

## Property Management and Brokerage RFP Questions and Answers

Is there any responsibility for the actual garage(s)/parking or is that being handled by a separate parking management company?

There is no responsibility for the actual garage(s)/parking. This is handled by our office.

What are the remaining terms of any retail or office tenants that are in place?

Term end dates- 2 in 2023, 1 in 2024, 3 in 2025, 3 in 2026, 1 in 2028. Our organization occupies 5 units.

Do they have renewal options?

Yes, 1- 5 yr

Are they in good standing?

Yes

Does the current broker have any agreement that would entitle them to commissions if renewals were executed?

No

Regarding the three-year contract for both management and brokerage, is there standard termination language for both parties that the City will require?

After first 1 year term, either party may cancel at any time upon 90 days prior written notice.

Would it be possible to get a copy of the following items for each property:

1. 2022 and 2023 Budget.
2. Monthly Report for December 2022 and January 2023 to include, but not limited to:
  - Executive Summary • Rent Roll • Aging Detail • Leasing Activity Report/Critical Dates • Balance Sheet • Income Statement • Receipt Register • Check Register • AP Expense Distribution • Budget Comparison • Bank Statement and Reconciliation • General Ledger
3. Common Area Maintenance (CAM) calculation excel workbook or PDFs and tenant billings statements from 2020–2022-year end reconciliations. Any information on base year/caps.
4. Copy of leases or lease abstracts and parking agreements.
5. Parking garage contracts with vendors.
6. Historical maintenance and preventive maintenance reports.
7. Report of maintenance work orders submitted in past 3 years.
  - Number of maintenance hours provided each week.
8. Preferred vendor list.
9. Contracts on all mechanical items.
10. Service Agreements

11. Brokerage-vacancy report for available office and retail space.

12. Copy of current security for tenants and patrons needs/requirements.

We will not be providing any requested documents, however, the fiscal year runs July 1 – June 30 so we are in the process of preparing the 2024 budgets, projected annual income and recoverable expenses are:

Chouteau Center - \$390,000/\$7.87

Central DT - \$170,000/\$2.20

Argyle - \$35,000/\$2.06

Justice Center - \$88,000/\$1.14

Can we schedule tours of the properties?

We will hold a property walk through on Friday, March 3<sup>rd</sup>, starting at 10:00 a.m. Please meet in the Chouteau Building lobby. 133 S. 11<sup>th</sup> St.