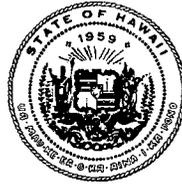


NEIL ABERCROMBIE
GOVERNOR



DENISE M. WISE
EXECUTIVE DIRECTOR

STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
HAWAII PUBLIC HOUSING AUTHORITY
1002 NORTH SCHOOL STREET
POST OFFICE BOX 17907
Honolulu, Hawaii 96817

BARBARA E. ARASHIRO
EXECUTIVE ASSISTANT
IN REPLY PLEASE REFER TO:
11:CPO/016

February 15, 2011

TO: Interested Parties

FROM: Rick T. Sogawa 
Acting Procurement Officer

SUBJECT: Request for Proposals No. PMB-2011-03, Addendum No. 1
Property Management, Maintenance and Resident Services for Asset
Management Project 43 on the Island of Hawaii

This Addendum No. 1 is to provide additional information and clarification on the following:

1. Recently Completed Complex Maintenance and Repair Projects:

Complex Name	Description of Work	Completion Date
Ka Hale Kahaluu	Physical Improvements	January 2008
Hale Hookipa	New roof and gutters; exterior paint; new screen doors; screen door and front door rekeyed to match; installed new gas fired water heaters	December 2010
Kaimalino	Roof repair; new gutters; additional exterior lighting; exterior paint, new screen doors; stair to 2nd floor resurfaced; site walkways repaired; site handrails repaired	December 2010
Kealakehe	Roof repair where leaking. new gutters additional exterior lighting; accessible rampway to units 1, 2 redone; exterior paint; new screen doors; replace stair/handrails to front entry; site walkways repaired; site handrails repaired; parking drainage improvements	December 2010
Nani Olu	New roof and gutters; exterior paint; new screen doors, 2nd floor landings surface redone; screen door and front door rekeyed to match; site walkways repaired;	December 2010

2. Number of Vacant Units/Type to Undergo Major Repair:

Complex Name	Number of Units To Undergo Major Repair	Bedroom Type	Estimated Completion Date
Ka Hale Kahaluu	0	n/a	n/a
Hale Hookipa	1	1-bedroom	Dec 2011
Kaimalino	0	n/a	n/a
Kealakehe	0	n/a	n/a
Nani Olu	0	n/a	n/a

3. Number of Vacancies, as of January 2011:

Complex Name	Total Number of Units	Number of Vacancies	Type
Ka Hale Kahaluu	50	0	n/a
Hale Hookipa	32	1	Studio
Kaimalino	40	1	4-bedroom
Kealakehe	48	1	1-bedroom
Nani Olu	32	0	n/a
Total	202	3	n/a

4. AMP 43 Occupancy Rate, as of January 2011 – 96.5%

5. AMP 43 Delinquency Rate, as of January 2011 – 108%

6. For clarification, the following is a designation of the complexes under Asset Management Project 43:

Ka Hale Kahaluu:	Family
Hale Hookipa:	Elderly and persons with disabilities
Kaimalino:	Family
Kealakehe	Elderly and persons with disabilities
Nani Olu:	Elderly and persons with disabilities

7. For clarification purposes, **Delete the** following statement from Section 2, Scope of Work & Specifications, II.D. Single or multi-term contracts to be awarded, page 20:

“Maximum length of contract: 48 months”

Replace with:

“Maximum length of contract 60 months”

8. For clarification purposes, **Delete** the following sentence from Section 1, Scope of Work and Specifications, IV.A.Management Requirements. item 6, page 23:

“Limit rent delinquencies to three percent (3%) or below for each complex.”

Replace with:

“Limit rent delinquencies to three percent (3%) for family designated sites and two (2%) for elderly and disabled designated sites.”

9. For clarification purposes, Section 3, Proposal Forms and Instructions, III. E.Total Management Expense Proposal, page 48, items 1 – 6 of the management plan to determine the cost allocation of the management fee is as follows:

- a. Administrative Requirements;
- b. Re-Examinations, Rent Collection, and Tenant Account Receivables;
- c. Unit, Common Area & Grounds Maintenance;
- d. Unit Turnover;
- e. Work Order System; and
- f. Routine and Preventive Maintenance

10. For clarification purposes, **Delete** the following paragraph from Section 2, Scope of Work & Specifications. IV. Scope of Work. D. Property Management Services, 1.Rules and Regulations, item d. page 30.

“Follow up on delinquent rent and other tenant charges in compliance with the HPHA rules and procedures. Delinquencies shall be maintained and/or improved to a level of three percent (3%) or below for each complex.”

Replace with:

“Follow-up on delinquent rent and other tenant charges in compliance with the HPHA rules and procedures. Delinquencies shall be maintained and/or improved at a level of three percent (3%) or below for family designated sites and two percent (2%) or below for elderly and persons with disabilities designated sites.”

11. For clarification purposes, **Delete** the following paragraphs from Section 3, Forms and Instructions, III.E.1.Total Management Proposal

“The STATE shall retain five percent (5%) from each monthly management fee billing as a withholding until final settlement of the Contract. Requests for payment shall detail the gross amount requested, the five percent (5%) withholding amount and the net amount requested. The total withholding amount shall not exceed five percent (5%) of the total Contract amount.”

“NOTE: This is a change from previous RFPs and contracts where the STATE did not withhold a portion of the management fee until final settlement of the Contract.”

Replace with:

“The STATE shall retain five percent (5%) from each monthly management fee billing as a withholding until final settlement for each Contract period. Requests for payment shall detail the gross amount requested, the five percent (5%) withholding amount and the net amount requested. The total withholding amount shall not exceed five percent (5%) of the total Contract amount for that Contract period.”

“NOTE: This is a change from previous RFPs and contracts where the STATE did not withhold a portion of the management fee until final settlement of each Contract period.”

If you have any questions, please call Rick Sogawa, RFP Coordinator, at (808) 832-6038.
Thank you.



Notice to Offerors
(Chapter 103D, Hawaii Revised Statutes)

REQUEST FOR PROPOSALS (RFP) No. RFP PMB-2011-03

Notice is hereby given that pursuant to Chapter 103D, Hawaii Revised Statutes (“HRS”), the Hawaii Public Housing Authority (“HPHA”), will be accepting sealed proposals for: **Property Management, Maintenance and Resident Services for Federal Low-Income Public Housing Complexes under Asset Management Project 43 on the Island of Hawaii.** The area of service consists of property management, maintenance and resident services of the HPHA properties under Asset Management Project 43 is as follows:

Ka Hale Kahaluu (50 units)	78-6725 Makolea St, Kailua-Kona HI 96740
Hale Hookipa (32 units)	81-1038 Nani Kupuna Pl, Kealakekua HI 96750
Kaimalino (40 units)	74-5060 Kealakaa St, Kailua-Kona HI 96740
Kealakehe (48 units)	74-991 Manawalea St, Kailua-Kona, HI 96740
Nani Olu (32 units)	81-1011 Nani Kupuna Pl, Kealakekua HI 96750

The Request for Proposals may be picked up at the HPHA’s Contract and Procurement Office on Oahu located at 1002 North School Street, Building D, Honolulu, Hawaii 96817 beginning on January 6, 2011. Interested offerors must be licensed in the State of Hawaii to manage real property and have experience in managing affordable rental housing projects.

The HPHA’s Contract and Procurement Office will conduct a Pre-Proposal Conference from 9:00 a.m. to 10:00 a.m. Hawaii Standard Time (HST) at the Nani Olu Community Hall, 81-1011 Nani Kupuna Place, Kealakekua, Hawaii 96750 on Thursday, January 27, 2011 with a site inspection to follow at approximately 10:15 a.m. HST. The HPHA strongly recommends that all interested offerors attend.

Sealed proposals will be received at the HPHA’s Central Files Office at 1002 N. School Street, Bldg D, Honolulu, Hawaii 96817 until 4:00 p.m. HST on Thursday, February 24, 2011. Electronic mail and facsimile transmissions **shall not** be accepted. The official time shall be that which is recorded on the time stamp clock of the HPHA for hand-delivered proposals. Deliveries by private mail services, such as Federal Express, shall be considered hand deliveries. All mail-in proposals delivered/postmarked by the United States Postal Service **must be received** no later than 4:00 p.m. HST on Thursday, February 24, 2011.

The HPHA reserves the right to reject any or all proposals and to accept the proposals in whole or part in the best interest of the State. Questions relating to this solicitation shall be directed to Mr. Rick Sogawa at (808) 832-6038.

HAWAII PUBLIC HOUSING AUTHORITY

Denise M. Wise
Executive Director

