

## PHDC Germantown/Mt Airy Property Management Services RFP Q+A

What is the form of management agreement?

- The management agreement that will be used will be supplied to the selected applicant upon selection. The management agreement contains typical property management provisions and the selected applicant will be able to review and provide comments to the management agreement prior to execution.

Are there any indemnifications PHDC is willing to provide based on what will be found in the properties?

- Once the capital needs assessment is complete, PHDC will have a thorough understanding of the current condition of the properties, for which the selected applicant will not be liable. The management agreement will contain cross-indemnity provisions wherein each party will indemnify the other for its conduct.

For the occupied units, does PHDC want maintenance teams to ensure property maintains secured?

- Yes. PHDC wants the selected applicant to monitor properties so they can continue to be secure and sealed.

Do you today have those situations with unauthorized occupied units?

- Yes, we are looking into properties where this has been reported.

Is PHDC planning on reoccupying any of the currently vacant units?

- If the capital needs assessment reveals any vacant units that could be brought to HQS with minor renovation, it could be reoccupied. However, it is likely they will remain vacant

What is PHDC's plan for these properties?

- PHDC will seek qualified redevelopers through a public RFP process, prior to which there will be a community engagement process.

If you win the contract, are you disqualified from being chosen as the redeveloper?

- No. The selected applicant is not prohibited/disqualified from responding to any public RFP for the development of all or a portion of the properties.

Is there a statement of work that outlines the details of the contract?

- Yes, it is included in the RFP.

Is there a usable office on site?

- No.

What is the annual budget for landscaping and snow removal?

- Applicants should provide this estimate in their schedule of compensation.

Are properties covered by property and liability insurance?

- Yes. All properties are currently covered.

Do any buildings have elevators?

- There are elevators in the Lena St. properties which are vacant.

What is the timeline for asset development?

- We anticipate redevelopment in 3-5 years. There will be a public engagement process later this year or in early 2021, and RFPs issued later in 2021. Following the issuance of RFPs, developers will have a due diligence period. If developers are seeking Low-Income Housing Tax Credits, it may be several years before credits are awarded.

When will contract be awarded?

- The applicant to be awarded will be contacted within four (4) weeks after submission. We anticipate awarding the contract pending PHDC's compliance review and approval by PHDC's Board of Directors.

Do you look for an individual or a firm/company to be the property manager?

- PHDC is seeking a property management firm with experience in affordable and multifamily housing.

Are the units subject to specific AMI levels that will have to be maintained throughout the term?

- Although there are no actual affordability restrictions by any public agency, PHDC is requiring rents to be affordable to tenants making up to 60% of Area-Median Income ("AMI") as established by HUD.

Are there additional reporting or compliance requirements to agencies other than PHDC/PRA?

- No.

Will the management fee be expressed in a per unit or monthly basis?

- Monthly basis.

Does the property manager directly collect rent or does that have to flow through your agency?

- The Property Manager will directly collect rent.

If we also own our own property maintenance company are there requirements for minimum wages such as when working with townships / boroughs who require minimum compensation for specific jobs?

- If they are under direct contract with PHDC, yes, if they are subcontractors, then no.

Do units have rental licenses?

- Not currently. We are awaiting the clearance of public liens that are on the properties so that we can obtain rental licenses.

Will there be a single point of contact at your agency for our property managers to communicate with?

- Yes, Housing Development Officer Tori Engelstad.