

## RFP QUESTIONS AND ANSWERS TWO – June 23, 2020

The following is a compilation of questions with answers to each which questions were received by more than one RFP recipient. Responses may be from a single broker or, collective, from more than one broker.

1. Are there other commercial real estate brokerage services that may be required pursuant to this RFP, or are leasing services the only service being requested?

Only leasing services described are being requested in this Request for Proposals. Other services may be proposed by broker.

2. Is there a desired tenant ratio mix between non-profit and commercial tenants either on a numerical basis or square footage basis?

It is anticipated that approximately one full floor of the AHOC will be occupied by non-profit and/or agency lessees that have been identified by CCPPI and which will be listed as interested in occupying the AHOC.

3. Should we anticipate involvement in the lease of the retail space?

Leasing of the retail space is anticipated as part of this Request for Proposals.

4. Page 5. 1.4 Affordable Housing Operations Campus, 3<sup>rd</sup> Paragraph. "The operation shall be pursuant to the lease of the Affordable Housing Operations Center entered into between MRA and CCPI." Does this language mean that there is a Master Lease Agreement with provisions that must flow down to all tenant leases?

The Midtown Redevelopment Authority owns the AHOC and will lease the building to CCPPI for its operation, including leasing of the building. The specific terms of the AHOC lease have not been established; terms will comply with the agreement between MRA and CCPPI to operate the building.

5. Page 6. 1.5 Emancipation Affordable Housing Operations Center (AHOC), 2<sup>nd</sup> Paragraph. "A mix of local government organizations . . . will occupy levels one or two levels." Please clarify and how does this reconcile with there being 58,000 NRSF on five (5) floors?

The occupancy of the AHOC by non-profit organizations and agencies that have indicated an interest in doing so is anticipated to cover one complete lower floor or approximately 11,000 square feet of the building (based on floor net rentable space). Approximately 3,000 square feet of the fifth floor will be occupied by an additional agency.

6. 7.0 Scope of Services, Page 8, 7.1.4 "Prepare lease templates . . ." How does this reconcile with the statement in 8.3 on Page 10, "CCPPI shall provide its own counsel for completing documentation of lease . . ." Also, will CCPPI counsel be responsible for preparing and providing the standard lease agreement to be used in lease negotiations with tenants?

CCPPI counsel will prepare leases based on standard lease forms and negotiation of parties with leasing agent(s), according to broker/CCPPI contract.

7. 7.2 Leasing of Space, Page 9, 7.2.2 "Communicate with prospective tenants . . . throughout tenancy as relates to any issues that may arise." Is the communication contemplated here only with respect to leasing related issues?

Yes.

8. 7.2.8, Page 9. "Assist in any grand openings of new lessee locations." What manner of assistance is contemplated for such grand openings?

It is anticipated that some lessees will wish to announce their occupancy. Leasing agent(s) will provide recommendations and guidance for such event(s) as requested by lessee which assistance will not include financial assistance.

9. Please confirm that you are requesting 3 separate rent schedules (retail, nonprofit office, market rate office).

Correct.

10. Will there be a website for the building? Or are we expected to create one?

The awarded broker may wish to set up a website or add additional website information to its website or that of CCPPI. Information related to the leasing of the building will be added to the CCPPI website as appropriate.

11. What is the budgeted TI allowance for the office plates?

The TI allowance budgeted for the building is \$3.1 million. This budgeted amount is currently not fully funded. TI may be included as part of the negotiated building lease. CCPPI is currently seeking additional funding. Building owner is also addressing this situation.

12. Will the office floor plates be delivered in white box or shell condition?

Defined leased space will be delivered in white box condition. In situations where the space remains undefined, delivery may be in shell condition as negotiated with lessee.

13. What is the budgeted TI allowance for the office plates?

The budgeted TI allowance for the building is \$3.1 million.

14. Will the ground floor retail be delivered in white box or shell?

The delivery of the ground floor retail will be delivered in the manner negotiated with lessee.

15. What is the budgeted TI allowance for the retail space?

There is no separate budgeted TI allowance for the retail space vs. office space.

16. What kind of retail user is desired on the bottom floor?

The kinds of retail use desired on the first floor include financial, delicatessen, gallery, light vending, etc.

17. What is the size of the cultural center and community room?

The Community Room is 38' – 6" by 28' - 6".

18. Do any of the entities aforementioned in Section 4.0 have outside broker representation?

It is anticipated that non-profit and/or agency organizations will be represented by their own real estate representative.

19. Do you have an attorney for drafting leases already? If not, will you require broker to recommend some attorneys?

CCPPI has not retained an attorney for drafting leases. The broker may recommend an attorney(s).

20. Do you have a building stack of the floor plates to send?

Attached to email.

21. Who is on the evaluation committee?

The names of persons on the evaluation committee are not available. However, the evaluation committee shall be established as stated in the RFP

“CCPPI will establish an Evaluation Committee to review and evaluate Proposals. Responses to this RFP will be evaluated by this Evaluation Committee that will consist of representatives from CCPPI, MRA, and Kirksey Architects, the OST/ALMEDA TIRZ, as well as two community organization representatives listed in the attached Exhibit Four who have indicated support for the AHOC and/or interest in occupying space in the AHOC. This Evaluation Committee will review the submission for the purpose of assessing the qualifications, experience, and compliance of the Firm(s) with the requirements specified in this RFP.

21. "A group of occupants of the AHOC will be chosen..." is there a special vetting process ownership wants to use in order to qualify prospective tenants?

Potential occupants will be reviewed based on their ability to comply with the terms of the lease agreement given the purpose of successful operation of the AHOC.

22. Is there flexibility on the requirement that the tenants be non-profit or related to affordable housing?

There is no requirement that all tenants be non-profit or agencies related to affordable housing. It is the mission of the owner to provide commercial space for these types of organization on a limited basis.

23. " MRA and CCPI will enter into a lease agreement..." will the awarded leasing team be a part of that transaction? Does that make all following leases subleases or contracts?

The awarded leasing team shall not be a part of the transaction between MRA and CCPI. The leases will not be subleases or contracts.

24. Are there any budgeted items for special marketing items or is broker expected to cover these items? (I.e. ribbon cutting ceremony, press releases, etc.)

The broker is not expected to cover the cost of ribbon cutting items. The broker is expected to cover its own press releases and announcements related to the leasing of the building in general.