



**ADDENDUM
REQUEST FOR PROPOSAL
PROPERTY MANAGEMENT AT ONE TEXAS CENTER
CITY OF AUSTIN, TEXAS**

RFP: JRD0314

Addendum No: 3

Date of Addendum: August 12, 2016

This addendum is to incorporate the following changes to the above-referenced solicitation.

1.0 Add Paragraph 11. CONTRACT CLOSE OUT & TRANSITION PLAN to Section 0400 – Supplemental Purchase Provisions:

- A. 120 days prior to the close of the contract and transition to a new Contractor, the Contractor shall work with Building Services Department and the new Contractor to address the scheduling, training, equipment removals, service expectations, and transition to the newly awarded Contractor. The transition plan and schedule shall address any outstanding obligations and what steps will be taken to ensure that One Texas Center is fully functional until the contract close out is complete. A template for the transition plan is detailed in **Attachment F-Transition Plan**.
- B. Contractor shall not have more than 30 days planned production inventory onsite at close of contract.

2.0 Questions and Answers.

(Q1) Will construction management be a part of the contractor's responsibilities at One Texas Center?

(A1) The Contractor shall coordinate repair projects performed at One Texas Center (OTC). Any vendors used for repair projects not sourced by the City directly, should follow the subcontracting process established by the Small and Minority Business Resources department (SMBR). SMBR can be contacted at (512) 974-7600.

(Q2) Can you provide an example of a monthly report?

(A2) Attachment E has been added to the end of this addendum.

(Q3) You are requesting a fixed fee contract and the previous contract was percentage based. Can you give an explanation for department revenues? Do you have a lease for each department?

(A3) Each year, a cost allocation plan is developed and rent for a given department is established based on the percentage of square footage that department occupies in the building. The rent amount goes into the OTC operating fund. The allocation plan is based on an approved annual budget.

(Q4) You have a cost allocation for each department, in the past it has been 2.5% of that allocation. For a management fee, are you looking for percentage or a fixed rate?

(A4) The Contractor should propose a management fee option they deem most appropriate. Rent allocations are based on budgets that are approved by City Council. Budgets can change based on the makeup of the Council and the projects they wish to support.



(Q5) Is the property management proposal for One Texas Center only, or does it include the Apple Building or Great Hills Trails agreement?

(A5) This contract will be to manage OTC property only. The previous contract listed under Attachment C – Lincoln Property Agreement was an inherited contract when the City purchased OTC.

(Q6) The sustainability and water efficiency guidelines in the package were outdated, what are the current criteria?

(A6) The City recognizes that sustainability is ever changing. The City is open to sustainable or water and energy efficiency practices proposed by the Contractor with their proposal. We may consult with our Office of Sustainability on the proposed language.

(Q7) Are there any other tenants in the building other than City departments?

(A7) OTC currently only has City departments as tenants.

3.0 ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

BY THE SIGNATURES affixed below, this Addendum is hereby incorporated into and made a part of the above-referenced Invitation for Bid.

APPROVED BY:



Jonathan Dalchau, Senior Buyer Specialist
Purchasing Office

8/12/2016
Date

ACKNOWLEDGED BY:

Vendor Name

Authorized Signature

Date

RETURN A COPY OF THIS ADDENDUM
to the Purchasing Office, City of Austin, Texas with your bid.
Failure to do so may constitute grounds for rejection of your bid.

