



ADDENDUM #3

DATE OF ISSUANCE: February 27, 2024

**Real Estate and Property Management Support Services
At New Haven Union Station Campus
New Haven Parking Authority
New Haven, Connecticut
NHPA Project #23-019**

Proposals Due March 8, 2024 at 3:00 p.m. EST

Prospective Proposers and all concerned are hereby informed that the following is made a part of the Proposals Documents, which shall be amended accordingly:

The following are inquiries from a prospective Proposer along with NHPA's Response:

1. **INQUIRY:** Will the Pre-proposal webinar that was scheduled for Feb 16th and cancelled going to be rescheduled?

NHPA RESPONSE: The webinar will not be rescheduled. Instead, please see enclosed slide deck for some supplemental background information.

2. **INQUIRY:** Please provide floor lay-outs for each floor.

NHPA RESPONSE: The floor plans for Union Station Building are attached. All drawings should be verified on-site for accuracy; some information may have changed subsequent to the date that drawings were prepared.

3. **INQUIRY:** Please provide floor lay-out for each floor, including square footage for all rentable units, square footage for areas presently rented and square footage for areas not yet rented.

NHPA RESPONSE: Floor plans for the retail spaces on the First Floor and Basement are attached. Updated upper floor plan space use is not available at this time but refer to summary of leased space attached. All drawings should be verified on-site for accuracy; some information may have changed subsequent to the date that drawings were prepared.

4. **INQUIRY:** Please provide leases for the areas that are currently leased. If the City does not want to release the leases, can they provide the name of the lessee, the SF leased, the end of the lease including option periods, and the amount per SF paid by the current tenants?

NHPA RESPONSE: A summary of the leased spaces is attached. All leases are currently on a month-to-month basis.

5. INQUIRY: Does the New Haven Parking Authority currently have contracts in place for property services, such as HVAC Preventative Maintenance, Custodial Services, Security Services, Fire Life Safety, Vertical Transportation, Landscaping and Snow Plowing, Pest Control, etc.? If so, will those contracts be terminated, or will the selected Contractor be required to re-bid the services, or will the Contractor manage these contracts for the Parking Authority?

NHPA RESPONSE: All such contracts are in place and will remain in place per terms of each individual agreement. Determinations on future contracts will be reviewed at a point prior to any renewal.

6. INQUIRY: We understand that the Parking Authority provides some of the services currently with its own employees. Will those employees, such as Maintenance and Custodial staff continue to perform, or will the selected Contractor provide their own employees?

NHPA RESPONSE: NHPA will continue to provide its own maintenance and custodial staff.

7. INQUIRY: We did not see a Pricing Proposal format - will the Parking Authority provide a specific format for the Pricing Proposal?

NHPA RESPONSE: There is no specific format.

8. INQUIRY: From the Scope of Services, it appears that the selected Contractor will pay all of the bills relating to maintenance of the property and submit a monthly invoice for reimbursement of Maintenance, Marketing and Leasing expenses to the Parking Authority. Is this correct?

NHPA RESPONSE: That is incorrect. NHPA will continue to pay its bills. However, NHPA may desire to discuss and implement any billing enhancements.

9. INQUIRY: Can the Parking Authority provide a copy of the LOFA and other pertinent documents relating to the leases or agreements between the City, the State and the New Haven Parking Authority?

NHPA RESPONSE: A copy of the LOFA and the City/NHPA agreement is attached.

10. INQUIRY: Does the New Haven Parking Authority currently lease the building or any areas for public events or meetings? If so, what type of events are held there?

NHPA RESPONSE: On occasion, the balconies or portion of the Main Floor have been licensed for events.

11. INQUIRY: In lieu of the pre-proposal webinar being cancelled, is there consideration of a due date extension?

NHPA RESPONSE: The Proposal Due Date has been extended to March 8, 2024, per Addendum #2.

Attachments:

- Union Station – Supplemental Background Information
- Union Station Building Floor Plans for Basement and Floors 1, 2, 3 and 4 showing Room Numbers
- Union Station Building Floor Plans for Basement and First Floor showing Tenant Spaces
- Union Station Building Lease Data
- City-NHPA Agreement concerning New Haven Union Station Campus, with LOFA

END OF ADDENDUM #3