



VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

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REQUEST FOR PROPOSALS

for

MULTI-FAMILY RESIDENTIAL COMMUNITIES PROPERTY MANAGEMENT SERVICES

ADDENDUM II

RFP 016-2022-STX

Issue date:

October 28, 2022

Submittal deadline:

November 4, 2022

Contact person:

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Unlocking the Door to Affordable Housing

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VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

RFP 016-2022-STX REQUEST FOR PROPOSALS MULTI-FAMILY RESIDENTIAL COMMUNITIES PROPERTY MANAGEMENT SERVICES ADDENDUM II

This addendum is issued to modify the previously issued RFP document and/or given for informational purposes and is hereby made a part of the RFP document. The Respondent must acknowledge the receipt of any and all addenda by completing RFP Cover Letter, Enclosure Document A.

The Virgin Islands Housing Finance Authority (“VIHFA”) is providing a response to questions asked by potential Respondents. Below are the questions and the responses as follows:

1. What is the rating thus far for each individual property?

MOR rating:

Frits Lawaetz Homes (LSH)		Satisfactory	REAC 90c (2014)
Ruby M. Rouss Homes (WG)		Above Average	REAC 93b (2015)
Profit Hills (PH)		Satisfactory	REAC 90b (2014)
Bethlehem Village (BV)		Satisfactory	REAC 84c (2017)

2. Average rental rate per building

Frits Lawaetz Homes (LSH)	\$897 2BR	\$1,042 3BR
Ruby M. Rouss Homes (WG)	\$920 2BR	\$1,069 3BR
Profit Hills (PH)	\$840 per unit	
Bethlehem Village (BV)	\$871 per unit	

3. Occupancy rate per building

	Total Units	Occupied	Vacant
Frits Lawaetz Homes (LSH)	60	30	30 (They are currently under rehab.)
Ruby M. Rouss Homes (WG)	114	108	6 (One unit is being rehabbed because of Fire.)
Profit Hills (PH)	99	98	1
Bethlehem Village (BV)	94	79	15

4. Average tenant Age Per Building

Frits Lawaetz Homes (LSH) was constructed in 1972.

Ruby M. Rouss Homes (WG) was constructed in 1972.

Profit Hills (PH) was constructed in 1965.

Bethlehem Village (BV) was constructed in 1966.

5. Do you have sundry items for the building such as light bulbs?

The properties have an inventory.

6. Salary for unionized employees

LSH	WG	BV/PH
\$ 57,376.00	\$ 75,680.00	\$ 99,832.00

7. Salary for nonunionized employees

LSH	WG	BV	PH
\$ 85,721.00	\$ 174,775.00	\$ 127,362.00	\$ 124,565.00

8. Are there rodents/bug issues in the past 24 months?

No

9. Is there an incumbent?

Yes, DWH Business Services, Inc. The company has decided not to continue management operations on St. Croix.

10. Are employees uniformed?

Yes, the uniforms do not have the name of the management company, just the name of the Project. The uniforms are brand new.

11. What type of marketing is done currently?

Newspaper ads

12. Is the landscaping included?

Yes, it is currently completed by an outside contractor.

13. Has there been hurricane damage in the past?

Yes, there were major damages at Frits Lawaetz Homes (LSH). The Project is currently being rehabbed. Ruby M. Rouss Homes (WG) still has hurricane damage in the exterior walls that need to be addressed. Profit Hills (PH) and Bethlehem Village (BV) hurricane repairs were completed.

14. Does each site have storage for most used items?

Yes, there is storage space.

15. Will an audit period be granted to reconcile tenant accounts?

The current Management Agent will submit short period AFS statements to HUD (July 2022 to Nov 2022). Any tenant reconciliation can be done with the current agent.

16. What percentage of tenants are not currently on their rents?

The Project with the most delinquency is Profit Hills and Bethlehem Village. During COVID period, the receivables increased. Most of the delinquent cases applied for ERAP and they were approved. The ERAP funds should be received during November 2022.

17. Are the commercial properties occupied?

Yes, they are occupied in Frits Lawaetz Homes (LSH); however, two of the three tenants are delinquent, waiting for lease signature.

18. What is the rental rate(s) for commercial properties?

Unit 61	Unit 63 (Vacant)	Unit 64	Unit 65 (Vacant)	Unit 69
\$292.00	0	\$1,625.00	0	\$763.75

Above are the monthly rental rates for Frits Lawaetz Homes (LSH).

19. How many employees (unionized and non unionized) live on the property?

There are currently no employees living on the properties.

20. Please provide staff details, such as job title (or area or responsibility), the site they support, length of service at the site, and wages for each of the 26 current employee

CORPORATE STRUCTURE			
LAGOON STREET HOMES	PROFIT HILLS/BETHLEHEM VILLAGE	WATERGUT HOMES	OCCUPANCY DIVISION
Site Manager	Site Manager	Site Manager	Supervisor
Vacant	Filled	Filled	Filled
Secretary	Secretary	Secretary	Certified Occupancy Specialist
Filled	Filled	Filled	Four
Maintenance Dept	Maintenance Dept	Maintenance Dept	
Two Handymen	Six Handymen	Two Handymen	
One Janitor	One Grounds Man	Grounds	
	One Janitor	Vacant	
	Two Maintenance Supervisors	One Maintenance Supervisor	

21. Can we please see the union contracts for the union employees?

Please see **Attachment 1, Collective Bargaining Agreement (CBA)**. It has a clause that the contract can be re-negotiated if DWH is no longer the agent.

22. Can the union employees be hired as contractors?

The selected Respondent will need to discuss this matter with the Union. Also, please see **Attachment 1** for more details regarding the union contract.

23. Please provide a current rent schedule/rent roll for each property.

Please see **Attachment 2, Rent Schedules**.

Please see **Attachment 3, Rent Rolls**.

24. Please provide current financials for each property.

Please see **Attachment 4, Audited Financial Statement 2021**. The 2022 audits are in progress.

25. Do any of the sites have hurricane damage in need of repair?

Yes, Frits Lawaetz Homes (LSH) is currently being rehabbed. Ruby M. Rouss Homes (WG) has pending repairs.

26. Has the damage from the fire (Nov 2021) at Ruby M Rouss been fully repaired?

It is currently under repair.

27. Are there any outstanding insurance claims at any of the properties?

No, the claims for Hurricane Maria were just settled.

28. Section 2.0 (bullet point 5) – What type of HUD vouchers are needed?

They are Project Based Section 8 vouchers.

29. Do any of the properties have onsite vehicles?

Yes, there is an auto policy as well for the vehicles.

30. Do Bethlehem Village and Profit Hills have the same legal name/EIN?

No, the two communities do not have a separate EIN. All the communities use VIHFA's EIN. However, for payroll purposes, they are under the management agent EIN.

31. What resident software is currently being used? RealPage? Yardi?

ICAM software owned by Real Page. The transition to One Site was put on hold by the agent.

32. Are there currently any litigated claims at any of the properties?

Yes, we have eviction cases being litigated by Attorney Kiture (local Attorney).

33. Will the property manager be responsible for managing the day-to-day operations of the Boys and Girls Club or just responsible for management of the physical building?

They are not responsible. The Boys and Girls Club are responsible for the maintenance of their space as well. They do not pay rent.

34. What is the proposed start date of management for the properties?

December 1, 2022.



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