

**HOUSING AUTHORITY** OF THE CITY OF LOS ANGELES  
AN EQUAL EMPLOYMENT OPPORTUNITY-AFFIRMATIVE ACTION EMPLOYER  
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BOARD OF COMMISSIONERS  
BEATRIZ O. STOTZER, Chairperson

PRESIDENT AND CEO  
RUDOLF C. MONTIEL

July 9, 2010

Ladies/Gentleman:

**SUBJECT: REQUEST FOR PROPOSALS (RFP) NO. 7533  
PROPERTY MANAGEMENT SERVICES**

This letter is **Addendum No. 1** to the subject RFP No. 7533 and is made a part of the solicitation. This addendum addresses questions raised by interested parties.

**Question: Who is currently managing the HACLA portfolio?**

**Answer:** HACLA is managing half the portfolio in house and the other half is being managed by another third party property management firm.

**Question: Is separate financial reporting required for each of the sites?**

**Answer:** Yes. Separate financial reports will be required for each site.

**Question: Is it possible to have one single bank account for each group if separate reporting is provided?**

**Answer:** Yes.

**Question: Are sites subject to an Audit? If so, do you have the audit schedule?**

**Answer:** Yes. Each site is subject to an annual audit. The selected Property Management firm will receive a copy of the schedule.

**Question: Who is responsible for hiring and compensating the Auditor?**

**Answer:** The properties will be audited as part of the Agency's annual audit and all payments will come out of the properties operating account.

**Question: Which two buildings are considered the rehabilitation buildings?**

**Answer:** The buildings in Group 4, Public Housing.

**Question: Are smaller buildings using software on site?**

**Answer:** No, as the smaller sites do not have separate office space. It is expected that the software for these sites will be maintained at an offsite location.

**Question: Will HACLA be purchasing the License for the Property Management Firm?**

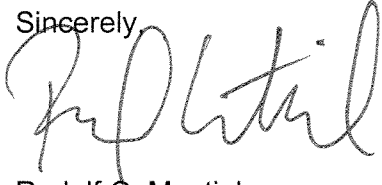
**Answer:** Yes. HACLA will be purchasing the appropriate property management software License for the portfolio.

**Question:** Will HACLA require the Property Management Firm to use their software?

**Answer:** Yes, we are currently reviewing proposals to purchase new software and hope to implement by year end.

Except as indicated above, there are no other changes to this RFP. All other terms and conditions of the RFP remain unchanged. We look forward to receiving your proposal.

Sincerely,



Rudolf C. Montiel  
President and CEO

**ACKNOWLEDGEMENT:**

I have received and reviewed Addendum No. 1 to RFP 7533:

Proposer: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please include this signed addendum with your proposal.