

RFP – 25162-331 DCDR Property Management Services Addendum #3

Addendum No. 3 to RFP – 25162-331 DCDR Property Management Services

Date of Addendum: August 11, 2025

NOTICE TO ALL POTENTIAL RESPONDENTS:

Please read the following Q & A.

The RFP states,

1. DCDR properties each utilize separate Yardi Enterprise Software (Yardi) for property management and accounting functions. The contractor shall be required to utilize this existing software.

Question: Does this mean the Management Agent would use DCDR's Yardi system vs. setting up Yardi on our end to manage the properties?

Response: DCDR currently has existing Yardi databases for both properties, the management agent will be required to use the existing DCDR owned Yardi databases. The management agent will be granted full access to both databases, to complete day-to day functions to manage the property in Yardi databases.

Statement: It will be necessary for us to utilize our own database, which we can provide read-only access to, because of support, training, and set-up issues.

2. DCDR properties contract with the Housing Authority of the County of Contra Costa (HACCC) to provide accounting services utilizing each property's Yardi software platform. The contractor shall coordinate with HACCC as needed to support the successful performance of HACCC accounting services.

Question: As the Management Agent, we provide accounting and bookkeeping services in accordance with DRE regulations, including setting up trust accounts, reconciling the books, and issuing monthly financial statements to account for all income and expenses. Is there an opportunity for the Management Agent to provide the full property management services for these two properties?

Response: DCDR currently is not requiring the Management Agent to provide accounting or bookkeeping services, however the management agent selected will be provided with access to both databases, so all necessary functions pertaining to property management can be completed.

Question: We are required by DRE regs to produce financial reports for all activity we perform.

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Response: The management agency will work in partnership with HACCC support staff to produce all financial reports required.

3. On bank accounts – will they be established and maintained by the DCDR for each Property, or will the Management Agent establish and maintain these accounts?

Question: Reserve accounts may be handled separately, but we typically open and manage trust accounts for operations and security deposits.

Response: DCDR will not require management agent to set up accounts, all necessary banks accounts for both properties are currently set up and operational.

On Payment of Costs
The RFP states,

1. Outside Vendors: The Contractor shall incur costs with outside vendors, utilizing Yardi to manage the procurement process. The outside vendors shall submit invoices directly to HACCC. HACCC will then process payment of the invoices, usually based on the Contractor's procurement process approval in Yardi.

Question: JSCO uses a different invoice system (Nexus) for invoice workflow and approvals. Is this acceptable or is the management agent required to use Yardi?

Response: DCDR is requesting the management agent to use the existing DCDR Yardi databases, which does allow for accounting services, including payment of invoices.

2. Direct Costs: The Contractor shall incur costs directly upon itself for its overhead, employees, and other types of cost as approved by DCDR. Within 30 days of the end of each month, the Contractor shall submit a request for reimbursement with backup documentation to HACCC for reimbursement of that month's accumulated direct costs. HACCC shall process reimbursement to the Contractor for this billing within 15 days of billing submission.

Question: JSCO would be the employer of record, with responsibility to pay employees timely. We do not advance funds for property operations. If we are expected to bill in arrears for payroll, we would require advance funding for the initial payroll, and we may require a mid-year and/or annual advance to ensure there is enough cash in operations to cover payroll expenses without a loan from JSCO.

Response: Yes, an advance can be arranged for this purpose.

On Vendors / Capital Projects Responsibilities
The RFP states,

1. Supervise vendor services and contract administration, obtain proof of insurance. Ensure that all vendors are direct contacts of the Agency and able to provide professional services under the supervision of the Agency.

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Questions: Are vendors approved by HACCC and JSCo?

Response: Yes. If Vendor is paid directly from DCDR, Vendors will be approved by HACCC and JSCo. However, if JSCo pays a Vendor directly, then HACCC does not need to approve the vendor. If this occurs, JSCo must direct bill DCDR for the services.

2. Provide project management for major unit improvements and capital items.

Question: Are there dollar amount or scope of work thresholds that would require external project management? For example, if there was a \$200k window replacement project, would an external project manager be engaged to handle this work? I know the windows were recently replaced – this is used for purposes of an example only.

Response: There is no dollar or scope of work threshold that would require an external project manager/management, however for all work items exceeding \$25, 000 the management agent will be required seek Board approval to begin the work.

This Addendum modifies the Request for Proposals (RFP). The original RFP and any previous addenda remain in effect, except where modified by this Addendum, which is now considered part of the RFP. Respondents must take this Addendum into account when preparing their proposals.

Thank you for your interest in our solicitation. We look forward to receiving a proposal submission from your firm.

Julian Ignacio, Purchasing Agent