



**Finance Department**  
Purchasing Division

**REQUEST FOR PROPOSALS (RFP)**  
**Specification No. 23-11557-C**  
**FOR**  
**Management of University Ave Center Properties**  
**PROPOSALS WILL NOT BE OPENED AND READ PUBLICLY**

**ADDENDUM "B"**  
12/1/2022

Dear Proposer:

Questions received from proposers along with answers are attached.

**Proposals/bids must be received no later than 2:00 pm, on December 13, 2022** All responses should be sent via email to [purchasing@cityofberkeley.info](mailto:purchasing@cityofberkeley.info) and have "Management of University Ave Center Properties" and **Specification No. 23-11557-C** indicated in the subject line of the email. Please submit one (1) PDF of the technical proposal. Corresponding cost proposal shall be submitted as a separate PDF document.

Proposals will not be accepted after the date and time stated above.

We look forward to receiving and reviewing your proposal.

Sincerely,

Darryl Sweet  
General Services Manager

## **Addendum “B”**

### **Questions and Answers for Specification No. 23-11557-C Management of University Ave Center Properties**

The City of Berkeley has received questions from some potential respondents regarding **Specification No. 23-11557-C, PROJECT NAME Management of University Ave Center Properties**. In an effort to provide the same information to all, listed below are the questions received to date, with responses from City staff.

**1. Q. Is the property cash based or accrual?**

1. A. The property is accrual based.

**2. Q. Is the client open to banking through (prospective firm’s) preferred bank?**

2. A. The selected firm will collect checks received and deliver to the City. There will likely be no need to utilize banking services.

**3. Q. What accounting system is currently utilized (MRI, Yardi, etc.)?**

3. A. Berkeley’s accounting system is ERMA. The accounting system is custom tailored to meet Citywide needs. The City of Berkeley has no standalone real estate management system.

**4. Q. May we obtain a rent roll?**

4. A. University Avenue Center rent roll is Berkeley Food Network = \$1 per month + utilities;  
City of Berkeley occupied space = \$0 per month + utilities.

**5. Q. With respect to scope Items 1 & 2, as written below:**

1. Marketing of vacancies.

2. Evaluating prospective tenants and making written recommendations to the City on tenant selection for a particular space.

During our pre-bid walk, you had mentioned that the City would be responsible for these scope items as the city is working, already, with a few Non-Profits along with some city services to occupy the space. Is this still the case? I want to be sure that the prospective firm would not, in fact, be performing these services.

5. A. The prospective firm is not responsible for marketing vacancies. Scope Item 1 is removed. Scope Item 2 will be performed as needed and limited to tasks such as assisting the City with evaluating whether the space physically works for the proposed use, and assessing prospective tenant needs.

Except as provided herein all other terms and conditions remain unchanged.