

NEIL ABERCROMBIE
GOVERNOR



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EXECUTIVE DIRECTOR

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

IN REPLY REFER TO:
14:CPO/253

August 14, 2014

TO: Interested Parties

FROM: Rick T. Sogawa 
Procurement Officer

SUBJECT: Invitation-for-Bids No. OED-2014-09, Addendum No. 2
Provision of Professional Legal Services

This Addendum No. 2 is to provide written response to pending written questions received at the Pre-Bid Conference conducted by the Hawaii Public Housing Authority (HPHA) on August 1, 2014, up until August 5, 2014, provide revision to the IFB, and revise the procurement timeline and Bid Offer Form as follows:

Part I – Response to Pending Written Questions:

Question 3. Bid Offer Form:

- b. Page 1: Our state of incorporation is not Hawaii. What does it mean on the form where it says “if “other”, is corporate seal available in Hawaii?”

Response: If the company is incorporated in a State other than Hawaii, please mark the “Other” box and indicate the State in which the company is incorporated. As for the follow up question “if “other”, is corporate seal available in Hawaii?” Bidder may mark the “Yes” or “No” box as appropriate to address the questions.

Question 12. Please confirm that no license to practice law in the State of Hawaii is required for this IFB. (This appears to be the case as the Special Conditions to the contract state that the Attorney General’s Office will serve as local counsel to HPHA.)

Response: Correct. Interested bidders do not need to be a licensed Hawaii attorney.

Question 13. Retention: Does the HPHA have discretion to release the 5% retention before the end of the contract, such as at the end of the initial contract period or annually, or will it be held for all 3 years of the contract term?

Response: The five percent (5%) retention requirement detailed in Subparagraph 6 of Paragraph C. Administrative Requirements (page 28) under Section 2. Specifications is hereby deleted and is no longer applicable to this IFB.

Question 14. Is there any limitation on the attorneys in the firm who may work on the project? We would expect that attorneys having different areas of expertise within the firm could be called on over the course of the engagement even if they do not have a large role. Are the persons for whom resumes are attached the only persons who can work on the contract?

Response: No, there is no limitation on the number and specialized attorneys in the firm who may work on the project.

No, other persons, whom resumes are not attached can also work on the resulting contract, however, the HPHA requires that all persons dedicated to the project with work distribution of 10% or more be identified by submission of a resume in the bid offer.

Question 15. How will the Hawaii Attorney General's Office relate to the work to be performed under this solicitation? Will the Attorney General's Office handle matters of local law or will the successful bidder handle that as well?

Response: The extent of the Hawaii Attorney General's Office's (AG's) involvement as local counsel cannot be determined as the extent of the Successful Bidder's questions or issues to local law in relation to the scope of services solicited or the expertise and familiarity the Successful Bidder may have on issues which might interface with Hawaii law and the AG's involvement is not known at this time, e.g. federal environmental laws in relation to chapter 343, Hawaii Revised Statutes, etc.

The Successful Bidder must make a preliminary assessment of the impact of any State or local law on any specific matter, and should consult with the Department of the Attorney General on any such impact.

Part II – Revisions to the IFB:

1. The bid offer due date shall be extended to 4:00pm HST on Thursday, August 21, 2014 with public bid opening at 4:15pm HST on Thursday, August 21, 2014.

2. The procurement timeline is hereby modified as follows:

<u>Activity</u>	<u>Scheduled Dates</u>
Public Notice Announcing IFB	July 23, 2014
Distribution of Bid Specs/Bid Offer Form	July 23, 2014
Pre-Bid Conference	August 1, 2014
Written Questions Due to the HPHA	August 5, 2014
Written Responses Due from the HPHA	August 7, 2014
Bid Submittal Deadline	August 21, 2014 at 4:00 p.m. HST
Bid Opening	August 21, 2014 at 4:15 p.m. HST
Notice of Award	August 2014
Contract Execution	August/September 2014
Contract start date	Upon Issuance of Notice to Proceed

3. Attachment 2b – Bid Offer Form (revised 8/14/2014) attached hereby replaces Attachment 2a – Bid Offer Form (revised 8/7/2014) to reflect updated bid submittal due date and time. Bidders shall use the attached revised Attachment 2b – Bid Offer Form in order to be considered responsive. Bid Offers submitted using Attachment 2 shall be automatically rejected. Bid Offers submitted using Attachment 2a may be rejected.
4. The five percent (5%) retention requirement detailed in Subparagraph 6 of Paragraph C. Administrative Requirements (page 28) under Section 2. Specifications is hereby deleted and is no longer applicable to this IFB and the resulting contract.

If you have any questions, please call Ms. Tammie Wong, IFB Coordinator, at (808) 832-6090. Thank you.



IFB-OED-2014-09
SEALED BID OFFER

Hawaii Public Housing Authority
Contract and Procurement Office
1002 North School Street, Bldg. D
Honolulu, Hawaii 96817

Dear Procurement Officer:

The undersigned has carefully read and understands the terms and conditions specified in the Invitation for Bids, Specifications and the General Conditions by reference made a part of this Bid Offer and hereby submits the following offer to perform the work specified.

That the undersigned further understands and agrees that by submitting this Sealed Bid Offer, 1) it is declaring its Bid Offer is not in violation of Chapter 84, Hawaii Revised Statutes, concerning prohibited State contracts, and 2) it is certifying that the price(s) submitted was (were) independently arrived at without collusion.

Date: _____

Respectfully Submitted,

Telephone No.: _____

Legal Name of Offeror

Fax No.: _____

Payment address, if other than street
address at right:

Authorized Signature (Original)

Hawaii General Excise Tax Lic. I.D. No.:

Title

Social Security or Federal I.D. No.:

Street Address

City, State, Zip Code

Offeror is: Individual Partnership Corporation Joint Venture

State of Incorporation: Hawaii * Other _____

*If "other", is corporate seal available in Hawaii? Yes No

Bidders must complete the following items:

1. Provide the history of the bidder's experience in the provision of professional legal services of similar engagements in the United States. Include the number of years of experience: (Attach separate pages if necessary.)

2. Provide the names and addresses of companies or government agencies in which the bidder has provided or is currently providing professional legal services as mentioned in Question 1 above along with the dates of services:

Firm or Agency	Contact Person	Telephone No.	Dates of Service

3. Insurance coverage to be provided by:

Insurance Type	Provider	Agent Name	Agent Phone No.
Commercial General Liability			
Automobile			
Workers Compensation			
Professional Liability (Errors and Omissions)			

Signature of Offeror _____

IFB OED-2014-09
Bid Offer Form

Offeror: _____

Bidder shall provide a Bid Price Per Hour and assign a Weight Allocation to each type of personnel listed below should the personnel category be performing services under the resulting Contract. If a personnel category is not applicable to the bidder's billing/organizational structure, bidder shall input \$0.00 as the Bid Price Per Hour and 0% as the weight allocation. Total Weight Allocation for all personnel categories should equal to 100%. The Bid Price Per Hour for each type of personnel shall be firm for the duration of the contract period and shall be the actual rates billed to the HPHA for actual units of services rendered.

Type of Personnel	36-Month Contract Period		
	Bid Price Per Hour (1)	Weight Allocation (for evaluation purposes) (2)	Weighted Hourly Rate (3) = (1) x (2)
Principal	x	%	=
Director	x	%	=
Shareholder	x	%	=
Senior Counsel	x	%	=
Member	x	%	=
Partner	x	%	=
Associate	x	%	=
Paralegal	x	%	=
Administrative	x	%	=
		100%	

Total Weighted Hourly Rate (sum of all Weighted Hourly Rates): _____

Bid Price for Minimum 1,000 Hours (1,000 x Total Weighted Hourly Rate): _____

Bid Price for Maximum of 3,000 Hours (3,000 x Total Weighted Hourly Rate): _____

Minimum billable unit of service for all personnel (i.e. 10 minutes or 1/6th of an hour):

_____ minutes or _____ of an hour

Each billable increment unit of service for all personnel (i.e. every 10 minutes or 1/6th of an hour):

_____ minutes or _____ of an hour

Award shall be made to the responsive and responsible bidder with the lowest Total Weighted Hourly Rate. Initial contract amount shall be based on the Bid Price for Minimum of 1,000 Hours; contract amount may be increased by the execution of Supplemental Contract(s), not to exceed the Bid Price for Up to 3,000 Hours and shall be exercised at the sole discretion of the HPHA. The HPHA reserves the right to increase the maximum unit of services required if deemed appropriate and to the best interest of the HPHA.