

# Addendum 01

## 21RFP007 Real Estate Consultant

### Questions and Answers

1. Has AISD determined the number of properties that will be analyzed.

At this time, the district's primary focus is to obtain a site suitability study for the sites of Brooke ES, Metz ES and Sims ES. There are other parcels in the AISD inventory that may require a suitability study in the future. As such, we've included 2 (1 year) options to extend which will be necessary if new needs arise. At this time, we do not have a definitive number of the properties to be analyzed.

2. For the Financial Proposal is AISD seeking a not to exceed price, price per property or time and materials?

The District has an approved budget for the real estate consultant's service, time and responsibilities for the three properties requiring a site suitability study. If additional services are needed requiring an amendment, the request for funds would have to be approved by the Board of Trustees.

3. Please confirm that proposals should be submitted at 2:00pm Central Daylight Time. The RFP cover page notes Central Standard Time.

The RFP proposals are due at 2:00 PM Central Standard Time (CST)

4. On page 2 of the RFP, the "Submitting the Proposal" section references a hard copies, a flash drive, and packaging requirements. Should we assume that these requirements are replaced by the instructions to email proposals on the cover page?

Yes, the instructions listed on the cover page replace the 'Submitting the Proposal' instructions.

5. Pricing – how?

See response to question two.

6. Page 5, *Section IV References*, requires at least three references that are “current customers”. Can we assume that customers advised within the last 3 years are considered current?

References will need to have a current agreement with the Firm.

7. Page 5, “Required Forms” requires signed original forms in the Original copy of the proposal. Given the District’s COVID precautions, we our team assume that electronic signatures on forms are acceptable?

Electronic/Digital signatures are acceptable.

8. Page 8, “Background” describes the “environmental impact of any future uses” as a factor that will be considered for site suitability, however the scope of Services does not include environmental assessment. Will the selected consultant be expected to include an environmental impact assessment for recommended uses?

The Consultant will be expected to perform all assessments necessary to determine the environmental impact (for future uses) on each site. The District will rely on the expertise of the Consultant to determine what tests, if any, will be necessary.

9. Page 9, subsection iv of Real Estate Analysis Services requires consultants to assess whether buildings are serving their “intended role”. What type of roles might be intended for school facilities that have been or will be closed? Does this item refer to under- or over-utilization from a density perspective?

The language in Section 3.a.iii Real Estate Analysis does not apply given that the current/intended uses are not applicable. This addendum will remove the language at Section 3.a.iii Real estate analysis.

10. Page 9 includes a list of systems for which the District already has existing data. Should the consultant plan to survey building systems to update this data, or merely incorporate the existing data into its report.

The Consultant will meet with the District’s staff as needed to identify current reliable data sources that are already available.

11. Page 11, “Consultant Requirements” states that consultants should demonstrate knowledge and experience in Economic Impact Analysis. Does the District

anticipate requiring a formal economic impact analysis (resulting in direct and indirect jobs and tax revenue) for each site analyzed?

Depending on the outcome of the initial site studies, the District may or may not need a formal economic impact analysis. The District has asked for these qualifications of the consultant in case of a scenario where economic impact analysis expertise is required.

12. Please clarify the intent of providing “rebate incentives” in terms of providing best value (as shown in the evaluation criteria table)?

This addendum will change the PHASE I Financial Proposal language to “Start-up costs and fixed services fees to determine the best value”.

13. How many school sites does the District anticipate requesting the Consultant to analyze?

At this time, the District’s primary focus is to obtain a site suitability study for the sites of Brooke ES, Metz ES and Sims ES. There are other parcels in the AISD inventory that may require a suitability study in the future. As such, we’ve included 2 (1 year) options to extend which will be necessary if new needs arise. At this time, we do not have a definitive number of the properties to be analyzed.

14. Will consultants who we include on our team be precluded from bidding on subsequent design or construction of any new facilities?

Those Consultants would not be precluded from bidding on future project work related to the sites your team may review.

15. WILL THERE BE A SEPARATE RFP(S) FOR ACTUALL EXECUTION OF SALES AND/OR P3 STRUCTURES?

The District will obtain a new RFP if Consultant services are required for execution of sales and P3 structures.

16. Would the AISD be amenable to a shorter time frame, if we could demonstrate how we would accomplish this and why?

The District would be willing to consider a shorter timeframe. Without knowing exactly how many sites will need to be analyzed, the District has selected an initial 2-year agreement to ensure the Consultant will be available for site selection above and beyond what we have on our immediate inventory.

17. What percent of the overall budget would you envision being utilized for the public participation component of the project?

The district will not require a substantial public participant component from the selected consultant.

18. IN AN EFFORT TO PROVIDE THE MOST ACCURATE FEE STRUCTURE, WILL AUSTIN ISD PROVIDE THE NUMBER AND TYPE (VACANT LAND, BUILDING) OF PROPERTIES PERTAINING TO THIS RFP?

The District can provide details regarding the properties pertaining to this RFP. At this time, we are seeking services for the schools slated to close in the next two years: Brooke ES, Metz ES and Sims ES. There are schools currently on those sites.

19. How many school locations, and school structures, do you envision in the scope of the analysis?

The District estimates that at least 3 (three) schools structures and locations will fall in the scope of this analysis.

20. Can you clarify the meaning of "parcel/area" as the scale of recommendations? How large an area around school sites might fit this definition?

For each school site, the size and details of the areas are documented in the current surveys.

21. Will the Real Estate Consultant have access to District and City facilities and usage data?

Yes. The selected Real Estate Consultant will have access to the District and City facilities and usage data.