

UNIVERSITY OF ALASKA ANCHORAGE

REQUEST FOR PROPOSAL P18003

PROPERTY MANAGEMENT SERVICES

BRAGAW OFFICE CENTER

AMENDMENT NUMBER ONE (1)

FEBRUARY 21, 2018

Page 15 of 52 of the Request for Proposal P18-003 for Property Management Services for the Bragaw Office Center, Anchorage, AK, is amended as indicated in the highlighted sections of the one page attachment.

Offerors are required to acknowledge this Amendment in the space provided below and submit with their technical proposal.

All other terms and conditions remain the same.

Acknowledgement:

Vendor's Signature/Date

Vendor's Name (Please print)

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F. SCOPE OF WORK (CONT.)

MINIMUM QUALIFICATIONS

The University will only consider proposals from firms that meet the following minimum qualifications as documented in the submittals. Proposals that do not meet the minimum qualifications shall be declared non-responsive and removed from further consideration. For those qualifications listed as preferred, evaluators shall consider those skills/experience in their review and reflect in their technical scoring

Property Management Company

Provides contract compliance, overall responsibility. The company shall:

- a. have provided commercial third party property management services for a minimum of three commercial office buildings of at least 50,000 rsf each since June of 2010.
- b. **It is preferred that the Offeror** have a fully integrated web-based, enterprise management software system to provide reactive and preventive maintenance work orders, real estate portfolio inventory and real estate accounting.

Property Manager

Provide primary single point of contact, directly engaged in the contract performance. The manager shall:

- a. have at least three years of commercial office on site property management services for at least one commercial office building of at **least 100,000 50,000 rsf**; High-rise office building experience preferred.
- b. be available to respond and react to building related issues 24 hours a day 7 days per week.
- c. hold a current Real Estate License – compliance with AS 08.88 and regulations 12 AAC 64 specifically govern the practice of the real estate industry. AS 08.01 - 08.03 and regulations 12 AAC 02 apply to all professions regulated by the division.
- d. have five years of construction management experience with a minimum of five projects of at least **\$200,000 \$100,000** each to include: administrative, bid solicitations, contract administration, budgeting, perform project meetings, site inspection, etc.

Property Accountant

Provides accounting duties for all facilities. The property accountant shall:

- a. have a minimum of three years of experience since June 2010 with the standard preparation of financial documents for commercial real estate purposes.