

## RFQ Mitchell-Lama Property Manager Pre-Submission Conference Questions & Answers

100 Gold Street, New York, NY 10038

May 1, 2019

- What is the minimum size portfolio managing agents must have to apply for the RFQ?
  - A managing agent will need to show significant property management experience with at least two years of experience and 500 residential units, including at least one building with a minimum of 100 units and an elevator.
- How does HPD want the violations to be presented in the application?
  - Please list by violation type per building. Please include any explanations regarding the violations, if applicable.
- Is the application subject to the Freedom of Information Law (FOIL)?
  - The submission is subject to FOIL. However, if applicants are submitting something that they consider to be a trade secret, they should make that clear in the submission. In that case, the particular part that is marked a trade secret may be eligible to be withheld if HPD receives a FOIL request.
- Is there a cap on the number of companies on the Pre-Qualified list?
  - No
- What needs to be mailed?
  - HPD will need one digital copy submitted by thumb drive or email to: [leonvala@hpd.nyc.gov](mailto:leonvala@hpd.nyc.gov). In addition, please submit three (3) hard copies to: Valerie Leon, NYC HPD, 100 Gold Street, Room 7-M2, New York, NY 10038.
- When will the Pre-qualification list come out?
  - As soon as the review of qualifications has been completed, HPD will post the list on the HPD website.
- If a managing agent decides not to apply now, will there be another opportunity?
  - After the application deadline of Monday, June 3<sup>rd</sup>, HPD will continue to accept applications on a rolling basis. HPD will update its website when the process is re-opened.
- Will agents on the qualified list need to refresh their applications?
  - If there are any changes in information in the submitted application, there is an obligation to notify HPD as soon as possible. HPD plans on periodically refreshing the full list and will notify managing agents at that time.
- If disclosure statements have already been submitted to HPD, HDC or other City agencies, does the applicant need to submit a new disclosure statement?
  - Yes, each Agency's Disclosure requirements may be different. Applicants will need to submit a new disclosure statement for this specific RFQ or submit an Affidavit of No Change, if applicable.
- How will the information from the pre-submission conference be sent to interested applicants?
  - The Q & A will be available via website as well as emailed to the applicants that signed the sign-in sheet for the pre-submission conference.

- What are the odds of getting chosen off the qualified list?
  - There is a fair amount of turn-over in the managing agents for the Mitchell-Lama Coops. But ultimately, it is the Board of Directors that will select a property manager from the qualified list.
- How large is the current list of managing agents?
  - This is the first time HPD is creating a list of qualified Mitchell-Lama managing agents.
- Will the qualified list be done alphabetically or by qualification ranking?
  - The list will be sorted in alphabetical order. The published qualified list will be available on our website as soon as the process is completed.
- Once the list is established, can a Mitchell-Lama Coop Board choose any managing agent it wants?
  - The Mitchell-Lama's Coop Boards will be required to choose a company from the HPD qualified list. HPD approval of the contract will also be required.
- What happens if a managing agent does not meet the qualifications as outlined in the RFQ?
  - If a current Mitchell-Lama property manager is not selected for the Pre-Qualified List, there will be a cure period.
  - Other managing agents who were not selected for the Pre-Qualified List can re-apply when the application process is reopened.
- Why would a Mitchell-Lama want to change managing agents?
  - There are many of reasons why the Mitchell-Lama Board of Directors would change a managing agent, including a change in the composition of the Board of Directors or simply when a Mitchell-Lama is not satisfied with its current management.
- How does the contracting work?
  - The management contracts are between the housing company and the managing agent. HPD will need to approve all contracts.
- What are HPD's expectations regarding Mitchell-Lama managing agents?
  - Expectation of Mitchell-Lama Managing Agents include Board and resident relations, responding to resident complaints, rent roll submission to HPD, compliance with Mitchell-Lama rules, filling vacancies using Mitchell-Lama waiting lists, and response to HPD audits.
- Do the property managers have to be licensed?
  - The prospective agent, corporate or individual, must be a real estate broker in good standing duly licensed by the State of New York. Site managers employed by the prospective agent must be certified, by an organization acceptable to HPD, within 12 months after assignment to a Mitchell-Lama.
- Why is HPD issuing this RFQ?
  - HPD is committed to having a large pool of qualified Mitchell-Lama property managers.

- What is the fee structure?
  - The fee structure is fairly wide ranging and is subject to negotiation between the managing agent and the Board of Directors and then approved by HPD. Once a managing agent is in place, annual increases are based on a cost of living formula that is approved by HPD.
- Are current Mitchell-Lama property managers required to apply?
  - Yes, current Mitchell-Lama property managers are required to apply to the RFQ.