

DCAM-23-NC-RFP-0004 | REQUEST FOR PROPOSAL ('RFP')

Real Estate Brokerage and Advisory Services

ADDENDUM NO. 01 - EXHIBIT C

NO.	QUESTION	ANSWER
1.	Will a list of the participants who attended the Pre-Proposal Conference held February 13 be provided, including those who attended by phone?	Yes. Please refer to Addendum No. 01, Item No. 02.
2.	Will an inventory of the commercial lease portfolio managed by the Department of General Services showing key information such as address, square footage, expiration date and current rent be provided to bidders prior to the submission date for proposals?	Yes, Please refer to Addendum No. 01, Item No. 05
3.	What is the basis for the firm-fixed commission rates specified in the RFP? Would the Department of General Services consider alternatives that increase the financial concessions to DGS in the form of rent abatement, TI allowances and/or project management credits?	No, the Department will not consider alternate pricing structures. The commission rates are in line with market and the tiered structure provides the District with needed financial concessions.
4	The Price Proposal template, as reflected in Exhibit J.4, includes Fixed Commission Rates for transactions by size. This covers Task 1. Brokerage Representation, however the contract requirements in Section C.5 include three other tasks: Task 2. Real Estate Advisory Services, Task 3. Lease Abstraction Services, and Task 4. Additional Government Relations Services. Is the expectation that these services would be provided as needed in the course of representation? If not, could DGS confirm the fee structure and pricing template for these baseline tasks?	These services in Tasks 2, 3 and 4 would be provided as needed during the course of representation. There is no fee structure for these tasks as they would be provided as part of earned commissions.
5	Section H.9.1.4 - This section references exceptions included in sections H.9.1.5 and H.9.1.7, however sections H.9.1.5 and H.9.1.7 are not present in the RFP. Please clarify whether these sections will be included in an addendum.	Please refer to Addendum No. 01, Item No. 06

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6	Section H.9.2.1 - This section states that a DSLBD waiver has been approved for this contract. Please confirm, and if this is the case, please provide the DSLBD Waiver Justification Memo.	Section H.9.2 - H.9.2.2 are only applicable where a waiver of the mandatory subcontracting requirement is waived by the Director of DSLBD as stated in Section H.9.2. No waiver was granted by DSLBD thus Section H.9.2 - H.9.2.5 are not applicable.
7	Section H.9.2.2 - B.6.1 provides that a CBE Prime is exempt from the subcontracting plan requirement, which appears to be inconsistent with H.9.2.2. Please clarify.	SBE firms are NOT required to subcontract; however, if the firm desires to subcontract, the firm shall be governed by the rules of subcontracting no less than 35% to an SBE firm first and if there are insufficient SBEs to completely fulfill the requirement, then the subcontracting may be satisfied by subcontracting 35% of the dollar volume to any qualified certified business enterprises (CBEs).
8	The solicitation states that the contractor "shall request a fixed commission rate of up to 4% from the landlord...". The solicitation then goes on to restrict the commission the contractor can receive per the schedule noted in Section B.4.I. 1-3. Can you please explain how the Department of General Service ("DGS") calculated and proposed the modified commission as noted in Section B.4.I. 1-3? Can you explain why the commission amount is restricted to an amount under the 4% rate that is allowed to be requested by the contractor?	The tiered commission structure provides the District with needed financial concessions including additional rental abatement, tenant improvement allowance and project management credit. This structure was designed understanding that negotiated lease concessions are not sufficient to address overall tenant improvement costs.
9	Please send the lease abstracts and leases for all active DGS leases and all 3rd party leases in DGS owned assets. Please include unredacted information to include, but not limited to the following: 1. Address, 2. Square footage, 3. Tenant Entity, 4. Expiration Date, 5. Base Rent schedule, 6. Allowable passthrough expense schedule, 7. Landlord options : a. Sublease, termination, expansion, contraction, renewal, recapture, 8. Tenant options: Sublease termination, expansion, contraction, renewal, recapture. 9. Concession or inducements package provided, 10. Fee earned by the contractor. Please also send the lease abstracts and leases that have been restructured in the past 24 months.	Request for all expired, current and or active contracts must be requested via the formal FOIA process. Please visit the Departments website to access the FOIA request portal.
10	What projects are anticipated to be executed on DGS' behalf in the next 36 months? Please include the address, agency entity, square footage, lease expiration date, and other relevant lease information that would generally be required to understand the current situation.	Please refer to Addendum No. 01, Item No. 05