

Northland – Beltline Corridor Property Management And Leasing RFP Q & A

Q: Is this a public bid? Do you have a list of current bidders?

A: Yes, this is a public bid. The RFP was sent out to Pyramid Brokerage, WindsorTurner, Comvest Real Estate Management, CBRE, Montante, HUNT, Ciminelli, Ellicott Development, Calamar Property Management Group, and Blaine Realtors.

Q: Militello Property Group includes JR Militello Realty (leasing and commercial brokerage) and Property Management Services (rent collection, facility management, general building maintenance, and construction management advisor). We will provide separate pricing for each service. Is that correct?

A: That is ok. BUDC preference is not to sperate out the two (2) scopes of services with two (2) different firms.

Q: What the annual rent revenues of the complex are/have been historically?

A: Northland Campus Rents:

<u>Address:</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>
683 Northland	\$1,373,805	\$1,466,336	\$1,390,764
612 Northland	\$71,088	\$61,940	\$11,940
714 Northland	<u>\$74,501</u>	<u>\$79,420</u>	<u>\$79,420</u>
Total NL:	\$1,519,394	\$1,607,696	\$1,482,124

Q: How many responses are you expecting?

A: BUDC is expecting at least 4 responses.

Q: Top three goals/objectives' Buffalo Urban Development Corporation would like to see out of the partnership.

- A: 1. Continue the mission of creating an advanced manufacturing hub by strengthening relationships with new and existing industrial tenants to continue to locate at Northland**
- 2. Maintain maintenance and preserve buildings to facilitate in revitalizing the surrounding neighborhood**
- 3. Maximize partnership to deliver exceptional service to our tenants while recognizing BUDC is a non-profit who has a limited budget**

Q: Hiring existing maintenance/engineering staff. We would assume cost, will that be shared? We wouldn't want to provide an offer and it's less than what they are receiving?

A: Employee 1: \$29/hr

Employee 2: \$19.50/hr

Q: Under section 2.1 page 15 “Vendor shall provide all personnel salaries including vendors/subcontractors. If we are bidding services to perform, ie., snowplow, landscape, janitorial etc. They would be a total contract cost not individuals hired directly. Are you preferring we hire additional staff to perform these services verse contract out?

A: Correct, total contract cost. There is no preference for BUDC. Whichever provides the best service and value to the project.

Q: Can we receive a copy of the most current rent roll?

A: Northland Campus Rents:

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Q: Section 2.5 for General Building Maintenance. States “At Customers Expense” if these are NNN leases, we bill the customer directly for any maintenance services and they pay Montante? Can the lease R&M language be shared? Are the tenants able to hire on their own based on their lease?

A: Northland Staff maintains interior and exterior common spaces. Tenants maintain their leased premises with their own staff or vendors.

Q: Section 2.3 “Financial Management” What is the current method of payment for each tenant? And how would we facilitate deposits to your account once payment is received. I.e. if the tenant pays by check will we have a deposit slip book or check scanner to deposit funds to your account?

A: Tenants remit payment to BUDC directly usually by check. Property manager bills.

Q: What is your definition of a conflict per page 6?

A: A conflict according to page 6 if “bidder” (Vendor) owns property in the existing Northland project area.

Q: Can you confirm the timing of spaces becoming available?

A: Phase 3 of Northland redevelopment that includes 537 E. Delavan and 612 Northland 'B' building construction phase is expected to start August 2024 and be completed by February 2026. Phase 4, 631 Northland has no start date at this time.

Q: How many responses are you expecting?

A: BUDC is expecting at least 4 responses.

Q: Are we handling renewals on behalf of landlord?

A: Yes

Q: Are you still accepting bids for the RFP?

A: Yes

Q: How many companies have bid on this?

A: Bids are due November 8.

Q: Which companies have bid so far?

A: N/A. Bids are due November 8. The RFP was sent out to Pyramid Brokerage, WindsorTurner, CBRE, Montante, Ciminelli, Ellicott Development, Calamar Property Management Group, and Blaine Realtors

Q: BUDC said on the tour they would provide current contracts – will these be provided to respondents?

A: BUDC will not provide current contracts. Sorry for the miscommunication.

Q: Can you confirm the number of PM staff members/site engineers currently working on-site?

- a. Are they hourly, salaried? **A: There are two (2) full-time PM staff on-site. The PM staff are hourly.**

Q: How are subcontracted invoices paid? (Does the PM provided float the money and get reimbursed?)

A: BUDC pays for contracted services. Property management company coordinates procurement with BUDC.

Q: Do we manage design and buildout in tenant spaces?

A: Northland staff maintain interior and exterior common spaces. Tenants maintain their lease premises with their own staff or vendors.

Q: Hours the current staff covers 6-11pm?

A: Property management staff manages the building from 7am – 3:30pm Monday through Friday.

- a. Who pays this staff? **A: Property management staff manages the building from 7am – 3:30pm Monday through Friday.**
- b. Does the current staff take the 24/7 calls? **A: Yes.**

Q: Is January 1, 2024 confirmed as the start date for PM and leasing services?

A: There is no concrete start date for the new property management company. New property management company is able to start on/before January 1, 2024 will be able to.

Q: Can you provide a list of all current vendors?

A: ACE Elevator Inspection Corp., Mollenberg-Betz Inc., Crown Castle, Davis-Ulmer, Dobmeier Janitor Supply, Landscape Associate of WNY – snow removal, Modern Disposal, etc.

Q: Are any tools/equipment currently used/on-site staying with the Northland assignment?

a. If not – what tools are needed to be acquired?

A: Yes. Power tools and basic hand tools, lawnmower, “weed whacker”, sockets, cleaning supplies, Kubota, etc.

Q: Is there a limit to the number of vendor contracts that can be signed?

A: No.

Q: Is there a fund set aside for emergency situations?

A: Northland has an operating reserve set up and funded which would cover emergency situations if needed.

Q: Are there copies of all old/previous maintenance records?

A: Yes.

Q: What are the current normal working hours for the occupied buildings?

A: Monday – Friday 7am – 5pm.

S: CBRE is responding to this RFP. CBRE Upstate does leasing and Comvest is my property management company. I want to recuse myself from anything related to this as a BUDC board member.

R: CBRE/Comvest would not be prohibited from bidding on or being awarded the work provided appropriate disclosures/reviews are conducted. Any potential conflicts should be disclosed in the RFP response. BUDC’s board or committee of the board would respond to the conflict or potential conflict after the bids are received as part of the review process.