



## ***Advanced Asset Management, Inc.***

### **Real Property Support Services**

5909 Margate Boulevard  
Margate, Florida 33063  
(954) 817-1041

March 6, 2017

Mr. Spencer Shambray, Purchasing Manager  
City of Margate  
Purchasing Division  
City Hall Finance Department  
5790 Margate Boulevard  
Margate, Florida 33063

**RE: Margate Community Redevelopment Agency  
RFP- MCRA 2017-01 – PROPERTY MANAGEMENT SERVICES**

Dear Mr. Shambray:

Advanced Asset Management, Inc. has completed and attached the Clarification of Fee Schedule. We appreciate the Selection Evaluation Committee and Purchasing, recognizing the Leasing Commission Structure as a significant element to costs related to this Agreement.

In addition to the Lease Commission, we would like to point out that due to the MCRA not increasing rents in the last ten, (10) years, not charging tenants a common area maintenance and not having revenue on the vacant land, has a direct correlation to the proposed property management fee percentage to revenue and a typical market rate.

We welcome the opportunity to further discuss the proposal cost in greater detail if need be.

Sincerely,

**ADVANCED ASSET MANAGEMENT, INC.**

  
James Nardi  
President/Broker

## MCRA RFP 2017-01 Property Management Services

### Clarification of Fee Schedule

Please see below clarification of Fee Schedule for MCRA RFP 2017-01 Property Management.

1. Commercial Property Management

a) Property Management – Lump Sum Cost Per Year – The lump sum cost for property management services should be inclusive of "porter services" at a minimum of twice per week. Porter Services (Chevy Chase and Ace Plazas) at minimum should include garbage pick-up, restroom cleaning (Ace Plaza only) including all products ie. toilet paper, garbage can liners, soap and parking lot sweeping of both centers and/or any other type of weekly porter services as related to weekly maintenance of the commercial properties.

Any other services not already included under 1a) of the fee schedule for Property Management Services should be invoiced as needed, under the hourly rate as outlined in 1 b), c) and d).

2. Leasing and Renewals

a) Leasing Fees – New Leases

Fees Per New Lease

~~\$1,000.00~~ Per New Lease or % \_\_\_\_\_ of New Lease Total Value

Amount can be factored as per lease fee or percentage based off full term of the new lease.

If you need to adjust the fee schedule based upon the information provided please resubmit your fee schedule below via email to Spencer Shامbray, Purchasing Manager at [sshambray@margatefl.com](mailto:sshambray@margatefl.com) by 11:00 am on Monday, March 6, 2017. The original may be returned by mail or hand delivered to:

City of Margate  
Purchasing Division  
5790 Margate Blvd.  
Margate, FL 33063

# MCRA RFP 2017-01 Property Management Services

## Clarification of Fee Schedule

Scope Description	Measurement	Cost
<b>1. Commercial Property Management</b>		
a) Property Management Page 3, Items 1a) – 1n) Page 4, Items o) – s)	Lump Sum Cost Per Year	\$ <u>90,000</u> /YR
b) General Management (Additional Services beyond scope of work included in 1a)	Hourly Rate	\$ <u>32.<sup>00</sup></u> /HR
c) Janitorial Services (Additional Services beyond scope of work included in 1a)	Hourly Rate	\$ <u>17.<sup>50</sup></u> /HR
d) Handyman Work (Additional Services beyond scope of work included in 1a)	Hourly Rate	\$ <u>55.<sup>00</sup></u> /HR
<b>2. Leasing and Renewals</b>		
a) Leasing Fees – New Leases Page 4, Items 2a) – 2h)	Fee Per New Lease	\$ <u>1,000.<sup>00</sup></u> /New Lease or _____%
b) Leasing Fees – Renewals Page 4, Items 2a) – 2h)	Fee per Renewal Lease	\$ <u>100.<sup>00</sup></u> /Re- newal Lease
<b>3. Maintenance Contract Management</b> Page 4, Items 3a) – 3e)	Lump Sum Cost Per Year	\$ <u>12,000.<sup>00</sup></u> /YR
<b>4. Other Maintenance – Margate Blvd/NW 58<sup>th</sup> Ave</b> Page 4, Item 4a)	Lump Sum Cost Per Year	\$ <u>12,000.<sup>00</sup></u> /YR

NAME OF FIRM: ADVANCED ASSET MANAGEMENT, INC.

NAME OF SIGNER: JAMES NARDE

SIGNATURE: [Signature] DATE: 3/6/17

## MCRA RFP 2017-01 Property Management Services

### Clarification of Fee Schedule

Please see below clarification of Fee Schedule for MCRA RFP 2017-01 Property Management.

1. Commercial Property Management

a) Property Management – Lump Sum Cost Per Year – The lump sum cost for property management services should be inclusive of “porter services” at a minimum of twice per week. Porter Services (Chevy Chase and Ace Plazas) at minimum should include garbage pick-up, restroom cleaning (Ace Plaza only) including all products ie. toilet paper, garbage can liners, soap and parking lot sweeping of both centers and/or any other type of weekly porter services as related to weekly maintenance of the commercial properties.

Any other services not already included under 1a) of the fee schedule for Property Management Services should be invoiced as needed, under the hourly rate as outlined in 1 b), c) and d).

2. Leasing and Renewals

a) Leasing Fees – New Leases

Fees Per New Lease

\$ N/A Per New Lease or % 6% of New Lease Total Value

Amount can be factored as per lease fee or percentage based off full term of the new lease.

If you need to adjust the fee schedule based upon the information provided please resubmit your fee schedule below via email to Spencer Shambray, Purchasing Manager at [sshambray@margatefl.com](mailto:sshambray@margatefl.com) by **11:00 am on Monday, March 6, 2017**. The original may be returned by mail or hand delivered to:

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Purchasing Division  
5790 Margate Blvd.  
Margate, FL 33063

# MCRA RFP 2017-01 Property Management Services

## Clarification of Fee Schedule

Scope Description	Measurement	Cost
<b>1. Commercial Property Management</b>		
a) Property Management Page 3, Items 1a) – 1n) Page 4, Items o) – s)	Lump Sum Cost Per Year	\$51,750.00 /YR
b) General Management (Additional Services beyond scope of work included in 1a)	Hourly Rate	\$ __33.75__ /HR
c) Janitorial Services	Hourly Rate	\$ __20.35__ /HR
d) Handyman Work	Hourly Rate	\$ __33.75__ /HR
<b>2. Leasing and Renewals</b>		
a) Leasing Fees – New Leases Page 4, Items 2a) – 2h)	Fee Per New Lease	\$ ____ /New Lease or 6%
b) Leasing Fees – Renewals Page 4, Items 2a) – 2h)	Fee per Renewal Lease	\$250.00/Re- newal Lease
<b>3. Maintenance Contract Management</b> Page 4, Items 3a) – 3e)	Lump Sum Cost Per Year	\$ 2784.00/YR
<b>4. Other Maintenance – Margate Blvd/NW 58th Ave</b> Page 4, Item 4a)	Lump Sum Cost Per Year	\$ _11,700.00_ /YR

NAME OF FIRM: Property Management Inc. Fort Lauderdale

NAME OF SIGNER: Mie Yndal Jensen

SIGNATURE: \_\_\_\_\_

DATE: 3/6/17