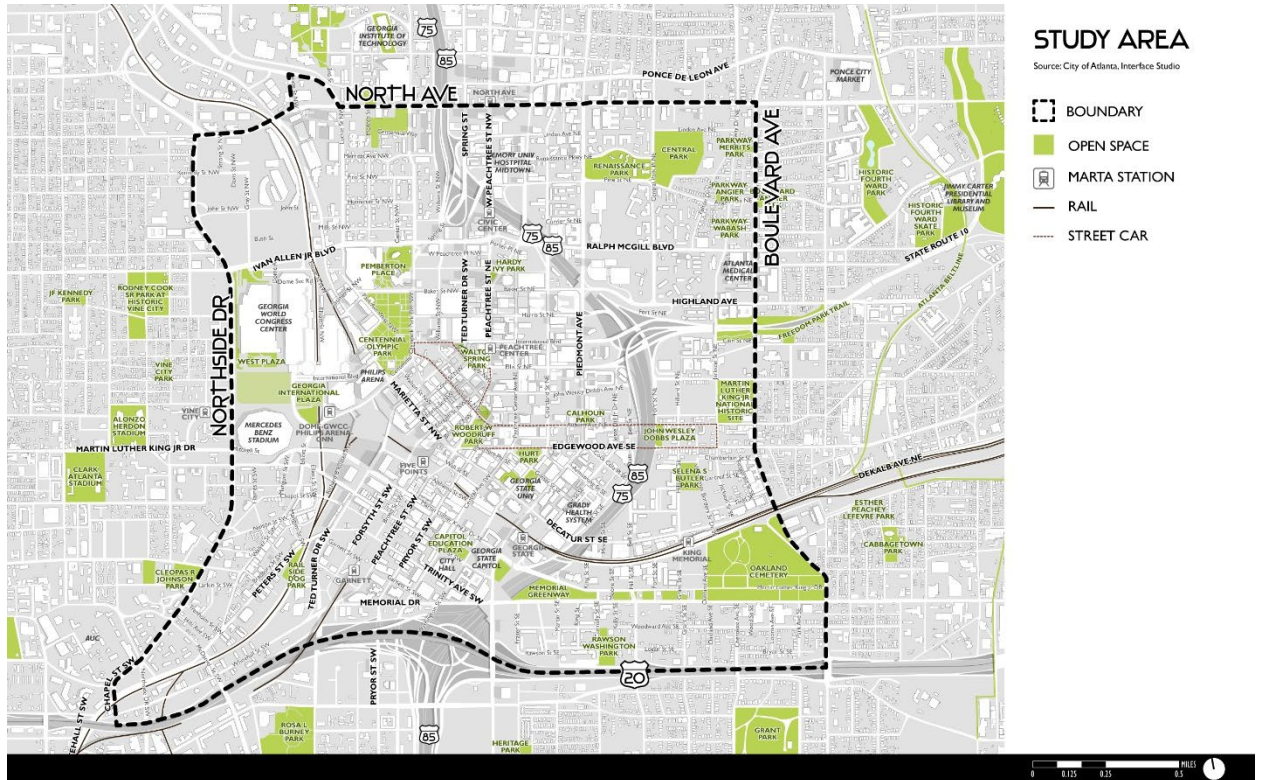


**Study Boundaries**

1. Can you clarify what the geographic bounds of the study area are?  
The study boundary includes roughly four-square miles bounded by North Ave, Boulevard, Interstate 20, and Northside Drive. See the map below:



2. Is there data on how large is the area is for the 'building scan' / # of buildings?  
See the map above in #1. We have not completed an analysis of how many buildings exist in this area.

**Conflicts of Interest**

3. Is there a conflict of interest if the prospective consultant is an owner of potential asset candidates?  
Yes, and that conflict would preclude the prospective consultant from being selected.

**Team Structure**

4. In executing the scope within the RFP, does CAP / ADID want a lead point-of-contact for the team or can consultants approach the assignment as equal partners?  
We wish to have a lead point-of-contact for the entire team.
5. Regarding Phase 2 deliverables, what level of MEP support is envisioned to be required?  
Phase 2 deliverables are intended to reflect a conceptual level of design, and teams should build their team and scope accordingly.

## Commercial to Residential Conversion – RFP

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6. If I can't respond to the entire scope, can I submit my qualifications for a portion of the scope?  
It is CAP/ADID's strong preference that respondents be able to meet the entirety of the scope – either through teaming or through individual firm capacity and respondents will be scored in accordance with this preference. However, if you feel you can offer a particular service or portion of the scope, we will accept qualifications for consideration.

### **Existing Conditions/Study Inputs:**

7. Is there a “hot list” of potential office assets already identified?  
No.
8. Will CAP / ADID help with access to conduct building scans?  
Can we assume that CAP will facilitate access to buildings in Phase 1, in Phase 2?  
Yes, for Phase 2. We were not anticipating building access would be needed in Phase 1.
9. Does CAP/ADID want the consultant team to include a review of existing amenity packages in existing multi-family structures in Downtown Atlanta as part of the market analysis scope?  
For purposes of informing residential product type, rent targets, and overall marketability, it would be helpful for the team to include a review of existing residential amenity packages within the study boundaries.
10. Will the selected team be required to procure participation from the identified owners/buildings, alongside CAP/ADID?  
CAP/ADID will be primarily responsible for securing participation from the identified owners/buildings. To do so, CAP/ADID will socialize all or a portion of the deliverables of Phase 1, as well as the scope for Phase 2. It is conceivable that the Consultant's lead project manager may be asked to join one call with the owner, alongside of CAP/ADID, to answer any further questions about their participation.

### **Scope / Approach:**

11. Should we limit our considerations to office towers only, or could we consider including other building types, such as industrial or lower rise assets, as well?  
All commercial buildings – not limited solely to office towers – should be considered during the analysis.
12. Should we limit our considerations to traditional multi-family or for-sale condominiums, or should we consider hospitality-like residential uses (i.e. short-term rental models) in the analysis of possible converted uses?  
The analysis should focus on converting commercial properties to multi-family (rental) or condominium (for-sale) units, and not on conversion to hospitality/short-term rental uses.
13. Should case studies from other cities with for-sale condominium conversions be included?  
If the case study applies and provides relevant policy and funding considerations for Downtown Atlanta, for-sale condominium conversion case studies can be included.

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14. Will the assets chosen for Phase 2 have to include an affordable housing component?  
An affordable housing component should be a consideration in the analysis. Consultants should demonstrate the impacts of affordable housing set-asides on a project's financials and the subsequent tools – funding, policies, etc. – needed to meet any projected financial gap.
15. What kind of housing is the focus? Condo, rental, market rate, affordable, a mix?  
We are interested in exploring a mix of housing products through this analysis.
16. Does the scope of Phase 2 include investigating funding sources for building owners and/or investors? Are there funding sources being considered, such as historic tax credits, LIHTC, and other federal incentives or Eastside/Westside TAD funding?  
Phase 1 should include a summary of potential funding sources for building owners and/or investors. This summary should include public financing and grant sources that currently exist for the geography, as well as with funding sources and approaches gleaned from the case study review that should be further studied/considered in Atlanta. Phase 2 should include a sensitivity analysis that tests various levels of affordability and what the project could support based on existing or best practice funding mechanisms.
17. For the market analysis, should demand growth in Downtown be locational specific (high growth intersections/corridors)?  
The market analysis should acknowledge and consider locational specific factors within the broader geography that impact demand and marketability. However, the market/comparative analysis component should not read as, nor be approached as, multiple/separate “market studies.”
18. Has a transactional size limit been established for opportunity buildings in the analysis?  
No.

### **Deliverables:**

19. Please confirm the Phase 2 engagement ends with a final presentation of the deliverable and does not bind into the planning and execution of an actual project.  
Correct; the information presented through this engagement is meant as information only. Participation by consultants, or the Owner's participation in Phase 2, does not bind either party into future execution of a conversion.
20. Will the prospective sample projects include first right of refusal to provide the planning and consulting services should the owner wish to pursue the conversion project?  
Consultants selected through this process will not have first right of refusal for providing any future planning and consulting services procured outside of this scope of work.
21. Are there any intellectual property rights associated with the information that is presented to the selected building owners?  
Any and all drawings, reports, materials, contracts, analyses, sketches, and any other documents and written product of any type that are produced or prepared by the Consultant or its subconsultants in connection with the Project shall be deemed the property of and owned by CAP/ADID (the client).

## **Commercial to Residential Conversion – RFP**

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22. Does CAP/ADID intend to promote and publish the process and results?

Yes, CAP/ADID intends to promote and publish the results of the study. CAP/ADID will not, however, disseminate any confidential data as disclosed by participating owners without the written consent of the disclosing Party, either during the engagement or thereafter.

### **Budget & Schedule**

23. What is your estimated budget for this project?

We have not established a budget and aim to be efficient with these early-stage feasibility dollars. Respondents are encouraged to acknowledge any services that can be provided on a discounted or pro bono basis since this is a community effort initiated by a not-for-profit organization.

24. Is Phase 2 intended to be complete 5-6 months from NTP, or 5-6 months from the end of Phase 1?

Phase 2 is intended to be completed within 5-6 months from the end of Phase 1.

### **Policy Goals and Objectives**

25. Is the City's intent to potentially establish regulatory and/or fiduciary policies aligned to residential conversion projects?

The client (CAP/ADID) is not affiliated with the City of Atlanta and therefore cannot speak to their intentions on the topic. However, the study and related deliverables are intended to inform future policy conversations and decision-making for our public agency partners.

26. Is CAP / ADID currently working with the City of Atlanta on developing changes to existing zoning or building code regulations?

See question #25