

**RFP for Property Management, Marketing, Leasing, Redevelopment
and Expansion Services for the
CT Regional Agriculture Market**

Responses to Questions Received Through January 30, 2020

1. **Please provide a sign-in sheet for the pre-bid meeting on January 22, 2020.**

Attendees:

- *Leslie Fredette, Freeman Companies*
- *David Fletcher, Fusco Management*
- *Laura Carpenter, Fusco Management*
- *Will Lorenz, Fusco Management*
- *Bill Conant, Fusco Management*
- *Kelly Buck, Arcadis*
- *Brian Oblon, Arcadis*
- *Laurie Wood, Colliers*
- *Scott DeLemos, Colliers*
- *Phil Gagnon, Colliers*
- *Chris Metcalfe, CBRE*
- *Anna Kocsondy, CBRE*

2. **Please provide a copy of the current operating budget and income/expense statements. (See Attached)**
3. **Please provide a current rent roll. See operating budget revenue. The Market contains approximately twelve unit tenants in addition to seasonal farmers' market stalls, and revenue generated through a land lease used for highway billboards.**

4. **Please list current service providers and contract details.** *See operating budget expenses. Current service providers to be provided to property manager with availability for changes*
5. **Does this property pay real estate taxes or is it exempt?** *The property has not been subject to real estate taxes. Property manager is not responsible for personal property taxes.*
6. **Are employees (and subcontractor employees) subject to DOL Standard Wage Rate requirements?** *Yes*
7. **Please provide a list of tools and equipment owned by the property.** *The property includes a maintenance/tool shop with appropriate tools and equipment to maintain facility. Additional tools/equipment requests would be entertained through operating/capital budgets. Property manager is not expected to provide appropriate tools/equipment. Property has two leased vehicles for ground and loading-dock snow removal/sanding and a leased security vehicle.*
8. **Do bidders need to submit all of the documentation listed as "required" in the RFP for the marketing portion ONLY of this RFP?** *Yes*
9. **Does CRDA anticipate extending the bid due date?** *Not at this time.*
10. **What additional details is CRDA willing to provide, if any, beyond what is stated in bid documents concerning how CRDA will identify the winning bid?** *All of the criteria used to select the winning bid are outlined in the RFP.*
11. **Was this bid posted to the nationwide free bid notification website at www.mygovwatch.com?** *No*
12. **Other than the CRDA website, where was this bid posted?** *The RFP was posted on the State of Connecticut's contracting portal and notices were published in the Hartford Courant and the Northeast Real Estate Business.*

CT REGIONAL MARKET

	CRDA	CRDA
	FY2020	FY2021
	6 Mths	12 Mths

Revenue:

BUILDING A OFFICES	4,935	6,000
BUILDING A/B/C/D/E Units *	318,655	921,450
OTHER LEASES/REVENUE	81,200	162,400
Tenant Utility Chargebacks (water/sewer)	36,656	73,312
Grand Total	<u>441,445</u>	<u>1,163,162</u>

Payroll	34,476	73,089
Fringe Benefits	22,409	47,508

Other Expenses:

Repair & Maintenance Services	43,600	52,200
Repair & Maintenance Supplies	3,750	7,500
Motor Vehicle Repairs	1,000	1,500
Water	18,400	36,800
Electricity	20,100	40,200
Sewer	27,420	54,839
Oil #2 (Bldg A heat)	7,500	15,000
Motor Vehicle Fuel/Gas	2,000	3,000
Motor Vehicle Fuel/Diesel	900	900
Salt: Road	7,000	7,000
Telephone - Cellular	900	1,800
Telephone - Local/Long Distance	900	1,800
Internet	1,500	3,000
Security Contract	88,291	156,182
Waste/Trash Services	2,000	4,000
Cleaning Services (grounds,lot,offices)	15,000	30,000
Equipment Lease/Rental- Other	1,250	2,500
Office Equipment Lease/Rental	600	1,200
Pest Control	1,000	2,000
Office Supplies	300	400
Postage	100	200
Advertising & Marketing	-	10,000
Clothing & Footwear	10,000	5,000
Controllable Property	3,000	5,000
Natural Gas	3,120	3,900
Facility Mgmt Fee	TBD	TBD
Brokerage Fee	-	TBD
CRDA Mgmt Fee	-	10,000
Insurance	19,725	24,449
Snow Removal	15,000	20,000
Transition/Operating Reserve	10,000	25,000
Total	<u>304,355</u>	<u>525,370</u>

Grand Total	<u>361,241</u>	<u>645,967</u>
Net Profit	<u>80,205</u>	<u>517,194</u>

* Rent increases to market rate effective for FY2021