



# **VIRGIN ISLANDS HOUSING FINANCE AUTHORITY**

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## **REQUEST FOR PROPOSALS**

for

### **MULTI-FAMILY RESIDENTIAL COMMUNITIES PROPERTY MANAGEMENT SERVICES ADDENDUM I**

**RFP 009-2020-STX**

**Issue date:**

**June 25, 2020**

**Submittal deadline:**

**June 30, 2020**

**Contact person:**

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<https://www.vihfa.gov/procurement/solicitation>

 *Unlocking the Door to Affordable Housing*

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MULTI-FAMILY RESIDENTIAL COMMUNITIES

PROPERTY MANAGEMENT SERVICES

**ADDENDUM I**

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**This addendum is issued to modify the previously issued RFP document and/or given for informational purposes and is hereby made a part of the RFP document. The Respondent must acknowledge the receipt of any and all addenda by acknowledging it in the RFP Cover Letter, Enclosure Document A. The Virgin Islands Housing Finance Authority (“VIHFA”) is providing responses to the questions asked by potential Respondents. Below are the questions and the responses as follows:**

- 1. I am writing to inquire about the number of staff per site, their positions and current salaries as well as any current sub-contractors being used on the project.**

Please see Attachment B, Staffing for the number of employees per site, their positions and current salaries. Additionally, see Attachment C, Contracts for the current contracts that are being used per site.

- 2. Enclosure Document D: Item #4 Insurance: Certificate of General Liability & Endorsement. Is this [the same as] in Page 10 letter C that has to be submitted 10 days after selection or it's the current Liability Insurance that [the company] carries?**

Both sections are referring to the same General Liability Insurance. The sections are referring to the General Liability Insurance that the Property Management firm must obtain and maintain to provide the requested Scope of Services. The selected Property Management firm will have to provide proof that the VIHFA is added to the General Liability Insurance as Certificate Holder and an “Additional Insured” via an endorsement within ten (10) business days of receiving a Notice of selection.

- 3. Will subcontractors be used to perform any portion of the work? I understand this question refers [to] if we will [be] using another Company to [assist] us in providing management services. Please confirm.**

Yes, that particular question is asking if your company intends to subcontract the property management services. However, if your company intends to subcontract for portions of the work, please provide a listing of any subcontractor relationships and include specific designations of the tasks to be performed by the subcontractor. Please

also refer to Page 5, section 6.0, Use of Subcontractors if you intend to use subcontractors.

- 4. Comprehensive Cost Write up: I need some clarification. I know this requirement is optional but I'm not clear as to what is required. Appreciate any feedback.**

Respondents may use this section to provide a detailed explanation of the monthly percentage fees that the Property Management firm is going to charge or other fees they may wish to charge the VIHFA to manage the communities. This section is an opportunity to help the Evaluation Committee Panel understand why you are charging the fees that you want for this contract.

- 5. As to the cost to manage just wanted to clarify that the commercial building of Ruby M Rouss does not have any commercial tenants. The Boys and Girls Club do not pay rent just in case any of the bidders ask. The other space available is a computer lab we just renovated along with the Boys and Girls Club and it does not pay any rent. We will include a percentage just in case in the future there is any commercial tenants.**

Yes, please include a percentage for the commercial space in case the situation changes in the future.

- 6. Page 8 of RFP, letter G 6: What type of Certifications should we include for the Corporation?**

This section is referring to a copy of certifications for your key personnel.

- 7. Page 8, letter G 9: A brief description of the current workload. Is it the current work load of the Company? What Projects [the company] manage at this moment? Just asking cause in #10 we need to list those Project under our management.**

Yes, this section is asking for the current workload of your company. For this section, we are asking for a summary of the different duties that your company is currently working on. In section 10, we are asking for more details about the current properties that your company has under management.

- 8. Page #9 at the top: "The proposal shall include two-year budget variance reports for these properties evidencing that respondent ability to manage within budgetary constraints". Is the above required for ALL the properties currently managed by us (this is my interpretation)? Or is the requirement to submit budgets for the St Croix properties for the next two fiscal years.**

This section is referring to two-year budget variances reports for all the current properties that the Respondent has under management.