



Request for Qualification

Commercial Real Estate Task Order Services #26-49-9999-012

Addendum No. 1

DATE OF ADDENDUM: June 19, 2026

The following changes, additions, and/or deletions are considered as Addendum No. 1, and are hereby made a part of the contract documents. All submitters are required to base their proposal upon the information furnished in this addendum; and as required in the contract documents. The Proposer is required to acknowledge Addendum No. 1 in their company proposal. Failure to acknowledge addendum on the proposal form will result in the proposal being declared non-responsive.

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1. The Statement of Qualification submission due date scheduled for Thursday, June 26, 2026 at 3:00 PM PST has not changed.
 2. Attached is the following document as part of Addendum No. 1
 - a. Pre-Proposal Conference Attendees
 3. Questions received by Friday, June 19, 2026:
 - a. What is the square footage and number of buildings that you anticipate needing property management services for?
 - i. Currently, two (2) buildings in the Airport Business Park:
 1. Building 1100 - 23,244 sf
 2. Building 1200 - 29,889 sf
 - b. What is the current vacancy, and the type of lease for most properties (Full Service, Modified Gross or NNN)?
 - i. Building 1100 - 3,522 vacant – modified gross
 - ii. Building 1200 – 29,889 sf vacant – modified gross

- c. Our understand is that the brokerage services are for real estate outside of the airport specifically, i.e. “outside the fence”. Is that correct?
 - i. Correct. No services needed inside the fenceline.
- d. Our understand is that the property management and maintenance services are for real estate outside of the airport specifically, i.e. “outside the fence”. Is that correct?
 - i. Correct. No services needed inside the fenceline.
- e. For vendor management, do you anticipate the manager overseeing all vendors for work outside of airport proper? Do you have any unique requirements for vendors (prevailing wage, security clearances, etc.)
 - i. Our vendors are all vetted and on our maintenance roster. Prevailing wages must be paid.
- f. Do you have specific accounting requirements (cash basis or accrual basis) and do you anticipate the management company using its own accounting software to generate financial statements, or do you have a specific format and style of statement you require?
 - i. All financial activities will be conducted by the Airport Finance team.
- g. Who will the management and leasing team report to?
 - i. Amy L. Anderson, Manager, Properties & Contracts
- h. What is the number of buildings to be appraised? Scope of appraisal? Are FMV rent studies required for all properties or is this done over time?
 - i. Appraisals are performed on an as-needed basis. The number of buildings varies. Appraisal scope could include aero- and non-aeronautical properties including residential, industrial, commercial office, etc.
- i. Are air cargo facilities included in the scope?
 - i. Not at this time.
- j. Are airline leases included in the scope?
 - i. No, the Airport will manage the airline agreements.

- k. Would this RFQ preclude a company from submitting to the Master Plan?
 - i. No.
- l. What are the security badging requirements?
 - i. No badging needed as all work performed will be outside of the Airport fenceline.
- m. Is specialized software needed for concession reporting and auditing?
 - i. No specialized software for concessions is needed.
- n. To confirm, our team should select all those commercial real estate task order services that TOK Commercial would like to be considered for. Our submission will be evaluated based on those tasks identified in the form and supported by our Statement of Qualifications.
 - i. Correct.
- o. Will the scope of aeronautical property management service task require any federal qualifications? For example, are FAA certification or other, similar credentials required?
 - i. No special credentials are required.
- p. Does aeronautical real estate property management extend beyond the physical structure of the hangars, buildings, etc.?
 - i. All Airport property is considered aeronautical.
- q. Would leasing hangar spaced owned by the airport be part of the aeronautical commercial property marketing services? If so, are any additional credentials required for this task?
 - i. Potentially however, no special credentials are required.
- r. Does Passenger Terminal Buildings fall under the category of aeronautical property?
 - i. The Terminal is considered aeronautical property.

