

FROM: Jay Bernstein, Deputy Agency Chief Contracting Officer, NYC Housing Preservation and Development

TO: Prospective Respondents to the Request for Qualifications for Qualified Marketing Agents

SUBJECT: Addendum #3 to the Request for Qualifications for Qualified Marketing Agents

DATE: January 6, 2021

ADDENDUM #3

The Department of Housing Preservation and Development is issuing **Addendum #3** to the Request for Qualifications for Qualified Marketing Agents (“RFQ” hereafter).

I. QUESTIONS AND ANSWERS

a. RFQ Questions by email

The following Questions were presented to HPD via email between 10/22/2020 and 1/5/2021. The Answers to those Questions are provided below for clarification and information purposes only, and do not change the terms and conditions as contained in the issued RFQ:

Question #1: We are interested in submitting our RFQ to qualify as a marketing agent. We have experience in property management and in-house leasing. We are in the process of getting LIHTC and Fair Housing Certification. My question is if we need to be a licensed real estate broker in order to qualify as a Marketing Agent.

Answer #1: For all qualification considerations for this RFQ, please see Section III. (“Qualification Considerations”, page 6) of the RFQ. Licensure as a real estate broker is not a requirement.

Question #2: For the use of, the owner's reference, as well as for the preparation of the entity's Income Tax Return, our company utilizes internally prepared financial statements. Kindly advise if such statement sufficiently satisfies the Marketing RFQ Financial Statement requirement.

Answer #2: Please see Section IV.A.7. (“Financial Statements”, page 8) of the RFQ.

Question #3: What’s the yearly compensation for this role?

Answer #3: Please see Section I (“Introduction”, page 2) and Section V (“Conditions”, page 10) of the RFQ for information about the role of Marketing Agents. HPD and HDC do not compensate Marketing Agents; compensation is by Developers/Owners.

Question #4: Pre-Covid, pre-submission attendees/registered parties for this type of RFQ would be made available. Typically, this would provide an opportunity for firms to potentially joint venture with others. In addition, a firm may be seeking a partner or experienced marketing agent as a staffer to support their proposal. Please advise if a list of pre-submission conference attendees or registered parties can be made available.

Answer #4: The names, email addresses, and organization names of all attendees to the first pre-submission conference held on 10/7/2020 are provided in a table attached to this document.

Approved for issuance by ACCO Office:

Jay Bernstein

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Deputy Agency Chief Contracting Officer

NYC Housing Preservation and Development

END OF ADDENDUM #3

ATTACHMENT TO ADDENDUM #3/Question #4
List of Attendees at First Pre-Submission Conference, 10/7/2020

Name	Email	Organization
Andrea Alexopoulos	andrea_alexopoulos@aafe.org	Asian Americans for Equality (AAFE)
Stephanie Alicea	salicea@pgcmh.org	Postgraduate Center for Mental Health
Dimitra Angelakos	dangelakos@brisabuilders.com	Brisa Builders Corp
Emily Blank	eblank@lisc.org	LISC NYC
Hong Buist	djscorp@me.com	DJS Management Corp.
Shaniqua Carter	michlew30@yahoo.com	Michelle Lewis Associates LLC
Jacqueline de Dios	jdedios@rfwconsultants.com	R.F. Wilkins Consultants
Saira Doyle	sairadoyle@brisabuilders.com	Brisa Builders Development
Leonardo Fernandes	leo@prontohousing.com	Pronto Housing
Kenia Gomez	keniagomez27@gmail.com	K&G UpRight Consulting
Misha Haghani	misha@prusa.com	
Beverly Hinds	beverly.hinds@merck.com	Bevy Luxe Llc
Natalie Hunter	natalie.hunter@tcbinc.org	The Community Builders
Daniel Kent	dkent@galvanfdn.org	Lantern Organization
Nicole Lloyd	nicole.lloydabdou80@gmail.com	
Lexmare Martinez	Lexmaremartinez@yahoo.com	Quality Consultants LLC
Anna Martynova	Anna@City5COnsulting.com	City5 Consulting
Demetrios Moragianis	Demetrios@protoproperty.com	Proto Property Services, LLC
Moses Morales	mmorales@prestigemgt.com	Prestige Management Inc.
Camille Morrison	ogainusa@yahoo.com	CK Property Management Group LLC
Georgina Natale	gnatale.jgv@gmail.com	JGV Management
Nanney Pena	penan@richmanmgt.com	Nanney Pena-Richman Property Services
Cassandra Perez	Cperez@protoproperty.com	Proto Property Services, LLC
Mary Ramos	mramos@cgmrcompliance.com	CGMR Compliance Partners
Savitri Richardson	savitri@slr-realestate.com	Savitri Lela Richardson Real Estate LLC
Imelba Rodriguez	irodriguez@neighborhoodrestore.org	Neighborhood Restore
Sharon Smith	ssmith@Springleasing.net	Spring Leasing and Management LLC
Annie Stefanski	astefanski@neighborhoodrestore.org	Restored Homes HDFC
Malik Swinson	malik@mickigarciarealty.com	Micki Garcia Realty
Cara Turner	cturner@pgcmh.org	Postgraduate Center for Mental Health
Dawn Vadnais	dvadnais@tcbinc.org	The Community Builders
Woody Victor	wvictor285@gmail.com	Capalino
Errol Walters	cambridgehanover2@verizon.net	Cambridge-Hanover, Inc
Keqi Wei	keqi@city5consulting.com	City5 Consulting
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	danb334@hotmail.com	Sycamore Birch Management