

## Property Management & Maintenance Services - Project Request for Proposals

### Frequently Asked Questions

- 1) **Has there been an environmental assessment study done of the properties involved? If so, can the executive summary be shared?**

The environmental conditions of all subject properties will be discussed during a walk-through of said properties. The date/time of the properties walk-through will be determined once all responses have been submitted.

- 2) **Is the requirement for the compliance relating to minority group members, and MBWE going to be required in order to be chosen for this assignment?**

Capitalize Albany Corporation has a goal of 30% MWBE participation across any project that receives NYS funding. Additionally, any contractor identifying as a qualified MWBE entity will be responsible for the appropriate reporting as such.

- 3) **What date do you anticipate for the inception of the contract and delivery of services to begin?**

The Corporation intends to have selected a qualified respondent(s) by December 2019.

- 4) **Will there be a walk-through of the properties prior to the deadline for responses to the RFP?**

There will not be a walk-through of the property prior to the deadline for responses. However, access to the properties will be scheduled for any respondent(s) interested prior to contract negotiation.

- 5) **Are there three years of past operating expenses and services performed for the properties?**

The past operating expenses/services performed for the properties will not be made available as part of the RFP process.

- 6) **What obligations does the landlord have to the tenants, per any lease or occupancy agreements?**

The Corporation has typical lease provisions in place, the relevant details of which will be discussed prior to contract negotiations.