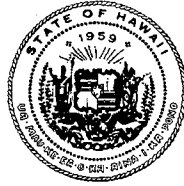


NEIL ABERCROMBIE  
GOVERNOR



HAKIM OUANSAFI  
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:  
12:CPO/238

July 9, 2012

TO: Interested Parties

FROM: Rick T. Sogawa   
Acting Procurement Officer

SUBJECT: Request-for-Proposals, No. PMB-2012-05, Addendum No. 1

This Addendum No. 1 is to: 1) inform interested parties that no written questions were received at the Pre-Proposal Conference conducted by the Hawaii Public Housing Authority (HPHA) on June 20, 2012, up until June 26, 2012; 2) provide clarification on Attachment 21. Price Proposal Format; and 3) provide additional information as follows:

For clarification purposes, Attachment 21. Price Proposal, 5-Yr Summary, **Delete** the following figures under 60-Months, Projected Operating Income:

<b>Projected Operating Income:</b>	60 Months
Projected Tenant Rental Revenue	\$3,025,946
Projected HUD Operating Subsidy	\$1,216,380
Other Income	\$-
<b>Total Operating Income</b>	<b>\$4,242,326</b>

Replace with:

<b>Projected Operating Income:</b>	60 Months
Projected Tenant Rental Revenue	\$3,025,946
Projected HUD Operating Subsidy	\$8,369,596
Other Income	\$-
<b>Total Operating Income</b>	<b>\$11,395,542</b>

Additional Information:

1. Number of Vacant Units as of May 2012:

Property	No. of vacant units	Bedroom Size
Waimaha-Sunflower	10	7 – 1 bedroom; 2 – 2 bedroom; 1 – 3 bedroom
Kauaiokalani	1	3 bedroom
Maili I	1	3 bedroom
Maili II	0	n/a
Nanakuli Homes	0	n/a

## 2. Occupancy Ratio, as of May 2012:

Property	Occupancy Ratio
Waimaha-Sunflower	96%
Kauaiokalani	98%
Maili I	95%
Maili II	100%
Nanakuli Homes	100%

## 3. Delinquency Rate, as of May 2012 – 0.77%

## 4. Non Vacated Delinquencies; 90+ Days Delinquent, as of May 2012:

Property	No. of Families	Amount Owed
Waimaha-Sunflower	23	\$23,205.49
Kauaiokalani	7	\$10,871.59
Maili I	4	\$1,176.36
Maili II	3	\$27,594.76
Nanakuli Homes	6	6,716.91

## 5. Accounts Receivables, as of May 2012 – 99.23%

## 6. 2012 Real Estate Assessment Center physical inspection score – 56, See attached.

## 7. Tenant Association:

Recognized by the HPHA	Status
Waimaha-Sunflower	Inactive
Kauaiokalani	Inactive
Maili I	Inactive
Maili II	Inactive
Nanakuli Homes	Active

8. Sample monthly monitoring form used to calculate the monthly management fee  
– See attached.
9. Various AMP 44 Expenditures, as of May 2012 (year-To-Date):

Telephone	1,112.33
Postage	2,160.93
Process Server Fees	2,871.00
Copier Rental	1,855.15
Office Supplies	1,265.12
Maintenance Materials	30,680.81
Paining Supplies	9,662.81
Electrical/Lighting Supplies	9,915.05
Janitorial Supplies	2,751.18
Materials and Supplies Other	15,394.72
Maint., Appl & Equipment	11,022.40
Exterminating Services	5,554.88
Bldg Repair & Maintenance	6,630.91
Fire Ext Service	7,531.94
Plumbing Repairs	3,352.39
Rubbish Dump Fee / Landfill Fee	99.26

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



# Inspection Summary Report - 363831

Inspection No: 363831  
 Property: (159968) AMP 44 - WAIMAHA/SUNFLOWER  
 85-186 MCARTHUR ST  
 WAIANA, HI 96792-2677

Inspection Date: 8/29/2011  
 Phone: (808) 697-7172  
 Fax: (808) 697-7174  
 E-Mail Address: elva808i@yahoo.com  
 ACC#: \_\_\_\_\_  
 CA#: \_\_\_\_\_

Scattered Site?: Yes  
 PIH Project: HI001000044  
 Comments: 81% OCCUPANCY RATE, BED BUGS REPORTED. BLDG B, UNIT 312 (SUNFLOWER). BED BUG TAC# 1162421, PROFILE

## Building Unit Count

	#Total	#Inspected
Buildings	99	30
Units	258	25

## Scores

	Possible Points	Area Points	H & S Deduction
Site	21.8	4.5	0.0
Bldg Ext	18.4	13.0	0.0
Bldg Sys	18.0	18.0	0.0
CA	0.6	0.6	0.0
Units	41.2	34.0	13.6
<b>Overall</b>	<b>100.0</b>	<b>70.1</b>	<b>13.6</b>
<b>Final Score = Area Points - H &amp; S Deduction</b>			<b>56 b</b>

## Health and Safety Counts

Non-Life Threatening	Site	Bldg	Unit	Total
Actual	0	0	20	20
%Inspected	---	30%	10%	---
Projected	0	0	206	206

## Life Threatening

Actual	0	0	0	0
%Inspected	---	30%	10%	---
Projected	0	0	0	0

## Smoke Detectors

Actual	0	0	0	0
%Inspected	---	30%	10%	---
Projected	0	0	0	0

## Systemic Deficiencies:

Area	Item	Defect	# with Defect	# Total	% of Bldgs / Units with Defect
Ca	CA Kitchen	Refrigerator - Damaged/Inoperable	1	3	33%
	DU Kitchen	Refrigerator - Missing/Damaged/Inoperable	11	25	44%
Ordinary	BldgExt FHEO - Accessibility to Main Floor Entrance**	Obstructed or Missing Accessibility Route**	15	30	50%
	Walls	Stained/Peeling/Needs Paint	14	30	47%
	CA Halls/Corridors/Stairs	Floors - Peeling/Needs Paint**	3	9	33%
	Kitchen	Range Hood/Exhaust Fans - Excessive Grease/Inope	1	3	33%
	DU Doors	Damaged Hardware/Locks**	10	25	40%
	Walls	Peeling/Needs Paint**	9	25	36%

Note: Capital items are repairs that generally require large cash outlays. ( Items such as new roofs and new appliances ).  
 Ordinary items are repairs that require smaller cash outlays. ( Items such as light fixtures, fire extinguishers, and smoke detectors ).

## Participants:

<b>Management Agent</b> EWA POINTE REALTY	FO, STEPHANIE	Phone: (808) 832-4696 Fax: (808) 832-4679 E-Mail Address:	1002 N SCHOOL ST HONOLULU, HI 96817
<b>Owner/PHA</b> Hawaii Public Housing Authority	WISE, DENISE	Phone: (808) 587-0680 Fax: (808) 832-4678 E-Mail Address: DENISE.M.WISE@hawaii.gov	P.O. Box 17907 Suite 300 Honolulu, HI 96817
<b>Site Manager</b> Hawaii Housing authority	MALABEY, VERONICA	Phone: (808) 697-7172 Fax: (808) 697-7174 E-Mail Address: ELVA808@YAHOO.COM	85-186 Mearthur St. Waianae, HI 96792

## Buildings/Units:

No	Name/Type/Reason Uninspectable	Year built	# Units	Address
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HPHA – Property Management and Maintenance Services Branch  
 AMP Monthly Monitoring Report

Date: \_\_\_\_\_

Contractor: \_\_\_\_\_

Contract No. \_\_\_\_\_

AMP No.: **AMP 44**

Management Fee MO/YR: \_\_\_\_\_

ADMINISTRATIVE REQUIREMENTS

Activity	Standard	Actual	Satisfactory (Y/N)	Corrective Action Plan	Comments
Supervisor's Review	10%				
Re-exams	5% or below				
EIV Discrepancy	Due by End of Month				
Community Service	At placement and annually reviewed				
Crime Reports	Incidents logged and semi annual reporting				<b>Semi annual</b>
Pre-Rent Run	Due by Rent Run				
Occupancy Rate	95% or greater				

HPHA – Property Management and Maintenance Services Branch  
 AMP Monthly Monitoring Report

RENT COLLECTION & TENANT ACCOUNT RECEIVABLES

Activity	Standard	Actual	Satisfactory (Y/N)	Corrective Action Plan	Comments
Delinquency Rate	3% or below				
90 Day Accounts	All accounts following rent collection policy				

VACANT UNIT TURNOVER

Activity	Standard	Actual	Satisfactory (Y/N)	Corrective Action Plan	Comments
Total Turnover Days/# of Placements	10 Days or less				

WORK ORDERS

Activity	Standard	Actual	Satisfactory (Y/N)	Corrective Action Plan	Comments
Emergency Work Orders	Closed/ Abated within 24 hrs				
Non-Non-Emergency Work Orders	Average Closed within 25 Days or Less				

HPHA – Property Management and Maintenance Services Branch  
AMP Monthly Monitoring Report

**ROUTINE AND PREVENTIVE MAINTENANCE**

Inspections	Scheduled	Completed	Satisfactory (Y/N)	Corrective Action Plan	Comments
Units					
Buildings					
Site					

**UNIT, COMMON AREA & GROUNDS**

Site Visit Date	Site Name	Conducted by	Satisfactory(Y/N)	Corrective Action Plan	Comments

HPHA – Property Management and Maintenance Services Branch  
AMP Monthly Monitoring Report

MANAGEMENT FEE CALCULATION:

MONTHLY FEE: \_\_\_\_\_

WITHHOLDING:

- Administrative(10%)
- Rent Collection(35%)
- Unit Turnover(25%)
- Work Orders:(10%)
- Routine and Preventive Maint.:(10%)
- Unit, Common Area, Grounds: (10%)

Total Withholding: \_\_\_\_\_ (Less:)

NET MANAGEMENT FEE: \_\_\_\_\_

Report Completed by: \_\_\_\_\_

Phone No. \_\_\_\_\_

OIC Signature: \_\_\_\_\_

Phone No. \_\_\_\_\_