



ADDENDUM #1
REQUEST FOR PROPOSALS
2019-109

REAL ESTATE BROKER SERVICES

TO: All Respondents
FROM: Colby Wattling
CLOSING DATE: February 26, 2019 at 3:00 PM (UNCHANGED)
REF NO.: 2019-109 RFP
DATE: February 20, 2019

Below are **questions** and **answers** which have been received and may be beneficial to all interested submitters.

- What is the desired compensation structure that the County would like to see for the property acquisition services?
 - Time & materials or commission?

Kitsap County is open to consider and negotiate a variety of compensation structures that achieves the scope of work and properties desired to be acquired. Compensation proposals can come in the form of flat hourly or monthly fees for services or a commission base compensation structure.

- Within the \$54M budget for the courthouse expansion, have funds been specifically earmarked for the property acquisitions? If so, what amount has been earmarked?

The property acquisition estimate is included in the Kitsap County Courthouse Feasibility and Needs Assessment for Option 5. These cost estimates were based upon a broker's opinion commissioned at the time of the assessment in 2018. Specifically, we are projecting for budget purposes property acquisition to cost between \$1.8-2M. However, appraisals, consistent with Kitsap County real estate code will be required to accurately reflect the market value at this time.

- If the property acquisitions are paid on a commission, what defines commissionable event (option agreement, closing, judgement and decree)?

In past practices, closing is often when commissions are paid. However, this is a topic to be negotiated with the firm(s) selected at the time of contract award.

- Will Kitsap County use in-house or external legal representation through the property acquisition process?

It is anticipated legal services will be provided by the Kitsap County Prosecutors Office, Civil Division.

- Regarding conceptual design for the future County Courthouse, is there an expectation that the property acquisitions be handled in conjunction with an architect? Will this group differ from the existing architectural team who has worked on the project to date (HOK + Thomas)?

Kitsap County will be soliciting, through a separate, competitive selection process a Request for Qualifications for Architectural and Engineering services. This RFQ should be posted by the end of February. While coordination with the overall design of the courthouse is important, the properties to be acquired are considered the first step or Phase 0 in the overall project.

- Is the expectation for the RFP response to be no more than, 24 pages total or 24 pages x double sides = 48 pages of content?

On page 4 of the RFP, we ask that responses be not more than 24 pages *in length*.

- Can you direct to the specific page outlining said properties in need of acquisition?

Specific properties to acquire property rights and desire project entitlements will be negotiated at the time of contract award. Generally, we are seeking to complete our property ownership in the vicinity of the County Administration, Courthouse and jail facilities. These acquisitions are critical to meeting site development needs, as well as a possible staging area for construction.

There are no other changes to the original specifications other than what is changed by Addendum. Acknowledgement of receipt of this and all ADDENDUM is required.

END OF ADDENDUM # 1