



PORTCORPUSCHRISTI

Project No. 16-RE001

February 13, 2016

TO ALL POTENTIAL PROPOSERS

Subject: Addendum No. 3 Request for Proposals for Real Property Acquisition and Relocation Assistance Services

Ladies/Gentlemen:

This addendum is considered part of the Request for Proposals and is issued to change, amplify, add to, delete from, or otherwise explain the Document. Where provisions of this addendum differ from those of the original Request for Proposal, this addendum will take precedence and govern.

Proposers are hereby notified that they must incorporate this addendum into their proposal, and it will be construed that the Proposer's proposal reflects full knowledge of all items, changes, and modifications to the Request for Proposal. Proposer must acknowledge receipt of this addendum in the Letter of Transmittal.

SECTION 8 **PROGRAM SCOPE OF WORK**

1. Add the following to **Section 8.01 Program Administrative Services, A. Program Field Office ("PFO")**:
 - (1) Port Authority will provide land within the program area for the Acquisition and Relocation Provider to operate a PFO. Parcel is located at 2301 N. Port Avenue, Corpus Christi, TX 78401. There is no cost to use the land during the contract term. Acquisition and Relocation Provider is responsible for all cost associated with procurement and operation of PFO.
 - (2) PFO must comply with American Disabilities Act (ADA) public facility requirements. e.g. accessible: ramp, parking, doorways, and restroom.
 - (3) PFO must comply with City of Corpus Christi building codes and obtain Certificate of Occupancy.
2. Add the following to **Section 8.02 Title and Closing Cost Services (combined)**, Paragraph B. Replace paragraph with the following:
 - B. The charges for the Title Company for the preliminary title commitments will be paid by the Port Authority as a pass through cost and should not be included in the Proposer's negotiated fee schedule.



3. Add the following to **Section 8.02 Title and Closing Cost Services (combined)**, Paragraph C. Replace paragraph with the following:

C. Secure title commitment updates in accordance with insurance rules and requirements for parcel payment submissions. The charges from the Title Company for the update of the title commitment will be paid by the Port Authority as a pass through cost and should not be included in the Proposer's negotiated fee schedule.

4. Add the following to **Section 8.02 Title and Closing Cost Services (combined)**, Paragraph D. Replace paragraph with the following:

D. Secure title insurance for all parcels acquired, ensuring acceptable title to the Port Authority. Written approval by the Port Authority is required for any exception. The charges from the Title Company for the title insurance will be paid by the Port Authority as a pass through cost and should not be included in Proposer's negotiated fee schedule.

5. Add the following section to **Program Scope of Work:**

Section 8.10 Property Maintenance

A. Provide property management services for all acquired occupied properties and provide maintenance and eviction services, where necessary.

B. Assist Port Authority in the creation and implement of a comprehensive property management plan that will be incorporated into the Program activities in order to ensure security is in place in a timely manner for acquired or vacated property. Properties shall be operated and managed in a prudent fashion, consistent with industry standards for comparable properties.

C. Coordinate all property management activities with the Port Authority.

D. Perform daily security assessment of properties to ensure there have been no break-ins, broken windows or doors, boarding removed. Report any suspicious activity to the Port Authority in writing, and call police if necessary.

E. Perform property walk through to ensure premises has been vacated upon completion of acquisition or relocation of occupants.

F. All windows and doors will be secured by installing 9/16" Oriented Strand Board (OSB) with appropriate fasteners over the opening and secure garage

door(s), pet door(s) within forty eight (48) hours of completion of acquisition or relocation occupants.

G. Coordinate the termination of gas, electrical, and water services with occupant.

H. Coordinate the removal of gas, electrical, and water meters from the property.

I. Obtain Port Authority approval on all necessary property repairs.

J. If Port Authority desires, select appropriate on-going security service firm to guard against vandalism or any other such threats to the security of the structure or the surrounding neighborhood for all vacant dwellings and other buildings prior to such time as demolition/removal or resale of those units occur.

K. As applicable, fence and gate the property and board all buildings or structures within forty-eight (48) hours of the occupant vacating the premises.

L. Coordinate the re-keying of all buildings or structures within forty-eight (48) hours of the occupant vacating the premises.

M. If directed by Port Authority, erect "No Dumping", "No Trespassing" and "Port Authority" signage within forty-eight (48) hours of the property being fenced. All signs must be constructed and erected in accordance with all applicable policies and procedures. All signs will be provided by PCCA.

N. Coordinate with Port Authority in its remediation of hazardous materials from the buildings or structures.

O. All properties will be secured with proper locking system to include door lock with key. A contact sign will be posted on all units and parcels with a 24-hour emergency number. Upon written request, a property is available for entry. A Property Management Specialist will be present or a time may be scheduled to enter the property.

P. The exterior will be maintained, free of trash and debris; lawn/shrubbery will be maintained and in keeping with City of Corpus Christi Code Enforcement standards. Yard maintenance to be completed: grass mowing, shrubbery trimmed and trees maintained. All green clippings and leaves will be removed and disposed of according to local codes.

Q. Immediately report to Port Authority all health and safety hazards conditions. All conditions which present safety and/or health hazards will be

eliminated within 24 to 48 hours of discovery. Corrective action will be taken to eliminate conditions such as, broken or missing railings for stairway/entry way, removal of hazardous materials, gas leaks, unsecured swimming pools/hot tubs, rodents, etc.

R. Proper securing of swimming pools, spas, etc. including draining the pools in accordance with local codes, covering pools, and protect the linings will be done.

S. Vandalism will be corrected and graffiti will be removed when necessary.

T. All maintenance work orders, security reports, correspondences, etc. will be submitted to the Port Authority within 48 hours of completion.

U. Communicate with the City of Corpus Christi's Code Enforcement Division regarding quality of life, health and welfare of the community and enforcement of the housing, health and zoning regulations.

V. Coordinate scheduling and regular communications with the demolition company(s) upon successful completion of acquisition and/or relocation of eligible property owners.

Sincerely,

A handwritten signature in black ink, appearing to read "Sean Strawbridge". The signature is stylized with large, flowing loops and a prominent "S" at the beginning.

Sean Strawbridge
Chief Operating Officer