

**ADDENDUM 2**  
**TO BID DOCUMENTS FOR**  
**PUR-RFP-12-3**  
**Commercial Real Estate Brokerage Services**  
**FOR**  
**CANAVERAL PORT AUTHORITY**  
January 31, 2012

This addendum is issued as part of the Bidding Documents for the above described solicitation. The changes incorporated in this addendum shall be considered as a part of the documents and shall supersede, amend, add to, clarify, or subtract from those conditions shown in the original documents.

**SPECIFICATION CHANGES:**

**The proposal due date is changed to February 24, 2012 at 2:00 p.m. EST (Eastern Standard Time)**

**QUESTIONS AND ANSWERS:**

1. **Question 1** – After reviewing the “Request for Proposal” documentation I noticed that the initial contract is for 6 months and 2 small renewals. It is to my understanding that the majority of the work that is to be done will be on buildings not yet constructed. This time frame may need to be addressed and or altered to allow enough time for the winning bid to not only get acquainted with the project but also have tangible assets to work with.

**Response** – The marketing success of existing properties will be a key factor in determining any renewals or longer-term relationships. CPA is looking for proven results early in the contract.

**SUPPLEMENTAL INFORMATION:**

**DELETION OF CRUISE TERMINAL 6 GARAGE RETAIL:**

The initial RFP referred to possible inclusion of Brokerage Services and inclusion of the 19,000 SF of Commercial Real Estate Services as part of this RFP. All references to the North Side Cruise Terminal 6 Retail are hereby no longer part of the scope of services in this RFP. Brokerage and property management for the 19,000 SF of retail at the Cruise Terminal 6 Garage will be issued as a separate request for proposal. Answers to this RFP shall not include any reference to Cruise Terminal 6 retail and CPA confirms an award of real estate brokerage services anticipated under this proposal will not include any listings for services at the Cruise Terminal 6 Garage.

## **ADDITION OF PROPERTY MANAGEMENT SERVICES:**

Canaveral Port Authority (CPA) wishes to include a combined commercial real estate leasing and brokerage service to now include a comprehensive property management services as outlined to follow. CPA seeks firms to provide more comprehensive property management to include, but not limited to, the following additional scope of services: Tenant Relations, Property Management, and Property Services, of both new and existing tenants in all Port real estate building assets for the Maritime Center, Port International Commerce Center and potentially other Port Real Estate Assets in the Cove and south side commercial regions.

CPA envisions a turnkey service based on normal and customary complete property management to include:

1. Bundling tenant needs, concerns, and issues;
2. Collection of rents and processes to expedite and collect any rental payments in arrears;
3. Routine accounting and record keeping;
4. Occupancy, deficiency, rental projection reports, and record keeping;
5. Transfer of funds collected into a property account;
6. Payment of utilities, maintenance and operation costs;
7. Bidding for maintaining and capital account upgrades;
8. Handling of all tenant future requirements including design and contracting with coordination of Port Infrastructure;
9. Proactive Tenant Relations to build long term loyal tenant base in a win-win environment;
10. Lease extensions negotiations and processing;
11. New tenant marketing and development plan focused on key spaces coming due and available or currently available;
12. Working with existing Tenants on long-term space needs and goals with a focus on tenant retention.

Proposing firms will provide the following information with their proposals in addition to the requested brokerage and leasing submission to demonstrate the firm's comprehensive property management services.

### **Property Management Services (100 Points) Total 200 Points**

1. Provide names and resumes of proposed full-time and part-time staff you envision will be assigned to the two primary projects. Designate if any are Professional

Property Managers, CPM's or added credentials. Outline all key staff who will be involved monthly. (20 points)

2. Show sample monthly and year-end property management reports provided for owners. (Note if any are proprietary and must be kept confidential) (10 points)
3. Provide 5 written reference letters from owner's of similar buildings now managed by your firm. Provide a contact, phone and email address for your owner contact. (10 points)
4. Provide 3 to 5 Tenant letters outlining how your firm provides value to them as tenants to meet all building needs in a quality way. (5 points)
5. Fee Structure to take over the Maritime Center Floors 1-2 and International Business Center as a basis. (20 points)
6. Outline how you will handle regular services and maintenance and if these services will be in-house, contracted or a combination of the two. (5 points)
7. Outline 3 to 5 past Tenant fit-outs and improvement projects you handled and executed. (5 points)
8. Identify the occupancy levels of at least 5 of the current buildings you manage (No more than 10 examples) and what challenges you face, increasing those occupancy rates currently. (5 points)
9. Provide an understanding of property management challenges at current Port Authority Property and how your firm can work to elevate the current and projected challenges we face to maximize the value of Port Real Estate Assets. (10 points)
10. Outline why your firm is the right choice for us to engage and contract with for the property management services in addition to the leasing and brokerage services or why combination of these two is not the right move for us. (10 points)

100 Points

Points from Leasing in Original RFP 100 Points

Total Points 200 Points

**END OF ADDENDUM 2**