

**ATTENTION ALL BIDDERS**

ADDENDUM NO. 4 to the  
Contract Documents for  
**Request for Proposals for**

**Property Management Services for the Fox Oakland Theater - 2020**

**Date: August 10, 2020**

**From: Fox Oakland Theater Inc. (FOT) and Department of Workplace and  
Employment Standards**

**To: Prospective Bidders**

- I. This Addendum No. 4 forms a part of the Contract Documents and modifies the original Request for Proposal Documents.
- II. Acknowledge receipt of Addendum No. 4 in the space below and attach this signed document to the Proposal.
- III. Please see questions and answers below:
  1. What is the annual gross revenue for the three tenants?
    - a. Prior to the COVID-19 crisis, the three tenants collectively generated gross revenue of approximately \$1.7 million per year. The Oakland School for the Arts pays \$940,500 per year and Emporium pays approximately \$110,000 in rent per year. Another Planet Entertainment (APE) pays rent based on ticket sales, but prior to the COVID-19 crisis, APE paid approximately \$640,000 per year.
  2. Are each of the leases true triple net leases?
    - a. The leases are not true triple net. While the tenants are responsible for taxes, insurance, and most maintenance costs, the landlord is responsible for the building's common areas and structural portions of the building such as the roof.
  3. Can the video walk through of the project that was created and recorded be accessed to view again?
    - a. Requests to view the video must be made directly to [esimundza@oaklandca.gov](mailto:esimundza@oaklandca.gov).
  4. What is the trigger that caused the need to bid out the project for new property management?
    - a. The existing Professional Services Agreement with California Capital and Investment Group (CCIG), the current property manager, expired, and has been month-to-month since that time. On November 6, 2019, CCIG sent a letter notifying that it would conclude its property management services for the Fox Theater on December 31, 2019. In order to provide adequate time for staff to find a replacement manager, CCIG agreed to extend the contract through December 31, 2020. The scope of this contract extension includes providing training and support during transition to the new property management firm.
  5. What are the current Engineering/Maintenance Staff hours of operation and employees?
    - a. CCIG's building engineer works 10 hours per month on Fox related issues, including monthly pump runs, meetings with various vendors for maintenance, emergency/non-emergency tenant issues, and repairs to common areas. CCIG's on-site manager spends 25% of her time for management of the Fox, including meetings with vendors for RFPs, review of tenant requests/meeting with tenants, scheduling of various monthly maintenance and repairs with vendors/tenants, reviewing RFPs, review of final work completed, review of invoices, and

quarterly updates for outstanding work pending approval. The remainder of time for both employees is spent managing other properties in Oakland.

6. What type of accounting and budget systems do you use?
  - a. CCIG uses Yardi for accounting and tracking leases, and tracks correspondence in Evernote. These systems are maintained by CCIG, and so the winning bidder has flexibility to use the systems it is already using.
7. How many groups are bidding on the project?
  - a. We do not know how many groups will submit bids until we receive them.
8. Schedule E – Project Consultant Team – at this point this schedule would be blank as we have not gone out to bid with vendors, can you please confirm that is a correct interpretation of the form?
  - a. Since the project has not gone out to bid have the consultant just list themselves on schedule E
9. The RFP requests that confidential information be withheld. Are we to provide under separate cover under ISUPPLIER or is it to be provided to you directly via email or mail? Or can we provide them in the proposal clearly marking each confidential page?
  - a. Please mark on the bottom of each page of the proposal when you deem information confidential.


IV. All Contractors working with or who anticipate working with Fox Oakland Theater Inc. (FOT) must register through iSupplier at the following link: <https://www.oaklandca.gov/services/register-with-isupplier> in order to receive future Invitation to Bids for Nonresidential Property Manager projects and invoice payments. If you have already registered via iSupplier, thank you in advance.

V. Once you have completed the process, please send an email to [iSupplier@oaklandca.gov](mailto:iSupplier@oaklandca.gov) with **“RFP for Property Management Services for the Fox Oakland Theater”** as the subject and we will add you to the invitation list for future notifications of contracting opportunities with FOT.

VI. Submittals are due Friday, August 14, 2020 no later than 2:00 P.M. via iSupplier. Please log onto iSupplier and submit an electronic proposal no later than 2:00 p.m., August 14, 2020 (PST). Questions regarding iSupplier submittals may be directed to Jasmine Chan at [jchan@oaklandca.gov](mailto:jchan@oaklandca.gov) or 510.238.7524. If you are not able to submit proposals via iSupplier, one hard copy must be received by the proposal deadline at Contracts and Compliance Division, 250 Frank Ogawa Plaza, 3rd floor, Suite 3341, Oakland CA 94612. Proposals not received through iSupplier or submission of hard copies past the proposal submittal deadline will not be accepted.

VII. For questions regarding the following topics below:

iSupplier questions, please send an email to [iSupplier@oaklandca.gov](mailto:iSupplier@oaklandca.gov)



Eric Simundza, Project Manager

ADDENDUM NO. 4 ACKNOWLEDGED:

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Signature of Bidder

\_\_\_\_\_  
Date