



CITY OF MANASSAS, VIRGINIA

FINANCE DEPARTMENT

PURCHASING DIVISION

8500 Public Works Drive, Manassas, VA 20110

Telephone: (703) 257-8368 Facsimile: (703) 257-5813

Website: www.manassascity.org

November 13, 2015

ADDENDUM NO. 1 TO ALL OFFEROR'S:

Reference - Request for Proposal:	<u>RFP 16P003</u>
Service:	<u>Real Estate Brokerage Services</u>
Dated:	<u>October 27, 2015</u>
Proposal Due Date:	<u>November 19, 2015</u>

By this Addendum, the following revisions are made to the proposal documents:

QUESTIONS AND ANSWERS

Q1. Do you have a list of the properties to be sold (addresses, parcel numbers) and the types of properties they are so that we may review them prior to submitting our proposal?

A1. 9971 Flint Rock Road, 9865 Flint Rock Road, and 11351 Alessi Drive(Residential).

Q2. Is there an incumbent real estate firm contracted for this work? If so, which firm?

A2. No, there is currently no firm under contract.

Q3. Will the City seriously consider a proposal that utilizes the auction method of marketing? If not, why not?

A3. Only if the property can be sold at the Fair Market Value (must meet the reserve set which is the FMV as established by our appraisal), as required by the FAA.

Q4. If the City will consider a proposal that utilizes the auction method of marketing, will the City allow the use of a Buyer's Premium, which is paid by the Buyer, is a percentage of the high bid price and serves as our total compensation for our work (the City would pay nothing; however, we are contractually obligated to, and represent, the City)?

A4. After reviewing the FAA Airport Compliance Manual and reviewing the section dealing with the disposal of surplus property. The FAA gives three (3) reasons why they may waive the requirements of having an appraisal that determines the Fair Market Value (FMV) of the properties. Based on FAA guidance, the requirement to have an appraisal can be waived if it is in the public interest to sale the property to the highest responsible bidder (auction). In this case, I do not feel that it would be in our best interest to not sale the property for the FMV as determined by an appraisal. Therefore, unless an auction company can make the reserve the FMV as determined by our appraisal and not sell the property for less than the reserve amount, and state upfront all cost that the City/Airport will pay, therefore the Manassas Regional Airport would not consider an auction as a viable way of selling the property.