

**July 16th, 2025**

**RFP No: P-061825**

**NOTICE TO OFFERORS**

**ADDENDUM # 3**

**PROPERTY MANAGEMENT SERVICES FOR ALATE OLD TOWN PROPERTY**

The following revisions and clarifications are hereby incorporated into the original Request for Proposal (RFP) No. P-061825 for Property Management Services for the Alate Old Town Property. This Addendum forms part of the RFP documents. **Acknowledgment of this Addendum is required**—please sign and return a copy with your proposal submission.

### Respond to questions

Q1: The RFP lists 48 Studio Bedroom apartments. The floorplans included on the current website, [www.alateoldtown.com](http://www.alateoldtown.com), do not depict any studio bedroom apartments. Can you confirm the unit mix?

A1:Refer to RFP P-061825 Page# 3 and 4.

|  |  |  |
| --- | --- | --- |
| **Bedroom Size** | **Average SF** | **Quantity** |
| Studio Bedroom | 512 | 48 |
| One Bedrooms | 672 | 44 |
| Two Bedrooms | 946 | 41 |
| **Totals** | 710 | 133 |

Q2: How many units are included in the Low-Income Housing Tax Credit Program?

A2: None.

Q3: What is/are the anticipated Low Income Tax Credit Program set aside(s)?

A3: None.

Q4: By what date does ARHA plan to place the building in service?

A4: N/A (Already in service)

Q5: The community is amenity rich. Are there any current amenities, spaces, or units, including the garage and decks that are not included in the community’s eligible basis?

A5: N/A

Q6: Does ARHA intend to relocate residents from another of its communities to The Alate? If so, how many units are anticipated to be filled with current ARHA residents from another community?

A6:110-115 residents.

Q7: If there is a relocation component to occupying the units, does ARHA intend to hire/contract for its own relocation specialist? Or will the awarded management company be responsible for the relocation of current ARHA residents?

A7: We are using a relocation firm to support this activity.

Q8: Will initial occupants of the project-based vouchers be filled with approved applicants from ARHA’s Housing Choice Voucher (HCV) waiting list?

A8: No.

Q9: What is the anticipated monthly Gross Rent Potential at full occupancy based on ARHA’s development pro-forma?

A9: The anticipated rent roll is $425,0000 per month.

Q10: What is the address of the property from which tenants will be relocated, if applicable?

A10: 300 Wythe Street, Alexandria VA, 22314

Q11: Will the Property Management company have an opportunity to do an official site survey in advance of the bid?

A11: The site visit for the Alate property was completed after each firm presentation on 07/09/2025. No site visit for 300 wythe Street.

Q12: What is the targeted date for the completion of lease-ups?

A12: 12/31

Q13: Will ARHA consider allowing an on-site office space for property management to provide in-person resident services? The RFP states otherwise.

A13: Yes.

Q14: How many current on-site staff personnel are there?

A14: It will be the management discretion.

Q15: Are there existing third-party service contracts (e.g., HVAC, elevators, landscaping) in place at contract start, or must the awarded firm procure these?

A15: Yes, will be provided to the management company.

Q16: Are there any special amenities, programs, or activities ARHA would like to continue, discontinue, or add?

A16: To be determined in future.

Q17: How many entrances and exits (including emergency exits) are on the property?

A17: Four Emergency exits.

Q18: What electronic security systems are in place (e.g., number and locations of cameras)?

A18: CCTV installed on the property.

Q19: Is there an emergency intercom system for communication?

A19: Yes.

Q20: Where are trash dumpsters located, and how do tenants dispose of their trash?

A20: Dumpsters are located on the first floor, some Valey Trash and trash chutes on each floor.

Q21: Are tenant income certification forms standardized, or should the management firm propose a system?

A21: ARHA uses Yardi for its forms and affordable housing will have to comply with applicable certifications and re-certifications.

Q22: What is the anticipated turnaround time for ARHA approval of the Marketing Plan (due within 30 days of contract signing)?

A22: 30 Days.

Q23: Are there preferred community-based organizations or outreach methods ARHA recommending? A23: No.

Q24: Will supportive service coordination for these populations be required as part of our staffing?

A24: Yes.

Q25: What is the required percentage of affordable housing vs market rate?

A25: 85% affordable housing and 15% Market rate.

Q26: Is there an established replacement reserve schedule?

A26: Yes, $500.00 per unit per year in Capital Expenditure. $250.00 per unit per year in operating, and 1.5% of effective gross rents as additional Capital reserve.

Q27: Will the management firm be responsible for managing reserve accounts and capital improvement drawdowns?

A27: Yes, with ARHA Asset Management Approval.

Q28: What financial/accounting systems (e.g., Yardi, MRI) do ARHA currently use?

A28: ARHA uses Yardi.

Q29: Will the awarded firm be required to integrate with ARHA’s system for reporting or financial management?

A29: Yes.

Q30: Is there a page limit for RFP submission?

A30: There is no strict page limit for the RFP submission. **However**, given the limited timeframe, we strongly encourage firms to focus on the critical areas of the RFP and keep submissions concise and relevant. Excessively lengthy proposals are discouraged, as our review will prioritize clarity, alignment with key requirements, and demonstrated understanding of the project.

Q31: Upon award, how soon is the anticipated kickoff call?

A31: Within the next 5 business days.

Q32: What is ARHA's process or policy for vetting and approving subcontractors (e.g., cleaning, security) post-award?

A32: Decisions will be coordinated with the ARHA asset management group.

Q33: What metrics will ARHA use to evaluate the selected firm's performance?

A33: We will apply the industry’s standards performance matrix.

Q34: Will ARHA share performance evaluations with the firm?

A34: Yes.

Q35: What criteria will ARHA use to exercise optional one-year renewal periods?

A35: Refer question number Q33 answer A33.

Q36: What is the anticipated schedule for the relocation of residents from other ARHA properties to Alate Old Town?

A36: End of August 2025.

Q37: How many households are expected to be relocated, and from which properties specifically?

A37: Already answered with Answer# A7 (110-115 residents)

Q38: Will ARHA or the current management provide support services (e.g., counseling, packing, transportation) during these relocations?

A38: Yes.

Q39: What is the current occupancy rate of the building, including any tenants already placed under City of Alexandria subsidies or other non-PBV programs?

A39: There are 28 occupied units, 8 out of the 9 designated city affordable units are occupied. It’s Arha’s plan to absorb the city’s nine affordable units into our affordable units.

Q40: The RFP states 117 units will receive Project-Based Vouchers. Please confirm the program types and funding sources for the remaining 16 units. Will these be:

Market-rate units?

Subsidized under City of Alexandria programs?

Designated for special populations?

A40: Project based and market units only.

Q41: Are there any income tier requirements (e.g., 30%, 50%, 80% AMI) for non-PBV units that we should incorporate into our leasing and compliance strategy?

A41: No, however, market units may be occupied by individuals with Housing choice vouchers.

Q42: Residents mentioned amenities including a café, full kitchen and dining room, movie theatre, salon, gym, garden, balconies, and play areas. Are these amenities:

A42.1: Fully constructed and ready for occupancy by August 2025? Yes

A42.2: Operational at the time of management transition? Yes

A42.3: The responsibility of the property manager to staff or lease to third parties? TBD

Q43: Is ARHA financially committed to sustaining programming (e.g., event coordinator, concierge, food service), or are those functions to be funded through property operations or tenant fees? ARHA will work with property management company in other related parties to lease Cafe/restaurant space and developed programing for senior occupying building.

A43: Yes. The activity will be funded primarily by property operations.  
  
Q44: Please confirm standard unit features (e.g., in-unit washer/dryer, appliances, flooring types) to support accurate budgeting for turnover and maintenance.

A44: GYM, Movie Room, Library, Art and Craft, and office space.

Q45: Will the management firm be responsible for ongoing amenity maintenance (e.g., gym equipment, AV in movie theatre, kitchen appliances in common areas), and are warranties in place?

A45: Yes, limited warranties in place.

Q46: Are there existing staff (e.g., maintenance, concierge, resident services) whom ARHA is contractually or ethically committed to retaining?

A46: No.

Q47: Concerns were raised regarding pests in transferring households. Will there be:

A47.1: A move-in inspection protocol that includes pest screening? Yes.

A47.2: Pre-emptive extermination or treatment plans for relocated households? Yes.

A47.3: Any role for the property manager in certifying units as pest-free prior to occupancy? No.

Q48: Is ARHA planning to establish or support a resident council at this site?

A48: No.

Q49: Are we expected to coordinate or host regular resident engagement events (e.g., quarterly town halls)?

A49: Yes.

Q50: Are there existing branding materials or a project name/logo that we are expected to use?

A50: Yes. ARHA’s Logo.

Q51: Will ARHA provide a waiting list for pre-qualified applicants, or must the management firm establish a new list from scratch?

A51: We will provide the waitlist for project-based units, and the management firm must work on creating a market rate waitlist.

Q52: Does ARHA have a preferred or required platform for tenant certification, compliance reporting, or work order tracking? What are they currently using?

A52: Yes, Yardi.

Q53: Are there any existing service agreements or MOUs with local nonprofits, healthcare providers, or workforce development partners that the management firm is expected to maintain or coordinate with?

A53: No.

Q54: Is there flexibility for the management company to propose resident service enhancements or partnerships as part of its plan?

A54: No.

Q55: Is there a sustainability or green operations requirement for the property (e.g., energy benchmarking, waste reduction, green cleaning)?

A55: To be determined.

Q56: Are there long-term capital plans in place that the property manager will help oversee or implement?

A56: ARHA will coordinate with the property management.

Q57: Which utilities will be the resident’s responsibility, and which are owner-paid?

A57: All utilities are included in the rent. However, this will not be applicable for the market rate units.

Q58: Will ARHA or the property manager be responsible for conducting utility allowance reviews or adjustments during the contract period?

A58: Yes.

### Management Fee Schedule:

The Housing Agency platform allows only one line item to enter the monthly management fee. If you require additional space or details, you may attach a separate file titled "**Management Fee** **Schedule**”.

Prepared By: \_\_\_\_\_\_\_s/Mohammad Muhsen Sultani\_\_\_\_\_\_\_\_ Date: \_\_\_\_July 16th, 2025 \_\_\_\_\_\_

Procurement Manager

Acknowledged By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: Except as provided herein, all terms and conditions of the solicitation remain unchanged and in full force and effect.