



REQUEST FOR PROPOSALS
for
COMMERCIAL PROPERTY MANAGEMENT AT THE NOVATO
ARTS CENTER AND THE CARLILE HOUSE



RFP QUESTIONS & ANSWERS

1. Who is currently maintaining/responsible for the inside and landscape of both properties?
 - a. Landscaping and building maintenance is the responsibility of the property owner. The selected property manager will be responsible for coordinating, overseeing, and administering landscaping and other maintenance services as part of the overall management of the properties. Procurement of contractors and expenditures shall be subject to the terms of the management agreement and applicable City policies and procedures.
2. Did the past management contract expire?
 - a. Yes.
3. Will the new contract be year-to-year or a five-year term?
 - a. The contract will be a five-year term.
4. Does the City continue to determine rental rates for civic space?
 - a. Rental rates and lease terms are established by the City. The selected property manager will be responsible for administering leases and may provide recommendations regarding rental rates and leasing strategy, as requested by the City.
5. Does the Arts Center have a history of needed unlawful detainer service?
 - a. No.
6. What is the total building sq footage of both properties?
 - a. Please see RFP for square footage of both the NAC and Carlile House on page three.
7. For the insurance, do we have to show our policy to meet City requirements with the Proposal or just later in the process (post selection)?
 - a. Proof of insurance is not required at the time of proposal submission, but the selected proposer will be required to demonstrate compliance with the City's insurance requirements prior to contract execution.