



May 4, 2021

Dear Sir/Madam:

Enclosed please find Addendum No. 2 for SEPTA's RFP No. 21-0019-ACAC for Property Management & Leasing Services.

Addendum No. 2 must be acknowledged by completing the Addendum Acknowledgement Form and submitting the Form with your Technical Proposal.

This Addendum addresses the clarification questions and contract modification requests.

The due date for the submission of Proposals is Friday, May 14th, 2021 @ 4:00PM.

Any inquiries regarding this Addendum must be directed to Carolyn Caruso of the Procurement, Supply Chain & DBE Department at 215-580-7599, CCaruso@SEPTA.org.

Thank you for your interest in the Authority.

Sincerely,

Carolyn Caruso

Carolyn Caruso
Contract Administrator
Procurement, Supply Chain & DBE

ADDENDUM ACKNOWLEDGEMENT SHEET

SEPTA's RFP No. 21-0019-ACAC – Property Management & Leasing Services

The attached addendum to the Contract Documents is hereby part of the same and is incorporated in full as part of the Project. Proposer shall acknowledge Addendum No. 2 by completing and returning this Addendum Acknowledgement Sheet with the Technical Proposal.

FIRM NAME (typed or printed) _____

AUTHORIZED SIGNATURE _____

TITLE _____

NAME (typed or printed) _____

DATE _____

Addendum No. 2 Includes:

- 1.) Clarification Question and Answers.
- 2.) Attachments: Income Statement, Budget – Fiscal Year July 2020 – June 2021, & Rent Roll.

RFP 21-0019-ACAC, Property Mgt. & Leasing Svcs.

Addendum 2 Clarification Questions & Answers

Q1: Can a 2020 year-end income statement be made available to the bidders?

A1: Please see the attached.

Q2: Can you provide a high-level consolidated property budget for 2021, detailing anticipated income and expense totals?

A2: Please see the attached.

Q3: Can you provide Effective Gross Revenue totals (including all rents and tenant recoveries) for year-end 2020 and projected 2021?

A3: Please see the attached.

Q4: Describe any sustainability practices currently in place at the property. Has the property achieved Energy Star or LEED status at any level? Is this a major focus for SEPTA?

A4: SEPTA is committed to a sustainable future. 1234 Market Street is in the midst of a \$13Million ESCO project to conserve energy, reduce costs, and set a resources mindful future. 1234 Market Street has been awarded numerous Energy Star certifications in past years and intends to reapply as soon as the ESCO project is completed.

Q5: Are there minimum dollar thresholds or requirements for issuing RFPs for goods and services at the property?

A5: No.

Q6: Related to contracting for goods and services, are there other SEPTA-owned properties in close proximity that would support multi-building purchasing for economies of scale benefit?

A6: 1234 Market Street stands alone in its contracting of goods and services within the Authority. Other SEPTA facilities are handled through SEPTA procurement.

Q7: Can a sample lease form be provided for review including SEPTA's Tenant Rules & Regulations, as noted in the Property Management Agreement?

A7: No. Leases at 1234 Market Street vary greatly. The GSA uses its own form of lease for its space. The City of Philadelphia (multiple agencies) also has its own leases. SEPTA's Legal Department drafts the leases for those tenants that do not have their own form of lease.

Q8: If different from the Tenant Rules and Regs, would you please supply a detailed list of the SEPTA rules and regulations for the Property Manager, as noted in the Property Management Agreement on page Article 3 – 3.01 (h) page 24?

A8: SEPTA rules govern many aspects of day to day operations within the Authority and may change from time to time. Use Best Business Practices as your guide.

Q9: Would you please supply an org chart for SEPTA's internal facility management staff, along with any SEPTA union cleaning or maintenance team members?

A9: The organization breakdown is as follows: Building Manager (Contractor) reports directly to the Manager of Office Space Facilities, located in the Real Estate Department of SEPTA, and the Director of Real Estate of SEPTA. Manager of Office Space Facilities oversees the direction and supervision of all Local 234 forces working within the 1234

Market Street Facility. The 234 labor force is supplied via the Building and Bridges Department, under the Engineering, Maintenance and Construction Division of SEPTA.

Q10: Please detail any COVID-19 related protocols or procedures that have been instated at the building over the past year with continuation expected under the new Property Management Company. Examples include: mask mandates, thermal imaging or temperature checks, social distancing, elevator occupancy restrictions, HVAC or filtration upgrades, etc.

A10: All typical office building return to work Covid-19 protocols have been put in place at 1234. Masks are mandatory when traversing within 1234. Elevators are restricted to 4 persons (masked) per cab. There are temperature check locations in the main lobby. Social distancing is enforced within the building. Cleaning and sanitizing has been ongoing throughout the Pandemic.

1234 recently completed installation of an O2Prime, bipolar ionization system located in each of its 8 air handlers. In addition, 1234 has been filtering air with MERV 14 filtration since June of 2020. Weather permitting, the building can run on up to 60% outside air.

Q11: Is the parking garage managed by a 3rd party? If so, by whom?

A11: The parking garage is under long-term lease to The Lowes Hotel. The lease, including option-period runs until 2050. The parking garage is managed through a 3rd party hired by The Lowes Corporation. SEPTA has minimal use allowance under the lease.

Q12: Are there any exciting/major capital projects on the horizon?

A12: This information is classified at this time.

Q13: Can you provide information about the current union cleaning and engineering teams in the Non-SEPTA occupied premises? Including Org Chart / Shift Schedule / Employer for each service?

A13: All current 3rd party (non-234) cleaning, janitorial, and engineering services are currently under contract to GDI. GDI employs SEIU local 36 employees.

Q14: Is a CMMS system used currently for Work Orders & Preventative Maintenance? If yes, what program is in place and are you happy with it? If no, do you have a preferred system for future implementation?

A14: There is currently a proprietary system in use for work orders. Proposers to the RFP are expected to suggest a system that will work jointly for both SEPTA and their firm.

Q15: Does SEPTA have a preference with respect to the accounting system utilized by their 3rd party Property Management provider? For example: Yardi, MRI, etc?

A15: SEPTA currently uses a highly modified form of Yardi. The successful proposer will be responsible for producing reports in a form acceptable to SEPTA Accounting and Finance, at their request.

Q16: Approximately how many invoices are processed by the property on a monthly basis?

A16: 50 – 75 monthly.

Q17: Confidential – Please briefly describe SEPTA's biggest challenge, if any, with the incumbent property manager or management company – Confidential.

A17: Not applicable or relevant to the response to the RFP.

Attachments

| Property | Unit(s) | Lease | Area | Lease From | Lease To | Monthly Rent | Annual Rent | Annual Rent Per Area | Annual Rec. Per Area | Security Deposit | LOC Amount/ Bank Guarantee |
|-----------------------|----------------|-------------------------------|--------|------------|------------|--------------|-------------|----------------------|----------------------|------------------|----------------------------|
| Current Leases | | | | | | | | | | | |
| 1234 | C-0060 | Young Kim and Mira Kim | 1,571 | 9/1/2006 | 8/31/2026 | 2,749.25 | 32,991.00 | 21.00 | 2.18 | 0.00 | 0.00 |
| 1234 | C-0070 | SEPTA-Driver Training | 1,459 | 7/27/1995 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 1234 | C-SEPME | SEPTA-Medical | 5,782 | 7/27/1995 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 1234 | C-STAND | Tobmar Internation Inc. | 660 | 1/1/2007 | 12/31/2026 | 3,095.15 | 37,141.80 | 56.28 | 1.58 | 0.00 | 0.00 |
| 1234 | L-LOBBY | Citizens Bank of Pennsylvania | 4,444 | 6/1/1997 | 2/29/2028 | 27,916.60 | 334,999.20 | 75.38 | 1.74 | 0.00 | 0.00 |
| 1234 | L-MUSEUM | SEPTA-The Museum | 1,430 | 1/1/1996 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 1234 | L-RETAIL | Alice on Market, LLC | 1,946 | 8/1/2019 | 1/31/2030 | 6,811.00 | 81,732.00 | 42.00 | 12.09 | 6,811.00 | 0.00 |
| 1234 | L-SEPCU | SEPTA-Customer Service | 845 | 1/1/1996 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 1234 | L-USPS | United States Postal Service | 3,355 | 2/1/2002 | 1/31/2022 | 11,108.50 | 133,302.00 | 39.73 | 0.00 | 0.00 | 0.00 |
| 1234 | M-BRDRM | SEPTA-Boardroom | 4,593 | 1/1/2002 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 1234 | M-MEZZ | SEPTA-Testing | 5,429 | 5/1/1999 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 1234 | O-0300, O-0350 | Rothman Institute | 16,726 | 2/1/2016 | 1/31/2026 | 32,755.08 | 393,060.96 | 23.50 | 5.07 | 37,954.66 | 0.00 |
| 1234 | O-0325 | SEPTA-Storgae 3rd fl | 21,512 | 1/3/2011 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 1234 | O-0400 | SEPTA-4th Floor | 38,316 | 6/26/1995 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 1234 | O-0500 | SEPTA-5th Floor | 38,298 | 8/7/1995 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 1234 | O-0600 | SEPTA-6th Floor | 38,250 | 7/10/1995 | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 1234 | O-0700 | SEPTA-7th Floor | 38,601 | 9/1/1995 | | 0. | | | | | |