



The Sewerage & Water Board OF NEW ORLEANS

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July 15, 2024

Addendum No. 1

Your reference is directed to the Request for Proposal for: **2024-SWB-28 Real Estate Broker Services** for the Sewerage and Water Board of New Orleans which proposals are due on **August 7, 2024**, at **11:00 a.m.** CST.

This addendum provides for the following:

- a) Responses to Questions
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Questions by Vendors

- a. Is the RFP solicitation for new services, meaning the SWB has not had an external real estate broker to provide these services before, or is this a required solicitation/rebid because the current broker contract is expiring? If the latter, please share the name/business name of the current broker.

This is a solicitation for services for which there is no existing contract.

- b. In 2.2 Scope of Work, there are several bullets that repeat under Task 1: Leasing, Purchasing and Sale and Task 2: Consulting (the first two bullets, for example) and seem to be predominantly related to affecting a transaction. For Task 2: Consulting, could you provide examples of projects in the past or under the current broker contract where services are needed that did not result in a lease, purchase, or sale transaction? We would like to understand in order to determine fees outside of a commission percentage.

The consulting services would be ancillary to a transaction and would be in furtherance of perfecting a transaction. For example, coordinating real estate appraisals with the Board's retained appraiser would be a service ancillary to purchasing, selling, or leasing property, and consulting on viability of prospective tenants would be a service ancillary to entering into a lease agreement. We do not foresee any situation where the consulting services would not be directly related to a transaction the Board intends to perfect.

- c. For bullet 2 under both Task 1 and Task 2, please describe who “proponents” would be or might be other than the Board and staff? For any proponents who are not on the Board or staff, through what process do they send site requests and how are they approved to be included in market searches?

Proponents could be contracted engineers or architects, providers of other professional services, or contract employees who are not employed by the Board but are retained on a contract basis. Proponents’ site requests would be communicated to their Board staff liaisons and approved and communicated to the broker by Board staff, although it may be more effective in some instances to include the Board staff, broker, and proponent in communications to streamline conversations and prevent miscommunications.

- d. For bullet 9 under Task 2, the word Consultant is capitalized but not previously defined. I believe in this instance, Consultant is the same as Contractor, but I wanted to double-check.

Correct, please substitute “Contractor” for that mention of “Consultant”.

- e. Is Workers Compensation/Employers Liability Insurance still required if the key personnel (other than owner/main employee) consists of independent contractors?

If any personnel who would be participating in any acts included in the scope of work specified in this RFP are not owners or independent contract employees, the Workers’ Compensation/Employers Liability coverage is required. If all work for the Board will be performed by owners and/or contract employees, the coverage is not required.

The changes, additions, and/or deletions included herein are hereby made part of the solicitation documents for 2024-SWB-28 Real Estate Broker Services, as fully and completely as if the same were set forth therein. The bidder shall be responsible for having knowledge of all addenda issued for this RFP.

This addendum consists of two (2) pages

***** END OF ADDENDUM *****