

SANFORD AIRPORT AUTHORITY



REQUEST FOR PROPOSAL (RFP) FOR PROPERTY LEASING AND MANAGEMENT SERVICES

RESPONSE TO REQUEST FOR INFORMATION (RFI) – No. 1 Date: October 25, 2016

DIANE CREWS, PRESIDENT/CEO
SANFORD AIRPORT AUTHORITY
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This Response to RFI is issued as a part of the proposal documents for the above-described project. The information/clarification included in this Response shall be considered as a part of the documents and shall supercede, amend, add to or subtract from those conditions shown in the original documents. All proposers should acknowledge receipt of this Response to RFI in their submission.

QUESTIONS:

1. Unlike the Marketing and Development RFQ, this RFP for Property Management doesn't provide a process for asking questions.
 - a. See the following language found in Addendum 1 on www.osaa.net website, under Public Documents.

"All requests for information and questions related to this RFP are required to be made in writing electronically, via email to dcrows@osaa.net. Due to time constraints, the SAA will not respond to any comments or questions regarding this Request for Qualifications or any documents submitted in response thereto after 5:00 PM EDT on Friday, October 28, 2016. The Advertisement, Submission Requirements, Addendums and Responses will be made available on-line at the SAA's website at <http://www.osaa.net>."

2. I would like to know how the current property management function (*not* the boots on the ground maintenance personnel) is staffed in the office. I'm referring to dedicated headcount specifically for property management and do you have a cost center identified within the budget? Also, would existing personnel be reassigned into other staff positions or shifted to an outside vendor of these services?
 - a. The current property management staff consists of one (1) part-time property manager (real estate broker) and one (1) full-time lease coordinator. Apart from personnel and building maintenance, a cost center has not been identified within the budget. The disposition of the two affected employees has not yet been determined.

3. Will there be a mandatory meeting for this RFP prior to the due date?
 - a. No mandatory meeting is planned.

END OF RESPONSE TO RFI – No. 1

By: Diane Crews
President/CEO