

Property Management Services

Request for Proposal - Questions

July, 2017



Orange County Employees Retirement System (OCERS)

2223 E Wellington Avenue Suite 100

Santa Ana, CA 92701 USA

1-(714)-558-6200

<http://www.ocers.org>

Submitted Questions:

- **Q1:** What are the building's approximate gross revenues?
- **A:** \$266,000 a year. Note, OCERS does not currently pay a rental fee for the space it occupies as its wholly-owned title holding company, 2223 Wellington Place Corporation, is the owner of the building. In lieu of a rental fee, OCERS pays a property management fee. That fee is not being disclosed as we would like prospective firms to originate their own fee structure per section 7.9 of the RFP.

- **Q2:** Section IV, 5 – Will the selected party be responsible for facility management within your premises or will OCERS operate per a standard form commercial office lease?
- **A:** The selected firm will be responsible for facility management within the premises.

- **Q3:** Section IV, 10 – Is it your intent that routine service requests will be addressed and vendors dispatched regardless of time frame, i.e. after normal building hours or weekends? This question would not include emergencies at the property.
- **A:** Yes, it is the intent that the selected firm dispatch appropriate vendors depending on the request or issue.

- **Q4:** Section IV, 15 – Should we include a Construction Management Fee for major tenant improvements and capital projects or will this agreement be separately negotiated?
- **A:** Each capital project will be separately negotiated depending upon the project.

- **Q5:** Are Special Events normally held during normal business hours or after hours?
- **A:** The majority of the business takes place during normal operating business hours.

- **Q6:** Are there any union requirements for building services such as janitorial, construction contracting and mechanical service vendors?
- **A:** No.

- **Q7:** Is Prevailing Wage a requirement?
- **A:** No.

- **Q8:** Are the insurance requirements negotiable/flexible? I.E. – Is \$2M in E&O acceptable. Pollution and Remediation is generally carried by ownership vs property manager?
- **A:** The insurance referenced in the RFP are what is in place today and what OCERS would like to maintain in the future. Alterations to the insurance levels and limits are possible depending upon the circumstances. Pollution and Remediation insurance is carried by the current property management company.

- **Q9:** Will a rent roll be provided to assist in pricing and staffing?
- **A:** See below:

Bldg Id	Suit Id	Occupant Name	Rent Start	Expiration	GLA Sqft	Monthly Base Rent	Annual Rate PSF	Monthly Cost Recovery	Expense Stop	Monthly Other Income	--- Future Rent Increases ---	Monthly Amount	PSF
Occupied Suites													
HBR0010100		O.C. Employees Retirement Sys.	3/31/2000	12/30/2049	16,900								
	Additional Space	HBR001- 0200	3/31/2000	12/30/2049	16,900								
				Total	33,800	0.00		0.00		0.00			
HBR0010300		Boys Town California, Inc.	1/1/2013	4/30/2020	4,272	2,900.00	8.15	388.00			RNT 8/1/2017	6,622.00	18.60
											RNT 8/1/2018	6,835.00	19.20
											RNT 8/1/2019	7,049.00	19.60
	Additional Space	HBR001- 0350	8/1/2016	4/30/2020	7,133	10,900.00	18.34				RNT 8/1/2017	11,056.00	18.60
											RNT 8/1/2018	11,413.00	19.20
				Total	11,405	13,800.00		388.00		0.00	RNT 8/1/2019	11,769.00	19.80
HBR0010310		Edward D. Jones & Co.	1/1/2016	12/31/2020	1,200	1,920.00	19.20	74.00			RNT 1/1/2018	1,980.00	19.80
											RNT 1/1/2019	2,040.00	20.40
											RNT 1/1/2020	2,100.00	21.00
HBR0010320		Kerwin Clark	9/1/2016	8/31/2021	2,500	3,600.00	17.28	85.00			RNT 9/1/2017	4,160.00	19.97
											RNT 9/1/2018	4,326.00	20.76
											RNT 9/1/2019	4,499.00	21.60
											RNT 9/1/2020	4,679.00	22.46
HBR0010330		Andrea Gee	8/1/2016	7/31/2021	1,795	2,872.00	19.20	61.00			RNT 8/1/2017	2,961.75	19.80
											RNT 8/1/2018	3,051.50	20.40
											RNT 8/1/2019	3,141.25	21.00
											RNT 8/1/2020	3,231.00	21.60
Totals:		Occupied Sqft:	100.00%	7 Units	50,700	22,192.00		608.00		0.00			
		Leased/Unoccupied Sqft:		0 Units	0								
		Vacant Sqft:		0 Units	0								
		Total Sqft:		7 Units	50,700	22,192.00							
Total Wellington Plaza:		Occupied Sqft:	100.00%	7 Units	50,700	22,192.00		608.00		0.00			
		Leased/Unoccupied Sqft:		0 Units	0								
		Vacant Sqft:		0 Units	0								
		Total Sqft:		7 Units	50,700	22,192.00							

- **Q10:** Who is Primary on insurance coverage, client or property?
- **A:** The property holding company owned by OCERS; 2223 Wellington Place Corporation.
- **Q11:** Can you please describe the engineering team’s duties and time spent on the asset.
- **A:** The “Day-Porter” is on site Monday through Friday, 8:00 a.m. to 5:00 p.m. every work day. He provides daily maintenance and break-fix services. The Engineer supports the Day-Porter for complicated activities or those items that require multiple people to support.
- **Q12:** Are there any issues with homelessness at the property? If so, how is this managed today?
- **A:** No chronic homelessness issues at this time. We have had two minor incidents in the last year. Police were called to resolve the issues.
- **Q13:** Please describe the work being performed in the back of the building / gutter work.
- **A:** No work is being performed in the back of the building. Fiber optic cable was being installed from the street to the building, but it was not affecting the OCERS facility or gutter.
- **Q14:** Does OCERS have an in-house emergency response team?
- **A:** OCERS has a Business Continuity / Disaster Recovery team to respond to agency emergencies. The property management company resolves all building emergencies

- **Q15:** Is there a history of emergency incidents at the project?
- **A:** There is no history of emergency incidents.