

NEIL ABERCROMBIE
GOVERNOR



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IN REPLY PLEASE REFER TO:
11:CPO/218

September 9, 2011

TO: Interested Parties

FROM: Rick T. Sogawa 
Acting Procurement Officer

SUBJECT: Request-for-Proposals, No. CPO-2011-27, Addendum No. 1

This Addendum No. 1 is to provide responses to questions that were received at the Pre-Proposal Conference conducted by the Hawaii Public Housing Authority (HPHA) on August 30, 2011, up until September 6, 2011.

Questions:

- 1. RFP Page 4 – 2nd to last paragraph refers to Attachment 1 as Wage Certificate form – Attachment 1 provided is an Energy Performance Contract ---HUD Checklist. The Wage Certificate is Attachment 4.**

Response: For clarification purposes, Attachment 1 is the Energy Performance Contract, HUD Checklist. Attachment 4 is the Wage Certificate for Service Contracts.

- 2. RFP Page 27, Section III – Describes components of proposal, last component as :”Other.” What is meant by other? The forms?**

Response: The HPHA is researching the information which will be provided in addendum #2.

- 3. RFP Page 26, Item E – Reference to Attachment 9 as a Transmittal Letter. Attachment 9 in this RFP is a Certificate of Exemption from Civil Service. Attachment 15 is not accounted for in index of attachments, nor is referenced in RFP. Is this the document the RFP page 26 refers to as Attachment 9?**

Response: For clarification purposes, Attachment 15 is the Request for Proposals Offeror Identification Form and is referred to as the transmittal letter on page 26.

4. **Attachment 1 is missing attachments A-H. Also, item 3 in Attachment 1 refers to Attachment D; however, although Attachment D was not included, it is listed under Item 11 as “Guidance on determining cost reasonableness.” Should the reference in Item 3 be to Attachment B, “Guidance on calculating the rolling base consumption level?**

Response: The HPHA is researching the information which will be provided in addendum #2.

5. **RFP page 28, Item D, Service Delivery – requires “applicable service activities and management requirements from Section 2, Item IV Scope of Work, including study goals and objectives...” These terms identified in the Service Delivery section are not defined in Section 2, Item IV Scope of Work. Is there more information or details on what is specifically required as deliverables in this section?**

Response: The HPHA is researching the information which will be provided in addendum #2.

6. **Page 32, Item III Price Proposal Review – 2nd paragraph is unclear – It currently states: “The points allocated higher to higher...” Not sure how to interpret this section?**

Response: For clarification purposes, please **delete**, Section 4, item III. Price Proposal Review, 2nd paragraph:

“The points allocated higher to higher priced proposals must be equal to the lowest proposal price multiplied by the maximum points available for price, divided by the higher proposal price as follows:

$$\frac{\text{Price of the lowest price proposal} \times 10}{\text{Price of the proposal being rated}}$$

Replace with:

“The points allocated to higher priced proposals must be equal to the lowest proposal price multiplied by the maximum points available for price, divided by the higher proposal price as follows:

$$\frac{\text{Price of the lowest price proposal} \times 10}{\text{Price of the proposal being rated}}$$

- 7. Page 15, Section iv Professional Liability. This section requires Professional Liability “per occurrence;” however, Attachment 10 State of Hawaii, Special Conditions requires Professional Liability per claim. Conditions appear to be in conflict.**

Response: The HPHA is researching the information which will be provided in addendum #2.

- 8. Page 26 – numerical outline – should be alphabetical outline**

Response: For clarification purposes, please **delete**, Section 3, item II. Proposal Forms, item F, page 26:

“The numerical outline for the application, the titles/subtitles, and the interested Offeror organization and RFP identification information on the top right hand corner of each page should be included.”

Replace with:

“The alphabetical outline for the proposal, the titles, the interested Offeror’s organization and the RFP identification information on the top right hand corner of each page should be included.”

- 9. Page 20 – Task 3 Construction/Commissioning.**

- a. **Please provide a schedule for construction on all of the projects statewide.**
- b. **Please provide a schedule for each individual project or if individual projects are to be grouped together for certain types of construction work, please confirm.**
- c. **How many units/buildings are required/planned to be turnover per year?**
- d. **Scope of Work**
 - i. **What specific roles and responsibilities are expected in the delivery of the Construction Management Services identified in Task 3?**
 1. **Construction Management, Construction Administration or Construction Services?**
 2. **Effort—How many inspectors and construction managers do you require?**
 3. **If there is a requirement for assistance during construction, please provide pertinent information for Wage Certificate for Services Attachment.**
 4. **Are there any special documents or certifications needed during construction?**

- e. **How many different General Contractor's will be involved with the construction work on this project?**
- f. **Will the nature of the contract be a traditional design bid build method or a design build method?**
- g. **Is there a definitive end date established due to funding issues?**
- h. **What are the expectations of the CM during design?**
- i. **Is there any special reporting needed?**
- j. **Are there any special programs?**
 - i. **Commissioning – will there be a need for any independent or special consultant to perform commissioning in addition to the commissioning report prepared by the ESCo?**

Response: The HPHA is researching the information which will be provided in addendum #2.

- 10. The RFP is silent on where consultant support is required for preparing documents and materials for the HUD regulatory approval process for energy performance contracting. Is this something that should be included in the consultants' proposal or is the HUD regulatory approval process going to be done entirely by HPHA?**

Response: The HPHA is researching the information which will be provided in addendum #2.

- 11. Do insurance requirements apply only to the prime contractor as subcontractors will be considered as employees of the prime contractor per page 16, Section B.2. of the RFP?**

Response: The HPHA is researching the information which will be provided in addendum #2.

- 12. Request if consideration can be obtained for reducing retainage requirement. For example, can retainage be released after the first contract (24 months is completed). It would be considered a hardship to retain for the potential period of 4 years.**

Response: The HPHA is researching the information which will be provided in addendum #2.

If you have any questions, please call contact Rick Sogawa, IFB Coordinator at (808) 832-6038. Thank you for your attention to this matter.

