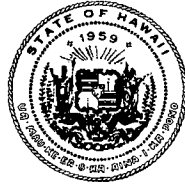


NEIL ABERCROMBIE  
GOVERNOR



DENISE M. WISE  
EXECUTIVE DIRECTOR

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HAWAII PUBLIC HOUSING AUTHORITY  
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BARBARA E. ARASHIRO  
EXECUTIVE ASSISTANT  
IN REPLY PLEASE REFER TO:  
11:CPO/026

March 16, 2011

TO: Interested Parties

FROM: Rick T. Sogawa   
Acting Procurement Officer

SUBJECT: Request for Proposals No. PMB-2011-04, Addendum No. 1  
Property Management, Maintenance and Resident Services for Asset  
Management Project 46 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
Noelani I	Exterior Building Repair	March 2008
Noelani II	Exterior Building Repair	March 2008
Hale Hauoli	Re-roof; install new gutters; renovate kitchen and bathroom, exterior paint, improve site exterior lighting	April 2011
Ke Kumu Ekolu	None	n/a
Ke Kumu Elua	None	n/a

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

Complex Name	Number of Units To Undergo Major Repair	Bedroom Type	Estimated Completion Date
Noelani I	0	n/a	n/a
Noelani II	1	1-bedroom	Dec 2011
Hale Hauoli	0	n/a	n/a
Ke Kumu Ekolu	0	n/a	n/a
Ke Kumu Elua	0	n/a	n/a

3. Number of Vacancies, as of February 2011:

Complex Name	Total Number of Units	Number of Vacancies	Type
Noelani I	19	0	n/a
Noelani II	24	0	n/a
Hale Hauoli	40	0	n/a
Ke Kumu Ekolu	20	1	3-bedroom
Ke Kumu Elua	26	9	2 2-bedroom 7 3-bedroom
Total	129	10	n/a

4. AMP 46 Occupancy Rate, as of February 2011 – 83%

5. AMP 46 Collection Rate, as of February 2011 – 120%

6. For clarification, the following is the designation of the complexes under Asset Management Project 46:

Complex Name	Designation
Noelani I	Family
Noelani II	Family
Hale Hauoli	Elderly and Persons with Disabilities
Ke Kumu Ekolu	Family
Ke Kumu Elua	Family

7. 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.”

8. 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.”

9. For clarification purposes, **Delete** the following paragraphs from Section 3, Forms and Instructions, III.E.1.Total Management Proposal, page 48.

“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.