

Listing Agent solicitation written questions and answers:

Q1 received on 9/6/26:

Could you please confirm whether Disadvantaged Business Enterprise (DBE) is mandatory prerequisite to submit a quote for this RFQ, or is the solicitation open to all qualified, licensed real estate professionals and/ or brokerage firms?

A1: *FNO endeavors to contract with DBE firms and as such targets DBE contractor lists for every procurement solicitation however, it is not required. Please refer to Section IX. and X. in the solicitation where all qualification and submission requirements are listed.*

Q2 received on 9/10/26:

Property information and pricing:

- a) Section XIII states that a final property list will be provided to the selected listing agent. To allow respondents to propose an informed compensation structure, will the Agency provide, prior to the quote deadline, the addresses or at minimum the council districts, approximate lot sizes, zoning classifications, and estimated value ranges for the seven properties?

A2a: *The property addresses are provided below:*

- 3013 N. Claiborne Avenue
- 2655 Prentiss Avenue
- 5924 Press Drive
- 5812 Franklin Avenue
- 6219 Providence Place
- 6309 Franklin Avenue
- 6442 Peoples Avenue

- b) Are any of the seven properties subject to title conditions that may affect marketability, including adjudicated or tax-sale acquisition, unresolved successions, servitudes, deed restrictions, affordability covenants, reverter clauses, or a right of first refusal held by any party?

A2b: *A Title Opinion has been obtained on all properties and will be discussed with the selected listing agent.*

- c) Will the Agency provide or fund title examination, surveys, or environmental assessments where required, or is the listing agent expected to coordinate those items at the Agency's expense?

A2c: *The Agency will fund any additional examinations, surveys or assessments that may be required prior to closing.*

Q3 received on 9/10/26:

Scope and compensation

- a) Will the Agency authorize the listing broker to offer cooperating compensation to a broker representing a buyer, paid by the listing broker out of the listing commission? Relatedly, if a buyer requests that the Agency contribute to the buyer's broker compensation as a seller concession, does the Agency wish such requests to be presented for its consideration on a transaction-by-transaction basis?

A3a: *The Agency will coordinate with the selected Listing Agent to determine the best course of action in regard to compensation to the buyer's broker.*

- b) Will the Agency require prior written approval of property-specific marketing materials before publication, and what turnaround should respondents assume for Agency review and for listing-price authorization?

A3b: *Marketing material parameters will be reviewed and/or discussed prior to any publications and not approved on each property individually. The Agency will provide FNO branding to be used in marketing materials.*

- c) Section IV requires the listing agent to take reasonable steps to protect the properties. What frequency of documented site visit does the Agency expect during the marketing period, and does the Agency expect exterior observation only or interior observation of the two properties containing structures?

A3c: *The listing agent is not expected to perform site visits based on reviewing for property conditions. During the course of conducting related business, the listing agent is expected to leave the property in a secure condition upon leaving the premises to the extent possible and available to them.*

- d) Regarding the costs of protecting and maintaining the vacant properties, including securing structures, lock changes, grass cutting, lot clearing, debris removal, and any security services: does the Agency intend to contract with and pay such vendors directly, or does the Agency expect the listing agent to arrange and advance those costs for reimbursement? If reimbursement is contemplated, what are the Agency's standard invoice payment terms?

A3d: *The listing agent will not be expected to coordinate any property condition clean-up or security measures other than report any signs of concern to FNO who will then address them with other vendors already under contract.*

- e) Will the Agency maintain liability coverage on the vacant properties throughout the marketing period, including during showings and third-party site access?

A3e: *Yes, the agency will maintain liability coverage until closing at each property.*

- f) In the event of an emergency at a property outside of business hours, such as unauthorized entry, vandalism, or storm damage, does the Agency wish the listing agent to take immediate protective action up to a stated not-to-exceed amount, or to take no action absent Agency authorization?

A3f: *The Agency will work with the selected agent to determine the best course of action in the event of any emergencies.*

Q4 received on 9/10/26:

Contract and administrative

- a) Will the listing agreement be on the Agency's own form or on a standard Louisiana Realtors listing agreement, and will the Agency execute an exclusive right to sell for each authorized property?

A4a: *The Agency will work with the selected agent to determine the best Agreement form and format. The Agency intends to hire one agent for all seven properties but reserves the right to hire more than one agent, each with exclusive rights to specific properties.*

- b) Are there required procurement forms, affidavits, or certifications that should accompany the written quote? Does the Agency apply any evaluation preference for certified DBE, SLDBE, WBE, or women-owned business enterprises?

A4b: *Please refer to question and answer #1.*

- c) Section XII allows the Agency to add or remove properties. If additional properties are added during the term, would the compensation structure proposed in the quote apply to them on the same terms?

A4c: *The Agency will work with the selected agent during the contract negotiation to determine any fluctuations in compensation during the contract term.*