RFP 701 AMENDMENT NO. 1

RETURN THIS AMENDMENT TO THE ISSUING OFFICE AT:

Legislative Affairs Agency
State Capitol
120 4th Street, Room 3
Juneau, AK 99801-1182
Attn: JC Kestel

DATE AMENDMENT ISSUED: November 2, 2026

RFP TITLE: RFP 701 – Property Management Services in Juneau, Alaska

RFP OPENING DATE & TIME: 11:30 a.m. Alaska Time, November 9, 2026

The following contains additional information, changes, or additions for the RFP:

1. Questions or comments that were received by the Procurement Manager from potential Offerors:

a. *Are approved contractor charges for these services paid separately from the monthly property management fee through the Building Operating Account?*

Response: Yes. Contractor charges approved by the Agency as direct property expenses shall be paid or reimbursed at cost through the Building Operating Account and shall not be included in the fixed monthly property management fee. The fixed monthly fee shall include all costs associated with contractor procurement, administration, coordination, and oversight. No additional markup or project-management fee shall be permitted unless expressly authorized by the Agency. See RFP paragraphs 2.04 and 3.03 for further clarification.

b. *Are any of these service costs required to be included in the fixed monthly management fee?*

Response: Yes. The fixed monthly property management fee must include all costs of the Offeror associated with performing, managing, coordinating, and supervising the property management services required by the RFP, including administration, personnel, routine management activities, contractor procurement and oversight, financial management, reporting, and 24-hour response management. Direct property expenses identified in the RFP, including approved contractor charges for maintenance, repairs, cleaning, and snow

and ice control, are not included in the fixed monthly fee and will be paid or reimbursed at cost through the Building Operating Account.

c. *Will the Agency have existing service contracts in place, or should we plan to obtain proposals and arrange those contracts for Agency approval?*

Response: The Successful Offeror shall be responsible for soliciting proposals and arranging all service contracts necessary to perform the services as detailed in the RFP, including coordinating required service contractors and providing services through Agency-approved subcontractors. Unless otherwise directed or approved in writing by the Agency, the Successful Offeror shall procure all or substantially all such services through its established competitive solicitation procedures. No contract or subcontract shall be executed, become binding, or authorize performance without the Agency's prior written approval. All costs incurred by the Successful Offeror in procuring, administering, coordinating, supervising, and overseeing such contracts are deemed included in the fixed monthly property management fee and shall not be separately charged to or reimbursed by the Agency. See RFP paragraphs 2.03 and 2.04(11).

d. *What approval process applies to routine work within the approved operating budget?*

Response: Routine work that is within an Agency-approved operating budget may be arranged and paid for by the Successful Offeror in accordance with the approved budget, the Contract, and any written procedures or authorization limits established by the Project Director. Work outside the approved budget, work exceeding an applicable authorization limit, and non-routine improvements or projects require prior Agency approval, except for emergency action reasonably necessary to protect persons or property. The Successful Offeror shall promptly notify and document any emergency expenditure. This authorization does not eliminate the requirement for Agency approval of service contracts as described in response (c).

e. *If renovations are not substantially complete by January 1, 2027, what responsibilities will the selected property manager be expected to assume during the remaining construction period? Will management responsibilities and compensation be adjusted to reflect any delayed turnover?*

Response: If renovations remain incomplete after January 1, 2027, the Successful Offeror will be expected to perform the transition and pre-occupancy responsibilities applicable to the portions of the properties made available by the Agency. These responsibilities include coordination with the Agency and construction team, inspections, documentation of conditions and inventories, establishment of operating records, coordination of service contractors, and reporting of incomplete work, defects, and warranty issues. Compensation will be based on the applicable contract rates unless otherwise modified by written amendment. If construction delays materially affect the scope of services required, the Agency may consider an adjustment in accordance with the provisions described in response (p). No adjustment will be automatic. Until the properties are transferred to the Agency, the Successful Offeror's responsibilities will be limited to transition and pre-occupancy services authorized by the Agency. Responsibility for ongoing property operations will begin as each

property is made available for management following transfer of ownership, unless otherwise directed in writing by the Agency.

f. *Will the Agency provide a formal construction turnover package, including equipment manuals, warranties, contractor and subcontractor contact information, maintenance requirements, and a documented list of outstanding deficiencies or punch-list items?*

Response: The Agency anticipates receiving relevant construction and maintenance documentation upon completion of the renovations and transfer of the properties. Available documentation, including equipment manuals, warranties, contractor contact information, and applicable maintenance requirements, will be provided to the Successful Offeror. The Agency expects outstanding construction deficiencies and punch-list items to be addressed prior to accepting ownership of the properties.

g. *Will the units be fully furnished, equipped, and stocked with the necessary household items prior to occupancy? If so, which party will be responsible for inventory verification and ensuring that the units are ready for occupancy at the beginning of the legislative session?*

Response: The Agency intends for each unit to be fully furnished, stocked, and equipped for occupancy. Before initial occupancy, the Successful Offeror shall coordinate with the Agency to inspect each apartment, document its condition and inventory, report missing or deficient items, establish inventory and key records, and assist with final occupancy readiness and tenant move-ins.

h. *Will the selected property manager be asked to participate in final construction walkthroughs, unit inspections, or acceptance of completed renovations before assuming operational responsibility?*

Response: Yes. The Successful Offeror may be required to participate in final walkthroughs and initial property and apartment inspections, document observed conditions, inventories, incomplete work, and apparent defects, and promptly report matters requiring Agency attention. Final acceptance of the renovations and transfer of ownership will remain the responsibility of the Agency.

i. *Will warranty-related repairs or deficiencies arising from the recent renovations be coordinated directly by the Agency and its construction contractors, or will the selected property manager be responsible for identifying, documenting, scheduling, and overseeing warranty work?*

Response: Following transfer of the properties, the Agency will retain responsibility for addressing warranty obligations with the renovation contractors. The Successful Offeror shall identify and document warranty-related deficiencies, promptly notify the Agency, and assist with coordinating access and scheduling repairs as needed. The Successful Offeror will not be responsible for performing warranty repairs or ensuring the renovation contractors fulfill their warranty obligations.

j. *Will the Agency provide snowblowers or other appropriate snow removal equipment at each property? Given the configuration and accessibility of the service areas, conventional plowing may not be feasible, and dedicated equipment may be necessary to maintain safe access during winter conditions. If equipment is provided, who will be responsible for its maintenance, repair, and replacement?*

Response: Offerors should not assume that the Agency will provide snow-removal equipment. The Successful Offeror shall be responsible for arranging the labor, equipment, and contractors necessary to provide the required snow and ice control services. Costs associated with managing and coordinating these services shall be included in the fixed monthly management fee. Approved direct contractor charges and equipment-related expenses shall be paid or reimbursed at cost through the Building Operating Account. Any purchase of snow-removal equipment using Agency funds must receive prior Agency approval, and such equipment shall become Agency property. The Successful Offeror shall be responsible for coordinating the maintenance and repair of any Agency-owned equipment made available for use at the properties.

k. *Are there specific expectations regarding snow removal response times, accumulation thresholds, or required access to entrances, walkways, and emergency exits?*

Response: The Successful Offeror shall monitor conditions and provide timely snow and ice control sufficient to maintain safe, usable access to building entrances, walkways, parking access, service areas, and emergency exits. Priority routes and emergency egress must remain accessible during occupied periods, and hazardous accumulations or icing shall be addressed promptly, including outside normal business hours when necessary. The Agency may establish site-specific procedures and service expectations with the Successful Offeror; however, Offerors remain responsible for proposing a method adequate for Juneau winter conditions and applicable safety requirements.

l. *Will LAA's existing security personnel be available to assist the property manager with building safety checks, security concerns, emergency access, or other specific incidents when requested?*

Response: The Successful Offeror is not required to provide security personnel or security services. The Agency may coordinate an Agency response to reported security concerns or specific incidents, but Offerors should not assume that Agency security personnel will be available on request for routine building checks, emergency access, or other property-management duties. The Successful Offeror remains responsible for promptly reporting security concerns, managing tenant keys and access devices, providing 24-hour property-related emergency response management, and contacting emergency services when appropriate.

m. *If multiple LAA housing properties are managed by separate management companies, how does the Agency envision coordination between those companies? Specifically, will there be a centralized LAA representative responsible for occupancy assignments, resident transfers, communications, and consistency of procedures across properties?*

Response: The Agency will provide direction regarding tenant assignments, transfers, policy interpretation, and Agency communications for the properties covered by this RFP. Each property manager will remain responsible for operations, tenant service, records, and reporting for the properties assigned under their contract and shall cooperate with the Agency and any other Agency contractors when coordination is required. The Agency may establish centralized procedures or identify points of contact as needed.

n. *Does the Agency anticipate any additional responsibilities during legislative sessions, special sessions, or periods of unusually high occupancy that should be separately identified or priced in the management proposal?*

Response: Offerors shall account for the duties described in the RFP during regular sessions, special sessions, transition periods, and periods of high occupancy. The Cost Proposal already provides separate session and interim monthly rates, and the session monthly rate applies during any interim month in which a special legislative session occurs. No separate surcharge should be proposed for ordinary increases in occupancy, move-ins, move-outs, tenant communications, or other services within the stated scope.

o. *If the scope of services or number of available units changes during the contract term due to construction delays, renovations, or other Agency-directed circumstances, will there be a mechanism to adjust the management fee accordingly?*

Response: The Contract may be amended by mutual agreement if the Agency determines that an amendment is in its best interest. If an Agency-directed circumstance materially changes the required scope of services or the number of units available for management, the parties may consider an appropriate written amendment, including a fee adjustment when justified by the change in required effort. No adjustment is automatic, and any revised fee must be approved in writing before it takes effect. Temporary vacancies or ordinary occupancy fluctuations within the existing sixteen-unit portfolio do not, by themselves, change the monthly management fee.

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2. All other terms and conditions of Request for Proposals 701 will remain as written.

In order for your proposal to be considered responsive, a signed copy of this amendment and any other Agency issued amendments, in addition to your proposal, must be received by the issuing office prior to the deadline for receipt of Proposals as amended.

JC Kestel
Procurement Manager
PHONE: (907) 465-3763
TDD: (907) 465-4980

_____
NAME OF COMPANY

_____
AUTHORIZED SIGNATURE

_____
TITLE

_____
PRINTED NAME

_____
DATE