resources to the communities they already own. Currently, we don’t anticipate a syndication over the next 3-5 years. AHA’s three LIHTC properties are early in the initial compliance period and no resyndication is expected during the initial term of this management contract.

Q8: Does AHA require third-party review of new Certification and Recertification paperwork?

A: AHA will require external review of new move in paperwork and has established a contract with a third party vendor to do an annual review of certifications on 10% of each property.

Q10: Does AHA have Capital Needs Assessments for the properties?

A: Capital Needs Assessments for all properties are nearing completion, and should be available to management agents for most properties by January 2023.

Q11: Can management agents submit a proposal for the existing properties and decline to bid on upcoming communities, and vice versa?

A: Management agents do not need to bid on the entire portfolio (existing/upcoming). AHA has an interest in engaging fewer agents with a larger portfolio of units, but we recognize that management agents have a better understanding of their strengths (family, senior, permanent supportive house). Management agents should propose the combination of properties that they believe provides the strongest proposal to AHA.

*\* In addition, the wrong sample property management contract was attached to the original RFQ. The updated version has now been uploaded to the website. Discussion on the contract will take place at a later date with finalists and this is for information only at this time*

Please note the deadline for further questions has changed to **Sunday September 11<sup>th</sup>, 2022 at 5:00 PM.** These questions should be sent to Jack Geary (jack.geary@outlook.com) and CC'd to Stephanie Shipe (sshipe@alamedahsg.org).