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FULTON COUNTY/CITYOF ATLANTA LAND BANK AUTHORITY

Request for Proposal for Property Management Services

PRE-PROPOSAL CONFERENCE

April 23, 2009

11:00 a.m.

Summary of Questions and Answers

Following is a summary of the questions, answers, and other information provided at the above referenced pre-proposal conference:

1. *Will property appraisals be required?* No. This element of the scope of work will be removed from the RFP.
2. *How should proposers address the requirement for a timeframe to complete the services requested?* Since the services are really open-ended, the LBA Board of Directors has contemplated a three-year contract with two annual renewal options, although no decisions have been made as of yet. This provision will be clarified in an addendum to the RFP.
3. *How should proposers approach costing out works for properties that are, as yet, unknown?*
Attendees should develop their best estimates based on the square footage of the structure, and include other components as costs per unit, such as doors, windows, etc. Pricing for each property should include a price to close or secure the property and to maintain it. While the LBA could end up with thousands of properties, it will negotiate banking agreements with each property owner, which will anticipate the costs of closing and securing the properties. Proposers should provide general unit prices and make recommendations as to traditional as well as alternative approaches to securing properties. As an example, proposals could include the newly marketed locking systems for windows as an alternative to plywood, with costing out of such recommendations accordingly.

In evaluating pricing, the LBA will not look at cost in a vacuum. Proposers will provide their unit costs, labor, overhead, cost of inspections, and propose a methodology or system, which may be innovative or more traditional. The LBA will review all proposed solutions and determine the best approach and the best cost. Prices will be evaluated based on unit costs as proposed, as opposed to individual properties. For example, there may be a group of houses associated with one owner/entity which the LBA may need to maintain while waiting as much as a year or two for the rest in the group to become available before disposing of the group. The LBA will expect the successful proponent to develop individual costs for each property based on the unit costs proposed.

4. *Can proposers obtain an inventory of properties?* The LBA currently banks about 179 properties, of which approximately 80% are vacant lots. Proposers can get information on these properties; however, these are not the properties contemplated by the RFP. The properties contemplated by the RFP will come into the LBA's inventory by way of such actions as builders' surrenders of their inventory, foreclosures, bankruptcies, etc., which makes it difficult to determine in advance which properties will be included.

5. *Should services include renovation or restoration of properties that have been damaged or vandalized?* No, the LBA is seeking firms to secure the properties, not to renovate or restore.

6. *How many firms will be selected?* The LBA currently anticipates selecting one or two firms.

7. *Why does the evaluation include experience with local governments and non-profit organizations?* Operations and needs of the LBA are generally more aligned with local governments and non-profit organizations than with the private sector. Accordingly, firms that have some experience doing business with governments and non-profits may be favored slightly over other firms. Experience considered can be that of the individuals working for the proposer, as well as the proposing entity, since the evaluators will be looking closely at the people who will be doing the work, as well as the proposing entity.

8. *Does the scope of work contemplate securing the property against natural disasters as well as vandalism or related damage?*
The LBA will carry insurance on all properties in its inventory in contemplation of damage from natural disasters, which are assumed to be beyond the scope of the property manager's contractual responsibility. As an example, if a tree falls on the house, it is assumed that the insurance carrier will assume responsibility, whereas, if the tree falls in the yard, but does not damage the house, the property manager will be expected to address the situation as part of landscape maintenance. Proposers should, therefore, build such contingencies into their property management cost proposals.

9. *What does the requirement to "outline the level of support your firm will require of the LBA staff or the Board of Directors" mean?* This statement is asking proposers to

include in their proposals any information, advance funds, or other deliverable of any kind that may be required from the LBA before the proposer can do the work contemplated by the RFP.

10. *What are scalability concerns?* The LBA will be looking at firms' plans to show that they can ramp up to meet the LBA's needs, which could ultimately include thousands of properties.

11. *What licensing is required for proposing firms?* Proposers should have current business licenses, but are not required to be licensed contractors.