

Project: Pre-Qualified Panel for Real Estate Consultant Services

RE: Addendum #2

Date: May 23, 2024

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The following revisions and/or clarifications are to be made to the request for proposal (“RFP”) document for **Pre-Qualified Panel for Real Estate Consultant Services**. They are the result of questions received prior to the deadline of 4:00 p.m. on May 16, 2024.

1. Questions and Answers

Answers are found in italics below each question.

- a. Section IV.A. of the RFP lists May 30 as the due date. Section V.D. lists May 13. Can you please confirm whether May 30 is the correct deadline?

Yes, per Addendum 1 May 30th is the correct date.

- b. Does the Authority intend to make a specific number of awards overall? Will there be multiple awards per Category of Work?

The Authority does not have any set number of awards that it anticipates making. The number of awards will be determined after reviewing all Proposals.

- c. For Category 2 Commercial Real Estate Brokerage Services, we presume this refers to landlord representation services. Is this correct?

That is correct.

- d. For bidders responding to more than one scope, for the cost proposals, does BPCA prefer separate cost proposals for each scope or can we submit one document containing the cost proposal of multiple scopes if those scopes are clearly defined within the document?

So long as the pricing remains the same across categories, then one price proposal should suffice, provided it is made clear in the submission that the pricing is for all categories that the Proposer is proposing on.

Property/Fixture Appraisal Services questions:

- e. Can the BPCA provide the required definition of value or values which are needed to determine the scope of work? (More than one type of value could affect the fees.)

It is unclear what is meant by “needed to determine the scope of work,” however the Authority, in its sole discretion, will determine the need for appraisals on an on-call, as-needed basis.

- f. Will site inspections be required or are desktop valuations acceptable?

Site inspections may be required depending on the particular nature of an assignment of work under an awarded contract, at BPCA's discretion.

- g. What asset types are to be valued (i.e., FF&E)?

FF&E appraisals would only be required on an on-call, as-needed basis; generally, asset types will fall within the Authority's existing real estate portfolio.

- h. How many reports a year are anticipated?

This will vary based on need, as determined by the Authority; appraisals will be required on an on-call, as-needed basis.

- i. How many Property/Fixture reports were performed over the past 3 years?

As above, appraisals will only be required on an on-call, as-needed basis. Past contracts are not necessarily indicative of future contract needs.

Real Estate Appraisal Services questions:

- j. Can the BPCA provide the required definition of value or values which are needed to determine the scope of work? (More than one type of value could affect the fees.)

See the response to Question e, above.

- k. Will site inspections be required or are desktop valuations acceptable?

See the response to Question f, above.

- l. What Real Estate asset types are to be valued?

Any assets located within the Battery Park City project area may require valuation on an on-call, as-needed basis. A summary of BPCA's structure, mission, and history, as well as the Battery Park City project area, may be viewed at: <http://bpca.ny.gov/>.

- m. How many reports a year are anticipated?

See the response to Question h, above.

- n. How many Real Estate reports were performed over the past 3 years?

See the response to Question i, above.