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MEMORANDUM

date: **November 27, 2009**

to: **Hawaii Public Housing Authority** attn: **Mitchell Kawamura**

from: **Dennis Nakamoto**

project: **Fair Housing Renovations at Lanakila Homes**
HPHA Job No. 07-007-104-S

subject: **MINUTES OF PRE-BID MEETING**

Meeting Date: November 17, 2009

Location: Lanakila Community Center

Time: 9:00 AM – 10:00 AM

Present: See attached Pre-Bid Meeting Attendance Sheet

The subjects discussed during the meeting are summarized below:

WELCOME & INTRODUCTION

1. Mitchell Kawamura, the HPHA Project Engineer, presided over the meeting.
2. Mitchell Kawamura introduced the project team and the HPHA staff.

General Discussion

1. Dennis Nakamoto of INK ARCH, LLC presented the project scope of work as described in the Form of Bid.
2. David Imata, of Imata & Associates, Inc. presented the civil scope of work and explained that the project is to be executed in eight (8) phases. The first phase will consist of buildings 1 and 2 that are already vacated. The remaining phases will be determined by the HPHA but must be executed in clusters as indicated on the drawings and described in the specifications.
3. David Imata explained that there is major civil work associated with building clusters 1 and 2, and 4 and 5. Part of the work will involve the construction of new "off-street" parking areas.
4. The Form of Bid includes Bid Items #1 through #6.
5. Bid Item #5 includes the relocation of tenants during construction.
6. Contractor was informed that his subs and workers cannot use any street parking. Street parking is for the tenants of the Lanakila Homes subdivision.

7. HPHA may assign parking on grassed (landscaped) areas but the Contractor will be responsible for restoring the area after construction. Restoration will also include the aeration of the entire parking area used by the Contractor.
8. Limited onsite storage areas for the Contractor will be determined by the Housing Area Manager. Security for the onsite stored materials will be the responsibility of the Contractor.
9. Contractor will be responsible to contact HELCO to disconnect and to turn on the electrical power for each unit within the building clusters as he performs and completes his work.
10. Final inspections will be conducted after the completion of work for each building cluster. There will be 8 final completion dates.
11. Trash collection day is Tuesday. Contractor is responsible to provide street access for the trash collection trucks.
12. Contractor to salvage all splash blocks and remove and reinstall any removed splash block after completion of construction. All remaining splash blocks shall be turned over to the Housing Area Manager.

QUESTIONS

1. A question was raised about the quantity of boxes to be provided to each tenant for their use to pack their belongings.
Response: The moving company hired by the Contractor shall be responsible to provide the quantities necessary for the moving out and the moving back in of each tenant.

SITE INSPECTION

A site walk- through with all attendees was conducted after meeting was adjourned at 10:00 a.m..

END

Submitted by:
Dennis Nakamoto A.I.A.
for INK ARCH, LLC

PRE-BID MEETING ATTENDANCE SHEET

Fair Housing Renovations at Lanakila Homes

November 17, 2009

9:00 a.m.

<u>Name</u>	<u>Company</u>	<u>Phone/Fax No.</u>	<u>Email Address</u>
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Guy Nakamoto	Nakamoto construction	935-7767 935-9754	Fax 961-5194 rmgr@hawaiian.tel.biz
JIM DAVID	CENTRAL CONST.	935-7767 961-9154	
TWYNNE TANIATA	ISEMOTO CONTR	935-7194 961-6417	iccdwayne@hawaii.net
RANDY HIRAMANA	EDWARD HIRAMANA & CO	969-6945 935-0700	EDWARD@HIRAMANA.ELEC.@YAHOO.COM
CLARENCE HIGA	STANS CONTRACTORS	935-2566	SCING OGAWA & HAWAII. RR. COM
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