



**ANSWERS TO BIDDER QUESTIONS  
MAY 25, 2018**

- 1. What is the typical term of lease that PHI signs? 3, 5 or 10 years?**

PHI Answer: The term of the lease is based on funding for that particular program or project. The average lease is typically 2-3 years and no more than 5.

- 2. Is a funding out or an early cancellation of the lease required? If so, can you provide sample language**

PHI Answer: Yes. PHI will not provide sample language at this time.

- 3. With regard to RFP page 3 F. Fee Proposal, can we propose different fee schedules for different markets given that standard procuring broker commissions are different throughout the country? Is the lowest commission or a rebate to PHI a key factor in your decision making process?**

PHI Answer: Bidders are permitted to propose different fee schedules. Fee schedules are an evaluation factor as noted in the RFP.

- 4. Does PHI require using their own lease document? If so, can you provide a copy?**

PHI Answer: No, PHI does not require that landlords use our own lease documents. We are flexible and often rely on the expertise, experience, and guidance of our broker.

- 5. Do you plan on posting all questions from all bidders and posting PHI's responses?**

PHI Answer: yes. We will post amendments to the RFP with answers to bidders questions. Please check PHI's website frequently for updates.

- 6. The RFP must be no more than 20 pages. However, it is also requested that we send along Audited Financials as part of our response. We are a publicly traded company – so our audited financials is much longer than 20 pages in itself. Would consolidated financials work? Or can our financials not be included in the page count requirement?**

PHI Answer: Consolidated financials are preferred. Financial documents may be included as an attachment to the proposal response and will not be included in the 20 page limit.

- 7. Will our response to the RFP be made public?**

PHI Answer: No.



- 8. Can bidders visit the 555 12<sup>th</sup> street space during the live RFP to support their proposal responses?**

PHI Answer: PHI is not permitting bidders to visit our headquarters or current office space during the initial proposal response period. The selected broker will be invited to PHI for an interview and visit of the Oakland space.